

Bei der vorliegenden Übersetzung handelt es sich um eine nichtamtliche Lesefassung der Allgemeinen Bestimmungen für Fachprüfungsordnungen mit den Abschlüssen Bachelor und Master an der Universität Kassel vom 10. Februar 2016 (MittBl. Nr. 07/2016, S. 428).

Maßgeblich und rechtlich verbindlich ist nur der im Mitteilungsblatt der Universität Kassel veröffentlichte Text.

The translations do not have any legal binding effects, the official versions in German are published in Mitteilungsblatt der Universität Kassel.

General Provisions for Subject Area Examination Rules for Degrees at the Bachelor's and Master's Level at the University of Kassel (AB Bachelor/Master) from February 10th, 2016

Contents

1. Section: General

- § 1 Scope
- § 2 Standard Period of Study
- § 3 Examinations, Academic Degrees
- § 4 Examination Committee
- § 5 Examiners, Observers

2. Section: Joint Provisions

- § 6 Modules
- § 7 Practical Module
- § 8 Credits
- § 9 Course projects
- § 10 Registration and Admission for Examinations
- § 11 Types of Examinations, Compensation for Disabilities
- § 12 Written Examinations
- § 13 Oral Examinations
- § 14 Assessment of Examination Performance, Calculation and Weighting of Grades
- § 15 Failure to Attend and Withdrawal
- § 16 Academic Fraud and Violations of Examination Rules
- § 17 Passing and Failure
- § 18 Repeating Examinations
- § 18a Oral Supplemental Examinations
- § 19 Deadlines
- § 20 Crediting Studies and Performance on Examinations
- § 21 Transcript, Diploma and Diploma Supplement

3. Section: Bachelor's Degree

- § 22 Special Preconditions for Admission to the Bachelor's Degree Programme
- § 23 Bachelor's Thesis, Colloquium

4. Section: General Rules for Minors and Secondary Subjects Relating to Teacher Certification in the Bachelor's Degree Programme

- § 24 Minors in the Bachelor's Degree Programme
- § 25 Secondary Fields of Study for Teacher

5. Section: Master's Degree

§ 26 Prerequisites for Admission to the Master's Programme

§ 27 Continuing Education Programmes

§ 28 Admission Procedures

§ 29 Masterarbeit, Kolloquium

6. Section: Cooperative Degree Programmes

§ 30 National or International Cooperative Degree Programmes

7. Section: Concluding Provisions

§ 31 Invalidating Examinations

§ 32 Access to Test Files

§ 33 Objections

§ 34 Transitional Provisions Entry into Force

Appendices

1. Section: General

§ 1 Scope

- (1) The General Provisions for Subject Area Test Rules apply to all fields of study with terminal degrees at the Bachelor's and Master's level at the University of Kassel.
- (2) The faculties issue subject-area examination rules supplemental to the General Provisions. They require the consent of the Senate and the Approval of the Presidium. If courses of study are being initially accredited, the Presidium will only grant approval after accreditation.

§ 2 Standard Period of Study

- (1) For courses of study that are the first professional degree and conclude with a Bachelor's examination, the Standard Period of Study in full-time studies is at least six and at most eight semesters including practicums and the required Bachelor's degree course modules.
- (2) For courses of study that conclude with the Master's examination as a qualification for further professional study, the Standard Period of Study in a full-timer course of study is at least two, at most four semesters including the final Master's thesis.
- (3) In the case of consecutive degree programmes, the total Standard Period of Study in a full-time programme is at most ten semesters.
- (4) Other Standard Periods of Study are possible in exceptional cases owing to specific organisational arrangements in degree programmes.
- (5) For Master's programmes that serve as qualification for further study, there are separate Standard Periods of Study that must be established in the subject-area examination rules.
- (6) No less than 180 credits must be recorded for the Bachelor's degree. For the Master's degree, 300 credits are required – taking into account the prior study through to the first professional degree. The Examination Committee can reach a different decision from that in Sentence 2 if the degree candidate. This also applies if 300 credits are not achieved after finishing a Master's programme. In other respects the number of Credits needed for the Bachelor's or Master's programmes is governed by the varying Standard Periods of Study.

§ 3 Examinations, Academic Degrees

- (1) The Bachelor's examination concludes the course of study with the first professional degree and the Master's examination concludes the course of study with a degree of advanced professional qualification or qualification for further advanced study.
- (2) The Bachelor's examination shall assess whether the candidate evinces a sufficient academic mastery of the foundations, methodological competencies and professional qualifications conforming the profile of the college (c.f. the Development Plan of the University of Kassel in the current valid edition) and that of the degree programme, and is prepared to make the transition to professional practice.
- (3) The Master's examination shall determine if the candidate evinces subject area and academic specialisation, can independently apply his/her mastery of academic methodology and knowledge, and is prepared to make the transition to professional practice.
- (4) The Bachelor's or Master's degree should assess whether the acquired instrumental, systemic, and communicative competencies meet the requirements of the qualification framework for German University Degrees of the Conference of the Ministers of Education in the currently valid version.
- (5) Based on successfully completed Bachelor's and/or Master's examinations, the faculty will award the respective degree according to the Departmental Examination Rules based on colleges [subject area groups] as follows:

Fächergruppe	Abschlussbezeichnungen
Sprach- und Kulturwissenschaften Sport, Sportwissenschaft Sozialwissenschaft Kunstwissenschaft	Bachelor of Arts (B.A.) Master of Arts (M.A.)
Mathematik Naturwissenschaften Agrar-, Forst- und Ernährungswissenschaften	Bachelor of Science (B.Sc.) Master of Science (M.Sc.)
Ingenieurwissenschaften	Bachelor of Science (B.Sc.) Master of Science (M.Sc.) oder Bachelor of Engineering (B.Eng.) Master of Engineering (M.Eng.)
Wirtschaftswissenschaften	Bachelor of Arts (B.A.) Master of Arts (M.A.) oder Bachelor of Science (B.Sc.) Master of Science (M.Sc.)
Rechtswissenschaften	Bachelor of Laws (LL.B.) Master of Laws (LL.M.)
Berufspädagogik Wirtschaftspädagogik	Bachelor of Education (B.Ed.) Master of Education (M.Ed.)

(6) The Master's programmes can be differentiated as "more practically oriented" and "more research oriented". In a Master's programme, one must establish whether it is a consecutive or continuing Master's programme. The profile type must be shown in the Diploma Supplement (§ 21 Para. 5).

(7) Consecutive Master's programmes are to be organised as studies that deepen or broaden a knowledge base, are interdisciplinary or connect to other programmes of study. Master's programmes that provide continuing education generally assume qualified practical professional experience of not less than one year. They correspond in their requirements to consecutive Master's degree programmes and lead to the same level of qualifications and the same rights and privileges. The equivalence of the requirements must be established in the accreditation process.

(8) Based on a successfully completed Master's examination, the faculty will award the respective degree according to the Departmental Examination Rules for the College; corresponding to Para. 5. In the case of interdisciplinary programmes, the name of the degree is determined by the field that is most significant in the course of study. In the case of degree programmes in fields of engineering or the economic sciences, this is determined by the content focus of the degree programme. Additional departmental designations for the names of these degrees are excluded.

(9) The Master's degree may also be used for programmes of study that provide continuing professional education and deviate from the designations given above (e.g. Master of Business Administration, MBA).

§ 4 Examination Committee

(1) For each degree programme, the departmental academic committee will form an Examination Committee. The Examination Committee is responsible for the execution of examination procedures and the tasks assigned under these examination rules and makes certain that the provisions of the examination rules are adhered to. It will regularly report to the faculties involved concerning the development of the examination periods and Standard Periods of Study including the actual processing time for the final theses as well as the awarding of subject grades and overall grades. The Examination Committee will make suggestions concerning the reform of degree programmes and examination rules.

(2) Representatives of the faculty, the student and the academic members belong to the Examination Committee as a rule in the ratio 3:1:1. The student's period of membership on the committee is one year, that of the other members two years. Membership on the committee can be extended. In the case of decisions that concern only individual examination performances, the academic and student members that have no terminal degree of at least equal rank have only an advising role. The Examination Committee can convene additional members for consultation in accordance with § 5 Para. 2.

(3) The members and their substitutes will be appointed by the departmental academic committee at the suggestion of the members of the respective groups in the departmental academic committee. The Examination Committee will select a chair and chair pro-tem from among the professors that belong to it. The Chair will guide the business of the Examination Committee and head the meeting of the Examination Committee. The Departmental Examination Rules and/or the Examination Committee can assign the Chair additional competencies, which do not concern the essential tasks of the examination committee. The Chair of the Examination Committee can delegate specific tasks of examination organisation. The composition of the Examination Committee must be communicated to the president immediately.

(4) Departing from Para. 1 Sent. 1, the Departmental Examination Rules can determine that a joint Examination Committee will be formed for multiple degree programmes.

(5) The Departmental Examination Rules can allow for an Examination Committee composition that departs from the composition specified in Para. 2 in justified exemptions (e.g. for interdisciplinary courses of study) and preserving the majority of the group being professors.

(6) The Examination Committee is authorised to make binding decisions if at least half of the members are present and the meeting has been properly convened. Decisions are made by majority vote of the present voting members. In the case of ties, the vote of the Chair decides the question.

(7) The members of the Examination Committee are sworn to confidentiality. To the extent that they are not already in public service, they must be subjected to the obligation of confidentiality by the Chair.

(8) The members of the Examination Committee are entitled to be present at the examinations.

(9) To the extent that the examination committee intends to consult on basic matters of examination organisation, the chair must approve a request for participation of one or two additional students as visitors with advisory votes in the meeting in question. Para. 7 applies to the visitors correspondingly.

(10) The student members of the examination committee are entitled to nominate a member of the departmental academic committee / art academy committee or the general students' committee to the Chair as a guest before a meeting of the examination committee. Para. 7 applies to the visitors correspondingly.

§ 5 Examiners, Observers

(1) The Examination Committee will appoint examiners and observers for the individual examinations. It can transfer the assignment of examinations to the Chair.

(2) University Examinations will be administered by:

- Members of the group of professors
- Academic and artistic employees who have been assigned with the independent administration of teaching assignments
- Teaching assistants or instructors for special assignments
- Individuals with experience in professional practice and training who have been commissioned by the Dean to approve an examination

(3) Observers must themselves hold at least the same qualification to be established by the examination or the equivalent.

(4) The Examination Committee makes sure that the names of the examiners are made known to the candidate in a timely fashion but at the latest 14 days before the respective examination.

(5) § 4 Para. 7 applies to the examiners and observers correspondingly.

2. Section: Joint Provisions

§ 6 Modules

- (1) The degree programmes are modular in structure. The course of study is divided into required and required elective modules and the module 'Bachelor's Degree Module' or 'Master's Degree Module'. The modules can be assigned to major areas of study or areas of concentration.
- (2) Modules should consist of at least five credits.
- (3) Modules summarise thematically and chronologically complete, self-contained units of study that are assigned values in credits. They can be comprised of different forms of teaching and learning (e.g. the framework of action for 'Good Teaching', the Criteria Catalogue 'Good Bachelor's Degree Programmes' and the framework for key competencies in the Bachelor's and Master's Degree Programmes at the University of Kassel). The contents of a module are generally to be scaled in such a way that the content can be taught within a semester or a year. Time-blocked modules are also possible.
- (4) As a rule, modules are concluded with the administration of an examination whose result is recorded on the final transcript. The module examination will determine whether the sought-after educational goals were achieved and the competencies as given in the module descriptions and the qualification objectives were met.
- (5) In justified exceptional cases, the final examination can consist cumulatively of several module-specific examinations. Module-specific examinations can especially be allowed in cases of appropriate didactic-methodological justification and/or a module scope of 9 credits or higher. The sum of the test results must provide the same evidence of academic performance as a single final examination.
- (6) Module examinations are offered at the time the modules are offered and in material connection with the corresponding modules. In especially justified cases, several modules can be concluded with a single examination. Modules can also be concluded with a final project.
- (7) Within a module course projects can be demanded as prerequisites for admission to the module examination. Course projects must be completed during the module and in material connection with the corresponding study phases within the module.
- (8) There is the option of taking an examination in modules other than those prescribed (supplemental module). The result of the examination will not be included in the formulation of the total grade. The number of total possible supplemental modules can be governed by the Departmental Examination Rules. The date on which the binding assignment of a supplemental module takes effect will be governed in the Departmental Examination Rules.
- (9) Required elective modules for the Master's programme can also be completed during the Bachelor's programme if the module's intended purpose as stated in the module description can be fulfilled in the Bachelor's and Master's programme. The same module or the same course cannot be credited toward both the Bachelor's and Master's degree. The final statement concerning the crediting of the module to the respective degree diploma must be given by the time the Bachelor's thesis is submitted at the latest.
- (10) The Departmental Examination Rules govern the following module parameters in the course of study and examination schedule (c.f. Appendix 2.2):
 - Module name
 - Type of module (required or required elective module)
 - Educational outcomes/competencies/qualifications objectives
 - Type of class as per Appendix 2.3, semester hours
 - Student work required differentiated by contact hours and hours spent in independent study
 - Preconditions for enrolment in the module
 - Course projects
 - Preconditions for admission to the examination
 - Type of examination and possibly scope of the examinations
 - Number of credits awarded for the module.
- (11) Each module is to be described in its own module handbook in accordance with Appendix 2.1. The description should provide the student with reliable information about the course of study, contents, quantitative and qualitative requirements and integration into the overall concept of the course of study or the relationship to the other modules. The qualification objectives of the course of study must be described at the start of the module handbook. The module handbook in its full form is not a part of the examination rules. It must be published in suitable form and should be available via the

internet in an online archive for a reasonable period of time for recognition purposes.

(12) The degree programmes are to be organised in such a way that they offer time for stays at other colleges or universities and do not in practice lead to increased time to degree. Flexible elements (windows for stays abroad, practica etc.) must be identified in a sample study schedule.

(13) Interdisciplinary contents and opportunities to acquire key competencies should be given special attention in the individual modules. The gender aspect should be taken into account. In the plans of study, the additive and integrated key competencies should be indicated with credits and in the module handbooks they should be assigned to the fields of competence according to the framework for the key competencies in the current editions.

(14) The subject examination regulations may take modules from another course of study (import module) without modification in consultation with the providing (exporting) course.

(15) For modules taken from other courses of study without modifications (import modules), the examination committee for the providing (exporting) course rules on questions relating to the module regarding how examinations are to be implemented (in particular appointing and announcing examiners in accordance with § 5, registration deadlines in accordance with §§ 9 and 10, admission of audience in accordance with § 13, withdrawal in accordance with § 15, academic fraud and violations of examination rules in accordance with § 16). The examination committee for the imported course for import modules rules on all questions relating to the imported course as a whole (in particular compensation for disadvantages in accordance with § 11, pass decisions in accordance with § 17, repeat deadlines in accordance with § 18, oral supplementary examinations in accordance with § 18a, crediting studies and performance on examinations in accordance with § 20, issuing transcripts and diplomas in accordance with § 21, final theses incl. admission in accordance with §§ 10, 23 and 29, minors in accordance with § 24, admission questions in accordance with §§ 22, 26 and 28, access to test files and objections in accordance with §§ 32 and 33). In the event of doubt or questions also relating to the examination procedure of the imported module or to implementation of the module's teaching, the examination committee of the importing course consults the examination committee of the exporting course and the module coordinator in advance (e.g. crediting studies, compensation for disadvantages, objections). If students are required to submit applications or evidence (e.g. certificate, compensation for disadvantages), these must be provided/submitted to the (importing) examination committee originally responsible for their course, which will then forward them to the exporting examination committee.

(16) There must be rules in place for maintaining attendance lists in subject area examination rules and exceptions are only permitted in justifiable exceptional cases. Justifiable exceptional cases could include:

- Seminars, practical projects or practica for which there are limited restrictions (e.g. laboratory places) or which are carried out in cooperation with external offices (e.g. schools),
- Classes or modules in which student interaction places a special role,
- Module examinations for which there is no independent examination or course project beyond simple attendance according to the examination rules.

§ 7 Practical Module

(1) Practical modules in particular should facilitate the development of a critical, reflective, professional competence and skill in an exemplary learning process. They should serve to apply the knowledge and skills acquired in the course of study and reflect on and assess the experiences obtained in the practical experience of the profession. They can be completed in the form of practicums, professional practical studies, projects or project studies. In courses of study that lead to the first professional degree, a practical module must be integrated that basically encompasses at least 6 and at most 26 weeks of full-time employment. To the extent that the framing provisions of law provide for more extensive practical components, the Departmental Examination Rules can deviate from the aforementioned time requirements for the arrangement of the practical module. More specific details about the practical module are governed by the General Provisions for Practical Modules of the University of Kassel.

(2) Practical modules can be assessed with 'Passed' or 'Failed'. If practice modules are graded, then § 14 applies.

§ 8 Credits

(1) In the Departmental Examination Rules, each module is assigned credits that also make it possible to transfer the completed coursework to other courses of study at the University of Kassel or another

college or university. This includes heeding the decisions and recommendations of the Conference of Ministers of Culture and Rectors of Institutions of Higher Education as well as the European Credit Transfer System (ECTS).

(2) As a rule, credits are only assigned if all of the work required for a module, examinations or required course work, have been successfully completed.

(3) The number of credits for a module will be determined by the proportional work hours that students of average talent must devote to the corresponding module in terms of attendance, contact hours, preparation and study, tests and/or course projects. The regular workload is deemed to be 1,800 hours of work per year of study, to the extent that the rules for subject-area examinations do not provide any other set of rules. This corresponds to 39 hours working per week and 46 work-weeks per year. 60 credits are awarded for this amount of work. Differing sets of rules in the rules for subject area examinations are possible in a range of 1,500 to 1,800 working hours per year and correspondingly 25 to 30 hour working hours per credit. For modules with a total of more than 5 credits and/or for modules that exceed a semester in duration, credits can also be awarded for partial performance [completion of specific assignments] within a module.

(4) Awarding of credits is not absolutely dependent on an examination, but does assume at the minimum the successful completion of the respective module through course projects.

§ 9 Course Projects

(1) Course projects can be:

1. oral performance [presentations, speeches]
2. practical performance
3. written performance.

Moreover, the Departmental Examination Rules can provide for other testable course-related work.

(2) Course projects are generally graded with 'Passed' or 'Failed'. If course projects are given grades, then § 14 Para. 1 – 3 applies correspondingly. In the case of group work, the individual's performance in the project must be clearly distinguished and assessable.

(3) The Departmental Examination Rules can establish a registration process for course projects and assignments. The candidate will register for each course project within the period set by and announced by the Examination Committee. The registration deadlines must be arranged so that they do not result in a prolonged time to degree completion.

(4) Course projects can be repeated as often as necessary.

§ 10 Registration and Admission for Examinations

(1) Only persons who are registered students at the University of Kassel may complete tests.

(2) The candidate will register for the examination within the period set by and announced by the Examination Committee. Prior to registration, the necessary preliminary qualifications for admission to the examination must be successfully completed. At the time of registration, the candidate must declare whether the candidate has failed an analogous examination in the same or a comparable course of study or if he/she is currently awaiting the completion of a pending examination. The registration deadlines must be organised in such a way that they do not result in increased time to degree.

(3) The completion of the Bachelor's or Master's thesis and admission to the Bachelor's and Master's thesis writing stage assumes that:

- a) The candidate is registered for the corresponding Bachelor's or Master's programme
- b) The candidate was at least registered for the last semester prior to registering for the Bachelor's or Master's thesis in the respective degree programme at the University of Kassel and
- c) Has completed the module examinations or credits required under the Departmental Examination Rules.

(4) The application for admission to the Bachelor's or Master's thesis must be submitted to the responsible Examination Committee in writing. To be included with the application are:

- a) Documentation of fulfilment of the prerequisites for admission listed in Para. 3
- b) A statement of whether the candidate has already failed a Bachelor's or Master's thesis in the corresponding degree programme or a related one or whether he/she is already in a pending examination process.

(5) Also to be included with the application are:

- a) A topic proposal for the Bachelor's or Master's thesis
- b) A suggestion for the thesis advisor as well as a second reader for the Bachelor's or Master's

degree

- c) If needed, a statement that the Bachelor's or Master's thesis is being completed as a group project.
- (6) If the candidate is not able to submit a document required under Para. 3 in the prescribed manner, the Examination Committee can permit documentation to be submitted in another fashion.
- (7) The Examination Committee will decide on admission to the Bachelor's or Master's thesis stage. It can transfer the authorisation to render this decision to the chair. Admission may only be denied if:
- The general preconditions for admission according to Paragraph 3 or the corresponding special conditions for admission according to § 22 or § 26 are not fulfilled or
 - The documents are incomplete or
 - The candidate failed with final effect the definitive module examination in the same or a related degree programme required under the Departmental Examination Rules or is in a pending examination process or
 - The candidate has forfeited eligibility for examinations through missing the deadline for registration for the respective examination or its completion.
- (8) The Chair of the Examination Committee informs the candidate that it rejects the application for admission and formally presents it. The official notification will be accompanied with a justification and instructions for legal relief.
- (9) Admission to a Bachelor's colloquium is only possible if the Bachelor's thesis is awarded a grade of at least 'satisfactory'.
- (10) If only limited places are available for individual classes in required modules, the faculty may allow students with special living circumstances preferential access to the classes affected. Students with special living circumstances are deemed to be students as described in § 11 Para. 5, pregnant students, and students with dependent children aged under 12. Preferential access must be applied for from the examination committee with documentary evidence. Places can be assigned electronically.

§ 11 Types of Examinations, Compensation for Disadvantages

(1) Examinations must be completed as module examinations, Bachelor's or Master's thesis and/or colloquium. Module examinations can take the following forms:

- written examination (§ 12) and/or
- oral examination (§ 13).

The Departmental Examination Rules can provide for other types of examinations, e.g. practical subject-area examinations that can be monitored as well as multi-media supported examinations, if they can be assessed according to the same standards. If a module's study and examination plan provides for various different types of examinations, it must set out provisions regarding the date and decision of type of examination selected. This must be defined by the beginning of the relevant class at the latest. Deviation from the type of examination defined is permitted in consultation with the students taking the class.

(2) Examinations using the multiple-choice procedure are permissible as components of a final examination (with a maximum proportional value in the grade of 50%), to the extent that the subject area examination rules do not explicitly exclude the multiple-choice procedure. A proportion of questions using the multiple-choice procedure that exceeds 50% of the total assessment is only permissible if the multiple-choice form of examination is explicitly provided for in the subject area examination rules. In the design of the examination and/or the components of the examination according to the multiple-choice procedure, the recognised minimum standards for this form of examination must be observed. Most specifically, the design must provide for:

- an absolute and a relative lower limit for passing,
- conversion of the number of points scored into discrete grades,
- a set of rules for handling problems or questions that were poorly formulated by the examiner (error elimination).

An examination problem or question may not be assigned fewer than 0 points. No negative points or demerits that reduce the overall grade may be assigned.

(3) In group work, individual performance of group members must be distinguishable and subject to assessment.

(4) The Departmental Examination Rules can allow for examinations to be completed in English or another language.

(5) If the candidate credibly demonstrates that, due to:

- a) chronic illness or handicap in the sense of § 2 Para. 1 SGB IX
- b) illness of children requiring supervision and family members requiring personal care
- c) maternal or parental leave

he/she is not able to wholly or even partially complete the examinations in required form or in the by the required deadline, the candidate will be permitted to complete the examinations within an extended period or in a different form. Presentation of a physician's attest can be demanded. The like applies in the case of a course project according to § 9.

(6) If practicums or comparable learning arrangements are required elements of a course of study, the subject area examination rules for students in unusual living situations (e.g. students with children, students falling under Para. 5) can provide for alternative forms of satisfying the performance requirements.

(7) Compensatory measures for disadvantages must be requested from the Examination Committee in writing. The application must be submitted when registering for the examination at the latest.

§ 12 Written Examinations

(1) In the written examinations the candidate must demonstrate mastery of the necessary foundational knowledge and/or discipline-specific skills and must be able to complete assignments and deal with topics in the discipline in limited time with limited assistive materials using the conventional methods of the discipline and be able to deal with topics.

(2) If the written examination takes the form of a final examination, it must be completed under supervision. Approved assistive materials will be identified by the respective test administrator. They must be announced at least four weeks prior to the examination date.

(3) If a candidate arrives late to an examination, the lost time cannot be made up. The candidate may not leave the examination room without the permission of the supervisor.

(4) The examination supervisor must prepare a protocol for each final examination. The protocol must include all events that are of any relevance to evaluating the results of the examination, especially those falling under § 16.

(5) In the case of written examinations that are not completed under direct supervision (especially final papers, files, portfolios, etc.), the examinee must sign a form assuring that he or she completed the work independently.

(6) The written final thesis and the written examinations that cannot be repeated again must be evaluated by two test administrators, while other examinations must be evaluated by at least one test administrator. The first evaluation and second evaluation are to be marked on the examination.

(7) The grading procedure for a written module examination should, as a rule, not exceed four weeks.

(8) The processing time for written examinations must be specified in the Departmental Examination Rules. The results of the module examination must be published no fewer than 14 days before the repeat examination.

§ 13 Oral Examinations

(1) In oral examinations, the candidate shall demonstrate that he/she is able to recognise the contexts in the test area and classify specialised questions in these contexts. The candidate should also demonstrate whether he/she possesses a foundation of knowledge adequate to the state of his/her degree programme.

(2) The Departmental Examination Rules will determine the duration of the oral examination.

(3) Oral examinations must be completed by one or more examiners in the presence of an expert observer; group examinations should be held at most in groups of five students.

(4) The essential matters and results of the oral examinations must be recorded in a protocol which must be signed by the examiners and/or observers. The result must be announced to the candidate following the completion of the oral examination.

(5) Students in the same course of study are entitled to participate as auditors in oral examinations unless the candidate refuses to allow them or the examination is not public for confidentiality reasons. Admission of auditors can be made dependent on the available space. The chair of the examination committee can, if there is justifiable interest, also admit other members of the college to the hearing or exclude auditors. Sentences 1 and 3 do not apply to the consultation and announcing of the examination results.

§ 14 Assessment of Performance on the Examination, Calculating and Weighting the Grade

(1) Grading is always based on the individual performance of the candidate.

The following grades are used for grading the individual performance on examinations:

Grade 1 'Very Good'	an outstanding performance
Grade 2 'Good'	a performance that is considerably better than the average requirements
Grade 3 'Satisfactory'	performance that meets the average requirements
Grade 4 'Sufficient'	a performance that still meets the requirements in spite of deficiencies
Grade 5 'Fail'	a performance that does not meet the requirements due to significant deficiencies.

(2) The grades for the individual examinations will be determined by the respective examiners.

(3) In order to provide greater differentiation in grading examinations, the grades can be raised or lowered to intermediate values by 0.3; the grades 4.3, 4.7 and 5.3 are excluded.

(4) In calculating and reporting the module grade, the first two decimal places after the period will be taken into account and all other places will be omitted without rounding. If a module consists of several module sub-examinations, a module examination will be assessed by two examiners (especially final examinations) and/or if module grades are credited to other colleges, Sentence 1 applies analogously.

(5) The rules for subject-area examinations can provide for calculating the module grade by weighting individual module part-examinations and/or weighting to match the assigned credits. If no weighting is provided for then the module grade is calculated from the unweighted average of the grades from the examinations/ module partial examinations.

(6) The grade is:

with an average of 1.0 or less	= with distinction
with an average over 1.0 to 1.59	= very good
with an average over 1.59 to 2.59	= good
with an average over 2.59 to 3.59	= satisfactory
with an average over 3.59 to 4.0	= sufficient
with an average over 4.0	= fail.

(7) The Examination Committees in the faculties can decide on a points system for calculating grades for examinations.

(8) The basis for calculating the ECTS-Rank is given by the final grades achieved by those completing their degree programme in the respective course of study during the examination year – calculated starting from the month in which transcripts are issued. The group must consist of at least 50 degree-completing students. If the necessary group size cannot be attained, the period will be extended until the minimum group size is reached by one additional semester each.

(9) For Bachelor's and Master's transcripts, in each case a total final grade must be calculated. The total grade is calculated from the grades of the module examinations and the grades from the Bachelor's or Master's modules. The total grade will be reported with only one decimal place after the period, all other places will be omitted without rounding. The rules for subject area examinations can provide for a weighting of individual module grades and/or weighting corresponding to the credits assigned to the modules in the calculation of the overall grade. If no weighting is provided for, the grades for the module will be equally weighted in calculating the overall grade. Sentence 3 applies also to the overall notes that are issued to other colleges and will be taken into account at the University of Kassel for the purpose of admission or granting of credit.

(10) If an English translation of the transcript is completed, the grades for the individual examinations and the total grade will be stated according to the following grading scale:

1.0 or less	= with distinction
over 1.0 to 1.59	= very good
over 1.59 to 2.59	= good
over 2.59 to 3.59	= satisfactory
over 3.59 to 4.0	= sufficient
over 4.0	= fail

§ 15 Failure to Attend and Withdrawal

- (1) A module examination will be graded as 'Not Sufficient' (5.0) if the candidate misses a binding examination appointment announced to him/her without having previously withdrawn from the examination. The same applies if a written module examination is not completed within the allotted time.
- (2) Withdrawal from written examinations without cause is generally permitted up until the day before the examination.
- (3) Withdrawal from oral or written examinations after the deadline stated in Para. 2 must be immediately reported to the Examination Committee in writing and credibly justified. In cases where doubt is justifiable, a medical certificate or official attest (Certificate of Disability) from a physician may also be demanded. Inability to complete the examination that manifests itself during the examination must be reported to the examiner immediately. The obligation to report and credibly explain the reasons to the Examination Committee remains unaffected. If the reason is officially acknowledged, a new examination appointment will be set. If withdrawal or failure to appear is given official acknowledgement, the results of those module examinations already completed will be credited.

§ 16 Academic Fraud and Violations of Examination Rules

- (1) The examinations of candidates who attempted academic fraud during their examinations or attempted to or actually used prohibited aids in completing their examinations will be awarded the grade of 'Fail' (5.0). A candidate who disrupts the regular and proper order of the examination appointment can be excluded from continuing and completing the examination by the examiner or supervisor; in this case the examination will be awarded a grade of 'Fail' (5.0). Mobile telephones or similar electronic devices are deemed to be prohibited aids as per Sentence 1, unless permission has been expressly granted. These may only be brought into the examination room in a powered off state, must remain out of reach and must be handed to the invigilator upon request. Unauthorised carrying of these prohibited aids is considered to be an attempt at academic dishonesty.
- (2) If a candidate achieved admission to the examination improperly through culpable action, the Examination Committee can decide to grade the examination as failed.
- (3) If there is an especially severe case of fraud or a repeated attempt at academic dishonesty in a module examination or module partial examination in the Bachelor's and Master's thesis or a fraud in the submission of a written declaration form by the student concerning the independent completion of the thesis without prohibited aids, the Examination Committee can decide to exclude the student from the repeat examination. The severity of the fraud will be determined by the effort made to commit the fraud and the result detriment to equal chances at performance on the examination.
- (4) Before such a decision is reached by the Examination Committee, the effected party must be given opportunity to respond.
- (5) Any negative decisions made by the Examination Committee must be immediately communicated to the candidate in writing, provided with a written justification and with instructions for legal relief.
- (6) For course papers, oral presentations and final projects, the citation rules for academic papers given by the faculties apply. In the case of considerable disregard, Para. 1 Sent. 1.

§ 17 Passing and Failure

- (1) A student achieves a passing grade in a module examination if the grade is at least (4.0). The Departmental Examination Rules can specify that a module examination with several module sub-examinations has only been passed if certain examination components are awarded a grade of at least 'Sufficient' (4.0).
- (2) The Bachelor's or Master's examination has been passed if all module examinations are passed.
- (3) If the candidate did not pass a module examination or if the final thesis is awarded a grade lower than (4.0), he/she will receive a written notification from the Examination Committee which must contain instruction concerning whether or in what scope and by what deadline the module examination and/or Bachelor's or Master's thesis can be repeated. The decision must be provided with an instruction on legal remedy. If repeating is not possible then final and binding failure of the examination must be established, and if there is an entitlement, reference made to the possibility to apply for an oral supplemental examination as per § 18a. Departing from Sentence 1, the Examination Committee can decide that the communication will be affected by means of a university-wide notification or through

the electronic examination administrative system in which the protected interests of the effected parties must be considered.

(4) Only one time may a required elective module failing grade with final effect may be substituted once to the extent that the Departmental Examination Rules specify nothing to the contrary, the rules for subject area examinations can however provide for other options for substitution. The Departmental Examination Rules can establish rules concerning change of existing required electives for the purpose of improving grades.

§ 18 Repeating Examinations

(1) Failed module examinations can be repeated twice.

(2) If a module examination consists of several module examinations, the Departmental Examination Rules can provide for specific sub-examinations that are not awarded grades of at least sufficient (4.0) must be repeated. If the module examination as a whole is failed, only the part that was failed must be repeated.

(3) If the Bachelor's or Master's thesis is awarded a grade of 'Not Sufficient', it can be repeated once. A different topic will be assigned. Returning the topic for the Bachelor's or Master's thesis is only permissible in the framework of a repeated examination if the candidate did not use this option when completing the first Bachelor's or Master's thesis. It cannot be permitted a second time.

(4) Failed attempts at the same or a comparable module examination in a degree programme at the same university or a different university or institution of post-secondary education in Germany or abroad will be credited.

(5) No period is generally set for the completion of repeat examinations. In justified exceptional cases, the subject area examination regulations can set periods within which repeat examinations must be completed. The opportunity to repeat an examination must be offered at the latest within the next semester.

§ 18a Oral Supplemental Examinations

(1) On request, an oral supplemental examination in lieu of a failed second written repeated examination can be completed once per course of study. The application must be submitted to the responsible examination committee within four weeks after announcing the examination results (exclusion period). If no application is submitted before this deadline, the subject area examination is failed with final effect. The date for the oral supplemental examination will be set by the responsible examination committee and should occur within eight weeks of the application for an oral supplemental examination. If the candidate cannot appear at the appointed date and time, § 15 applies analogously.

(2) Solely defined as written examinations in the sense of Para. 1 are final examinations, final papers, take-home examinations or other written forms of examination (e.g. portfolios, files, reports) and as such they are excluded from the oral supplemental examination. For practical final examinations in languages in the field of modern foreign languages, the subject area examination rules can allow for the oral supplemental examination.

(3) In the framework of the oral supplemental examination, the results of the written examination will be taken as the starting point. An oral examination will be carried out based on these results in which the candidate will be examined to determine if he or she has achieved a degree of performance that still meets the requirements (for adequate performance) in spite of the deficiencies appearing in the written examination. The duration of the oral examination is dependent on the arrangement of the content of the examination and will be based on the duration of oral examinations specified in the rules for subject area examinations. It should not drop below the minimum duration of 10 minutes and may not exceed the maximum duration of 30 minutes. Based on the oral supplemental examination, the grade of the second repeat examination will be assessed in total with "adequate" (4.0) or "not adequate" (5.0). There will be no independent assessment of the oral supplemental examination. The final assessment decision must be understandably explained. § 13 applies correspondingly.

(4) The oral supplemental examination will be administrated and assessed by two persons authorised to examine as defined in § 13 Para. 3. Before recording the grade, the examiner will listen to the other persons who are involved in assessment. In the event that their assessments do not agree, the examination committee will decide after consulting with the participating examiners about the final assessment according to Para. 3. In a departure from § 13 Para. 4, the results of the oral supple-

mental examination are only communicated to the candidate following consultation with the examiners in accordance with Sentences 2 and 3. The claim to an oral supplemental examination is forfeited if the candidate has not participated in the written examination, handed in a blank piece of paper or the examination was assessed according to § 16 with „not adequate“ (5.0) or the candidate did not appear for the oral supplemental examination without any due or sufficient cause.

§ 19 Deadlines

- (1) The deadlines must be set down in writing in such a way that the module examinations can be fully completed within the Standard Period of Study set for the degree programme. Maternity leave periods as well as periods for parental leave must be taken into account. The deadlines must be extended for part-time students on request.
- (2) The specific faculty will make sure that course projects and module examinations can be completed within the periods set down in writing in the respective Departmental Examination Rules. The deadlines for module examinations and the Bachelor's and Master's thesis must be announced in a timely fashion.
- (3) In the event that the Departmental Examination Rules cease to be in effect, the students affected must be immediately informed in a suitable fashion by the faculties.

§ 20 Crediting Studies and Performance on Examinations

- (1) Modules, course projects and examinations and practical phases that were completed at a post-secondary institution in Germany or abroad that are completed for comparable numbers of credits in comparable degree programmes will be credited on request, insofar as there are no significant differences between the knowledge and skills obtained and those to be obtained
- (2) Demonstrated competencies and skills that were obtained outside of the realm of post-secondary education are to be credited for up to half of the credits for the course of study in accord with Para. 1.
- (3) Decisions concerning crediting performance in accord with Para. 1 and 2 will be made by the responsible examination committee.
- (4) The recognition of knowledge, skills and competencies constitutes the normal case in crediting performance, if no significant differences are identified. The college must provide a justification in cases when it refuses recognition (c.f. Lissabon-Convention Art. III).
- (5) Differences are only considered significant if they endanger the achievement of the objectives of the course of study. Significant differences exist especially if
 - the results of instruction diverge considerably,
 - there are grave differences in the prerequisites for admission and/or
 - there are significant differences in the focuses or quality of the programmes of study.
- (6) Credits, course projects, examinations and practical phases that are completed at a university or equivalent institution of higher education outside of the Federal Republic of Germany, will be credited by the responsible Examination Committee on request, insofar as there is equivalence. Equivalence is established to the extent that there are no significant differences between the achieved and required educational outcomes and competencies. In this process, the equivalence agreements approved by the Conference of Ministers of Culture as well as the Conference of University and College Rectors as well as the agreements made in the frameworks of University and College Partnership Contracts must be observed. To the extent that there are no equivalency agreements, the Examination Committee will decide. In the case of doubts concerning equivalence, the Central Office for Foreign Study must be consulted.
- (7) Crediting skills and competencies obtained outside of the realm of post-secondary education and their assignment to modules based on the documents provided by the applicant, the Examination Committee will, in specific cases, review the extent to which the documented abilities, skills and educational outcomes that were obtained outside of the ambit of universities or colleges are equivalent to those of individual modules in the degree programme. The Department Examination Rules can make more specific provisions. For homogenous groups of applicants, crediting can be done in flat rate units.
- (8) Crediting skills and abilities can also be done in the form of a placement examination. The individual candidate's knowledge will be evaluated with the goal of placing the candidate in a higher semester in the degree programme. The examination committee uses the module descriptions of the modules being credited as a basis for establishing the form which the examination is to take. Which modules are to be credited is also determined on the basis of the completed placement examination.

(9) If completed coursework and exams are credited, the grades and the credits – to the extent that the grading and credit systems are comparable – will be accepted and included in the calculation of the overall grade. In the case of non-comparable grading systems converting the grade is unnecessary, the notation 'Passed' will be recorded. The credit can be identified in the transcript.

§ 21 Transcript, Diploma and Diploma Supplement

(1) The candidate will receive a transcript of any successfully completed Bachelor's or Master's examination immediately, within four weeks at the most. The transcript will record the final examination for the degree programme, the module title and module grades, the credits, the topic of the final thesis, its grade as well as documentation of successful completion of the practical phase and the credits awarded for this, the Standard Period of Study, the credits for the Standard Period of Study as well as the overall grade. For the combination Bachelor's degree, the major and minor must be listed separately. The Departmental Examination Rules can also specify that the transcripts include the following information about the Bachelor's or Master's examination:

- a) The focus of course of study
- b) The results of the examinations in the supplemental modules
- c) The duration of the necessary subject area studies through to the final examination
- d) Name of the examiner for the final examination.

(2) The transcript will be signed by the Chair of the Examination Committee and the Dean of the faculty with the date (Appendices 3 and 4).

The transcript will also bear the date on which the last examination and/or coursework was completed. In the case of subsequently finished Bachelor's or Master's thesis, the date on which the thesis is submitted is definitive.

(3) If the candidate failed a Bachelor's or Master's examination with final effect, then he/she will, on request, be issued a written transcript that includes the completed module examinations and the grades achieved in them and the number of credits achieved and the notation that the examination was not passed.

(4) Simultaneous with the transcript for the Bachelor's or Master's examination, the candidate will receive the Bachelor's or Master's diploma with the date of the last examination or coursework. It will attest the awarding of academic grade in respective degree programme (Appendices 5 and 6). The diploma will be signed by the Chair of the Examination Committee and the Dean and stamped with the seal of the University of Kassel.

(5) With the diploma and the transcript, a Diploma Supplement will be issued corresponding to the rules established between the Conference of Ministers of Cultures and the Conference of University and College Rectors in the currently valid edition as well as the Transcript of Records (Appendix 8 and 9).

(6) On request an English translation of the transcript and the diploma will be issued (Appendix Samples 3.2., 4.2, 5.2, 6.4).

(7) On request the student can be issued a Transcript of Records by the Examination Office during his/her studies.

3. Section: Bachelor's Degree

§ 22 Special Preconditions for Admission to the Bachelor's Degree Programme

(1) In special, justifiable exceptional cases, the faculties can require a preliminary practicum prior to the start of the degree programme as a precondition for admission. The duration of the preliminary practicum may be at most 13 weeks. The Departmental Examination Rules will specify its exact scope.

(2) The Departmental Examination Rules can provide for specific language requirements as preconditions for admission for the majors, minors and secondary subject areas for teacher certification. The framing conditions for the demonstration of the level of language skill according to the rules of the Joint European Frame of Reference for Languages in Bachelor's and Master's Degree Programmes at the University of Kassel are to be applied in their currently valid version apply to the extent that no rule was issued for the language requirements.

(3) The Departmental Examination Rules will specify by when the special preconditions for admission can be made up.

§ 23 Bachelor's Thesis, Colloquium

- (1) The Bachelor's thesis should demonstrate that the candidate is able to independently process a problem from his/her field of study using academic methods in the allotted period of time. The topic must be so constituted that it can be treated adequately in the time allotted.
- (2) The Departmental Examination Rules specify the scope of work done in the Bachelor's thesis; it must be at least 6 credits and may not exceed 12, depending on the scope of the work. The time from issue of topic to the submission of the Bachelor's thesis must be at least four and at most nine weeks. To the extent that flexibility is provided for in the examination for the Bachelor's thesis, allowing for completion during the course of study while completing classes, the time allowed for completion can be extended to up to 18 weeks. The time allowed to complete the thesis will be specified in the Departmental Examination Rules.
- (3) The Bachelor's thesis must be supervised and graded by a professor or other person authorised to administrate examinations as defined under § 5 Para. 2 (first grader). If the Bachelor's thesis is completed in an institution outside of the University of Kassel, it must be approved by the Chair of the Examination Committee.
- (4) The Departmental Examination Rules specify:
 - a) in which semester of the degree programme the topic for the Bachelor's thesis can be given out at the earliest
 - b) other preconditions for the issue of the topic
 - c) the procedure by which the student receives the topic
 - d) the procedure for setting deadlines and dates in connection with the Bachelor's thesis
 - e) the number of copies of the Bachelor's thesis that need to be submitted and their format (e.g. bound printed copies, data storage media).
- (5) Once the topic is issued, the first grader as per Para. 3 and a second grader will be appointed by the Examination Committee. One of the graders must, as rule, be a professor. The examination committee can appoint an external assessor, especially if no authoritative expert is available internally. For external assessors, § 5 Para. 2 and 3 apply correspondingly.
- (6) The Chair of the Examination Committee will make sure that the candidate receives his/her topic for the Bachelor's thesis in a timely fashion.
- (7) The Bachelor's thesis can also be allowed to take the form of group work if the contributions of the individual students can be identified and graded distinctly thanks to the identification of sections, page numbers and other objective criteria that make such clear differentiation possible and the requirements under Para. 1 are fulfilled.
- (8) If the first deadline for submission cannot be met due to reasons for which the candidate cannot be held responsible, the Examination Committee can grant a one-time extension of the time to complete the thesis if the candidate requests it before the first submission deadline passes and the supervisor gives consent. The Departmental Examination Rules will specify the period for the extension of the time to complete the thesis; a maximum extension of up to 50% of the original time allotted can be granted. If the delay lasts longer, the candidate can withdraw from the examination.
- (9) The topic of a Bachelor's thesis can only be returned within the first third of the time allotted for completion. If, as a result of withdrawal as defined in Paragraph 8 Sentence 1, a new topic is issued for the Bachelor's thesis, this [second] topic cannot be returned.
- (10) The Bachelor's thesis is, as a rule, to be written in German. The Departmental Examination Rules can specify the use of other languages.
- (11) When submitting the thesis the candidate must give written assurance that he/she completed the work - in the case of group work, his/her correspondingly identified share of the work – independently and did not use any sources or aids other than those identified.
- (12) The topic as well as the dates of issue and submission for the thesis will be documented in the files kept by the Examination Committee.
- (13) The Bachelor's thesis must be separately evaluated by both graders. The assessment of the graders should be presented at the latest six weeks after the submission of the Bachelor's thesis. The Examination Committee can unanimously reduce the assessment period for an examination date if this is necessary for organisational reasons in order to make it possible for the candidate to continue his/her degree programme in a timely fashion.
- (14) The Bachelor's thesis must be submitted to the Chair of the Examination Committee on or before the deadline. If the Bachelor's thesis is not submitted on time, this section of the examination will be deemed failed.
- (15) If the grades assigned the Bachelor's thesis differ, the Chair of the Examination Committee will

determine the grade in conformity with § 13 Para.4. The Examination Committee will obtain the opinion of a third grader if the assessment of the graders differs by more than 2.0 or one of the two graders evaluates the Bachelor's thesis as 'Not Sufficient'. In this case the grade will be calculated within an additional period of two weeks and based on the grades assigned by the first grader, second grader and third grader in conformity with § 14 Para. 4.

(16) If the Bachelor's thesis is not awarded a grade of at least 'Sufficient' (4.0), this decision must be communicated to the candidate in writing. The notification must be accompanied with instructions on legal relief.

(17) The Departmental Examination Rules can provide for presenting the Bachelor's thesis in a final colloquium. The date and time, grading, weighting and options for repeating the colloquium must be specified, and § 29 Paras. 3 S. 3-5 apply correspondingly.

(18) Students in the same degree programme are allowed to be present at the colloquium as auditors with the approval of the test administrators.

4. Section: General Rules for Minors and Secondary Subjects Relating to Teacher Certification in the Bachelor's Degree Programme

§ 24 Minors in the Bachelor's Degree Programme

(1) Areas of study for the Bachelor's degree programme can be offered as majors, majors and minors, or only as minors.

(2) The minimum scope of a minor area in a Bachelor's degree programme is 40 credits. In the Bachelor's degree programmes in the humanities and social sciences at the University of Kassel, the scope of the course of study encompasses 140 credits in the major field and 40 credits in the minor field.

(3) The faculties responsible for the various subject areas determines the range of minor areas of study that will be offered and will issue a set of Rules for Examinations in Minor Fields including a course of study and an examination schedule. Additionally, the rules of § 6 Para. 8 and 9 apply analogously. To the extent that there are Rules for Examinations in the Major Field for the same course of study, the minor field of study will be dealt with in a separate section. The tasks entrusted to the Examination Committee under § 4 will be performed by the Examination Committee for the major area of study and for a minor area of study of the same field of study as well. If there is no major in the Bachelor's degree programme, the responsibility will be dealt with in a specific set of rules for the minor field.

(4) The minors listed in Appendix 1 can be chosen. In justifiable exceptional cases, the Departmental Examination Rules for Bachelor's Degree Programmes can make other provisions.

(5) The combination of the same major and minor in a single degree programme is excluded.

(6) The grade for the minor field of study is calculated from the arithmetic average of all modules in the minor field of study and weighted in proportion to the number of credits in the total grade for all modules in the Bachelor's degree programme to the extent that the Examination Rules for the faculty responsible for the major field of study in the Bachelor's programme does not have any rules to the contrary.

(7) Minors that were completed at other institutions of post-secondary education can be credited as minors on condition of submitting a request to the examination committee if Para. 2 and 5 are fulfilled and they match the qualification goals of the course of study.

§ 25 Secondary Fields of Study for Teacher Certification

The tasks entrusted to the Examination Committee under § 4 are transferred to the Examination Committees named in the Departmental Examination Rules for the major field of study for those secondary fields of study relevant to teacher certification in the degree programmes of Business Education and Vocational Education.

5. Section: Master's Degree

§ 26 Prerequisites for Admission to the Master's Degree Programme

- (1) Persons can be admitted to the Master's degree programme, who
- a) have passed the Bachelor's examination in the same field of study or
 - b) hold an equivalent diploma from another university or a technical college with a Standard Period of Study of at least six semesters or

c) have completed a foreign degree programme that is at least equivalent in the same or a related field of study with a Standard Period of Study of at least six semesters.

Conditions can be placed on admission, admission can be made conditional on the completion of additional course projects in the extent of at most 30 credits; in the case of degree programmes with the diploma of M.Ed. 60 credits. They must be completed by the time the student registers for the Master's thesis. Grades for the additional examinations required will not be included in the calculation of the final grade.

(2) To the extent that diplomas in other fields of study than those diplomas in fields of study given under Para. 1 should apply as preconditions for admission to the Master's degree programme they must be dealt with definitively in the Departmental Examination Rules.

(3) If the final grade transcript for the previous course of study as defined in Para. 1 is not submitted by the end of the application period for master's degree programmes that have limited admissions, conditional admission can be granted on a one-time basis in order to facilitate the transition to the master's programme. At least 80 per-cent of the credits to be counted toward completion of a bachelor's degree must be documented as proof of meeting the admissions requirements. Admission to the bachelor's thesis stage must already have been granted. Most specifically, documentation must include a transcript that clearly shows the number of credits earned. Documentation as defined in Sentence 2 and 3 must be issued by an office responsible for issuing transcripts and/or grade certificates. Admission proceeds on the condition that the bachelor's degree is issued at the latest by January 15th for applications for winter semester or at the latest by July 15th for applications for summer semesters.

(4) If the final grade transcript for the previous course of study as defined in Para. 1 is not submitted by the end of the application period for master's degree programmes that have limited admissions, conditional admission can be granted on a one-time basis in order to facilitate the transition to the master's programme. At least 80 per-cent of the credits to be counted toward completion of a bachelor's degree must be documented as proof of meeting the admissions requirements. A special transcript that clearly shows the number of credits earned is to be submitted as documentation as well as a preliminary overall assessment/average grade. Participation in the application process will proceed based on the average grade reported in this documentation. § 14 Para. 9 applies correspondingly to reporting the average grade. Documentation according to Sentence 2 and 3 must be issued by an office responsible for issuing transcripts and grade certificates. The standards of the Hessian Ordinance for Awarding apply. Abs. 3 applies correspondingly to the remaining procedure.

(5) Study in the master's degree programme can be made dependent on other special admissions requirements in order to assure a high level of skill and academic competence. The specific admissions requirements are to be set down in writing in the rules for subject area examinations and explained in detail. Specific preconditions for admission can include:

- a) necessary subject-area requirements, e.g. a specific subject-area profile in the first degree that must match the requirements of the master's degree programme;
- b) foreign language skills. The rules of the master requirements for documentation of the level of language competency according to the rules of the Joint European Frame of Reference for languages in bachelor's and master's degree programmes at the University of Kassel in the currently valid version to the extent that no specific rule was issued for the language requirements;
- c) in exceptional cases the lowest grade in the bachelor's degree (except for NC courses);
- d) practical experience;
- e) social volunteer and student activities;
- f) exposure to research procedures;
- g) letter of intent stating motivation for study;
- h) admissions examination;
- i) admissions interview.

(6) To the extent that the rules for subject area examinations specify the letter of intent, admissions examinations or admissions interviews as defined in Para. 5 lit. g-i as selection criteria, the principles for the execution and assessment of the individual components of the examination as well as the determination of the overall results of the examination must be normed.

§ 27 Continuing Education Courses of Study

- (1) Supplemental to the rules of § 26, in the case of continuing education master's degree programmes
- provide documentation of a professional practice, generally not less than a year subject area according to the Departmental Examination Rules
 - provide documentation that a payment to be established by the Presidium has been paid.

(2) Applicants who have completed their professional education and have several years of professional experience can also be admitted to Master's degree programmes that provide continuing education; that professional education and experience must however evince a professional connection to the degree sought. The applicants must prove in a placement examination that they possess the knowledge base commensurate with a degree qualifying them for the desired degree programme. The Departmental Examination Rules provide more details concerning the placement examination.

§ 28 Admissions Procedure

(1) The formal examination of the prerequisites for admission will be carried out by the Registrar's Office of the University of Kassel. The assessment of the applicability of the prior course of study as well as other prerequisites will be completed as a rule after consultation with the academic department.

(2) The examination committee of the specific master's degree programme is responsible in the academic departments for the academic/content review of the prerequisites for admission. Its duties include specifically

- advising the applicant,
- deciding on the applicability of the prior course of study and fulfilment of the prerequisites for admission (with § 26 Para. 1 and 5) as a rule based on written documents,
- imposing requirements in accord with § 26 Para. 1.

(3) The examination committee can appoint a selection commission for the duties defined in Para. 2. The selection commission will consist of at least two members who work primarily in the relevant division of the University of Kassel and of them at least one member of the examination committee and at least one professor.

(4) All decisions of the examination committee and/or the selection commission must be recorded and communicated to the office of the registrar. In the event of a decision to reject, a justification must be sent with the decision. The department will inform the office of the registrar in a timely fashion of whether any conditions are imposed on admission in accord with § 26 Para. 1 and 2. The conditions must be stated in a protocol.

§ 29 Master's Thesis, Colloquium

(1) The Master's thesis should demonstrate that the candidate is able to deal comprehensively and in depth with a problem in his/her area of study in the allotted time conforming to the objectives given in § 3 Para. 3 and 4. The topic must be so constituted that it can be effectively treated in the allotted time.

(2) The Departmental Examination Rules will specify the scope of treatment in the Master's thesis; it will constitute at minimum of 15 credits and a maximum of 30 credits. The time from issue of the topic to the submission of the Master's thesis will be at least 12 and at most 24 weeks. An accompanying colloquium can be required as a component of the Master's degree module.

(3) The Master's thesis must, as a rule, be presented in the framework of a Master's colloquium. The Departmental Examination Rules will specify the date, grading, weighting and possible repeating of the colloquium. The entire colloquium will last a maximum of 60 minutes. A precondition for admission to the colloquium is that the Master's thesis be awarded a grade of 'Sufficient' (4.0) at least. Students in the same degree programme are entitled to participate in the colloquium as auditors.

(4) In addition, § 23 with the exception of Para. 1 and 2 applies analogously.

6. Section: Cooperative Degree Programmes

§ 30 National or International Cooperative Degree Programmes

(1) National or international cooperative degree programmes can be completed with the participation of least one other university or college.

(2) In cooperative degree programmes, double academic degrees or a joint degree can be awarded. In the case of double degrees, each college or university will issue a transcript, a diploma and a Diploma Supplement, with both diplomas being so connected that their content forms a single diploma. In the case of joint degrees, the colleges or universities involved will issue a joint transcript, diploma and Diploma Supplement. In international degree programmes, partners can depart from this and agree on a joint presentation of the transcript. This must be included with the Departmental Examination

Rules as an appendix during the approval process. The diplomas must be signed and sealed by the respective responsible offices of the colleges or universities.

(3) In cooperative degree programmes with a Master's degree joint admissions procedures should be established and executed.

(4) Examinations will, as a rule, be completed following the examination rules for the participating colleges and universities and will be mutually recognised and graded. To the extent that joint examinations are carried out, it is possible to deviate from the provisions of the regular Departmental Examination Rules in justifiable cases.

(5) A joint Examination Committee will be formed. Its composition can deviate from the ratio of 3:1:1 given in § 4 Para. 2.

(6) This provision applies to the examinations that are completed at the University of Kassel.

7. Section: Concluding Provisions

§ 31 Invalidating Examinations

(1) If the candidate has committed academic fraud in an examination and this fact only becomes apparent after the transcript is issued, the grade for the examination can be corrected as specified in § 16 Paragraph 1. If necessary, the module examination can be declared 'Not Sufficient' and the final examination 'Failed'. The like applies to the final project.

(2) If the preconditions for taking a module examination are not fulfilled without the candidate wilfully intending a deception, and this fact is only ascertained after the transcript has been issued, this deficiency is remedied through passing the examination. If the candidate intentionally misrepresented his/her eligibility to take the module examination, the module examination can be declared 'Not Sufficient' and the intermediate examination and the Bachelor's or Master's examination can be declared 'Failed'. The candidate must be given opportunity to respond before a decision is made.

(3) The incorrect transcript must be collected and if necessary a new one issued. Along with the incorrect transcript, any diploma must also be collected if the Bachelor's or Master's examination was declared 'Failed' due to academic fraud. Any decision made under Paragraph 1 and Paragraph 2 Sentence 2 is excluded once five years have passed from the date the examination certificate was issued.

§ 32 Access to Test Files

(1) Without prejudice to the opportunity of reviewing the file on request as stated in Para. 2, the departments must facilitate access to the full examination documents for didactic reasons. The departments must also provide students with the opportunity during said access to discuss exams with examiners or another qualified trained person in order to request explanations of the examinations. Access must be granted for at least 30 minutes.

(2) Within one year of the conclusion of the examination sequence or after announcement of the results of the examination, the candidate, on submitting a request to the Chair of the Examination Committee for review of the file, will be granted access to his/her written examinations, the grading documents that reference them and the examination protocols. The right to review the file includes the right to make notes, transcripts, copies (upon reimbursement of cost), or take photographs, which may not be passed on to unauthorised third parties. The Chair of the Examination Committee will determine the date, time and location of the review of these file materials. Access to review the file must be granted within four weeks of the request being made.

§ 33 Objections

The party affected by decisions of the Examination Committee can raise objections with the Examination Committee. If the Committee cannot redress the objection, it will immediately forward it along with a statement of its opinion to the President of the University of Kassel, who will issue the ruling on the objection.

§ 34 Entry into Force

(1) The provisions of § 18 Para. 15 and Appendix 2.3 apply to all subject examination regulations entering into force after the date on which these general provisions enter into force.

(2) These general provisions for rules for subject area examinations for Bachelor's and Master's degrees at the University of Kassel take effect on April 1st, 2016.

Kassel, March 21st, 2016

The President of the University of Kassel
Prof. Dr. Reiner Finkeldey

Appendices

1. Available Minors in the Bachelor's Programmes
- 2.1. Module Description (Sample Module Handbook / Module Database)
- 2.2. Sample Course of Study and Examination Schedule for Subject Examination Regulations
- 2.3. Types of Courses at the University of Kassel

- 3.1. *Sample Bachelor's Transcript*
- 3.2. *Sample Bachelor's Transcript (English)*
- 4.1. *Sample Master's Transcript*
- 4.2. *Sample Master's Transcript (English)*
- 5.1. *Sample Bachelor's - Diploma*
- 5.2. *Sample Bachelor's - Diploma (English)*
- 6.1. *Sample Master - Diploma*
- 6.2. *Sample Master - Diploma (English)*
- 6.3. *Sample Master's-Diploma Double Degree*
- 6.4. *Sample Translation of Master's-Diploma Double Degree (English)*
7. *Muster Diploma Supplement (englisch)*
- 7.1. *Sample ECTS-Grading Table*
- 7.2. *Sample Translation of ECTS-Grading Table (English)*
8. *Sample Diploma Supplement (English)*
- 8.1. *Sample Transcript of Records*
- 8.2. *Sample Transcript of Records (English)*

*See official version
in MittBl. Nr. 07/2016*

Appendix 1. Available Minors in the Bachelor's Programmes

English and American Studies
Evangelical Theology
French
German Studies
Geschichte
Fine Arts
Mathematics
Philosophy
Political Science
Sociology
Spanish
Statistics

Appendix 2.1: Module Description (Sample Module Handbook / Module Database)

Number/Code	<Module number>
Module name	< Module Number and Module Title >
Type of Module	<Required or required elective module>
Educational Outcomes , Competencies, Qualification Objectives	<Educational outcomes (skills, competencies; core competencies)>
Types of Courses	<Type of course (type of course as per Appendix 2.3, abbreviations see Appendix; teaching performance in SWS)>
Course Content	
Course Title	<Specific course title; HIS LSF reference if relevant>
Teaching and Learning Methods (Types of Teaching and Learning)	<Description of the teaching and learning methods (e.g. lecture, tutorial, group work, collaborative or cooperative learning, learning through teaching, self-directed learning, problem-based learning etc.)>
Module Applicability	<Courses, partial courses or certificates for which the module may be used; where relevant study semesters, functions as regards development of skills>
Duration of Module	<Duration of module (e.g. number in semester, block) and description of time model>
Frequency of Module	<e.g. every semester, every winter semester, every summer semester >
Language	
Recommended (Content) Prerequisites for Taking the Module	
Prerequisites for Taking the Module	<Prerequisites for taking the module for each degree programme>
Students Workload	<Instructional units, contact time, course hours> <course hours for independent study>
Course Projects	<Type, number and scope of course projects >
Prerequisites for Admission to Examination	<Course projects or the completion of a module as a prerequisite for admission to a module examination>
Examination	<Form of examination, duration, scope of examination>
Number of Credits for the Module	<Sum total of credits; if necessary credits for core competencies included in the module>
Teaching Unit	<Teaching unit information>
Module Coordinator	
Module Teacher	
Types of Media	
Literature	

Appendix 2.2: Sample Course of Study and Examination Schedule for Subject Examination Regulations

Module name	<Module Title>
Type of Module	<Required or required elective module>
Educational Outcomes, Competencies, Qualification Objectives	<Educational outcomes (skills, competencies; core competencies)>
Types of Courses	<Type of course (type of course as per Appendix 2.3, abbreviations see Appendix; teaching performance in SWS)>
Prerequisites for Taking the Module	<Prerequisites for taking the module for each degree programme>
Students Workload	<Instructional units, contact time, course hours> <course hours for independent study>
Course Projects	<Type, number and scope of course projects >
Prerequisites for Admission to Examination	<Course projects or the completion of a module as a prerequisite for admission to a module examination>
Examination	<Form of examination, duration, scope of examination>
Number of Credits for the Module	<Sum total of credits; if necessary credits for core competencies included in the module>

Appendix 2.3: Types of Courses at the University of Kassel

No.	Type of Course	Abbreviation	Description
1	Excursion	Ex	Practical demonstration outside of the university. Teachers lead the class and demonstrate objects of observation. Students complete observations, apply knowledge and draw scientific conclusions (HMWK).
2	Music and Art Instruction		
2.1	Individual Instruction (Music, Art)	KüE	Theoretical and practical explanation of artistic or musical course content, development of artistic skills, preparing artistic works. Teachers supervise and monitor. Students practice, learn artistic or musical skills and methods, and work largely independently (HMWK).
2.2	Small Group Instruction (Music, Art)	KüG	
3	Practica		
3.1	Practicum (internal)	Pr	Acquisition and improvement of skills by completing practical, experimental tasks; the teacher supervises the students and monitors the class; students complete practical work and experiments (HMWK). Examples: laboratory or field practica in technical, natural or agricultural sciences.
3.2	Practicum (external)	Pr_ext	External practicum, e.g. in companies or organisations.
4	Practical Course	PK	Class teaching practical skills. Teachers have little preparatory work and are regularly but not necessarily present. Students practice skills alone or in groups (HRK). Examples: specialist practical courses or workshop courses in the technical sciences with little preparatory work.
5	Project Module	PrM	Lecture with a high proportion of student activity and largely independent (group) work with students; acquisition and improvement of skills by completing scientific, practical or experimental tasks; the teacher supervises the students (HRK). Example: formulation, development and presentation of a project in the subject areas of architecture, landscape architecture and landscape design or urban and regional planning.
6	Seminars		
6.1	Seminar	S	Working through teaching content, teaching knowledge and skills, training in technical methodology. Teachers lead the class, set tasks, monitor students' activities and lead the discussion. Students practice skills and methods, prepare and present contributions, discuss and practice exercises (HMWK). Attendees have a significant amount of active involvement. Intensive interaction between attendees and the teacher (HRK).
6.2	Advanced Seminar	HS	Seminar to develop complex questions, develop scientific or artistic knowledge, and assess primarily new issues using scientific methods alternating between presentation and discussion. Teachers lead the class and the discussion. Students independently prepare longer contributions, present the results and intensively examine the contributions in discussion (HMWK).

6.3	Academic Research Project	LFP	Seminars with a strong research or project orientation. Attendees have a significant amount of active involvement; the lecturee leads, monitors, distributes tasks, corrects etc. Attendees actively shape the class, present solutions to tasks, or report on their own or other work; intensive interaction between lecturer and attendees (HRK).
6.4	Project Seminar	PS	
6.5	Proseminar	ProS	Seminar focusing on the development of scientific and methodological principles. Teachers lead the class, set tasks, monitor students' activities and lead the discussion. Students learn techniques, skills and methods, prepare and present contributions, discuss and solve exercises (HMWK).
7	Teaching Practice (Student Teaching)	SPS	Theoretical and practical studies with guidance on teaching school lessons. Teachers prepare and lead the class, and monitor and correct the practical training. Students give lessons with guidance, or apply knowledge and scientific methods to scholastic processes (HMWK).
8	Practical Sports Exercises	SpÜ	Class teaching practical and didactic skills in the subject area of sport.
9	Tutorial	Tut	Tutorials as a parallel class, e.g. to lectures or seminars. Solving exercises, discussion questions or problems, consolidating learning content.
10	Exercises		
10.1	Exercise	Ü	Working through teaching content, teaching knowledge and skills, training in technical methodology; teacher leads the class, sets tasks, monitors students' activities and leads the discussion. Students practice skills and methods, prepare and present contributions, discuss and practice exercises (HMWK).
10.2	Lecture Hall Exercise	HÜ	
11	Lectures		
11.1	Lecture with examination	VLmP	Coherent presentation and teaching of basic and specific scientific or artistic knowledge and methodological skills. Teachers present, students take a primarily receptive role (HMWK). Classic head-on lecture. Interaction is limited to questions (HRK).
11.2	Lecture without examination	VLoP	
Theses and study projects			
12	Bachelor's Thesis	BA_A	Independent academic thesis in a Bachelor's subject. Teachers set tasks, hold interim meetings and evaluate (HRK).
13	Master's Thesis	MA_A	Independent academic thesis on a Master's subject. Teachers set tasks, conduct interim meetings and evaluate (HRK).
14	Study Project	St_A	Independent application of scientific or artistic methods, knowledge and skills acquired to new problems as part of a study project; teachers obtain information regarding the progress of work at fixed intervals and offer suggestions; students work largely independently (HMWK). Preparation for thesis work. Examples: study projects in technical sciences or architecture / urban planning / landscape design.

Classes in **blended learning** format are identified using the suffix **+BL**, e.g. VL+BL. Blended learning is defined as a teaching and learning form that seeks to link traditional attendance classes and modern forms of e-learning in a didactically meaningful way. Attendance and online phases are functionally matched to each other. The proportion of the time occupied by the online phases should be 50% or more.