

**Official Notice
of Hochschule Geisenheim University
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Please note: This is a translation of the German *Allgemeinen Bestimmungen für Prüfungsordnungen aller Studiengänge* (General Provisions for Assessment Regulations for all Degree Courses) and is not legally ratified. It is offered solely as an aid to understanding. The German *Prüfungsordnung* remains the only official and legally binding version.

In accordance with § 1 of the Hochschule Geisenheim University statutes governing the publication of statutes published on 23rd January 2013 (StAnz. 10/2013 dated 04. 03. 2013, P. 394/395), notice is hereby given of the **General Provisions for Assessment Regulations for all Degree Courses of Hochschule Geisenheim University (*Allgemeinen Bestimmungen für Prüfungsordnungen aller Studiengänge* (ABPO))**.

Under § 20 (1) of the *Hessisches Hochschulgesetz* (Hessen Higher Education Act) (HHG), version of 14th December 2009 (GVBl I P. 666), last amended by article 11 of the Act of 27th May 2013 (GVBl. I P. 218), the senate of Hochschule Geisenheim University has adopted the following General Provisions for Assessment Regulations (*ABPO*). The Presidium of Hochschule Geisenheim University approved the senate decision on 17.12.2014.

General Provisions for Assessment Regulations for all Degree Courses (*Allgemeinen Bestimmungen für Prüfungsordnungen aller Studiengänge* (ABPO)) of Hochschule Geisenheim University

Preface

In accordance with § 36 (2) (2) of the *Hessisches Hochschulgesetz* (Hessen Higher Education Act) (HHG), version of 14th December 2009 (GVBl I P. 666), last amended by article 11 of the Act of 27th May 2013 (GVBl. I P. 218), and by virtue of the resolution passed on 09.12.2014, the Senate of Hochschule Geisenheim University adopts the following General Provisions for Assessment Regulations for all Degree Courses (ABPO), which were approved by the Presidium on 17.12.2014 in compliance with § 37 (5) HHG. They contain the binding rules for the assessment regulations for all degree courses of Hochschule Geisenheim University. They are a constituent part of the respective assessment regulations and are supplemented by the course-specific regulations specified by the individual degree courses, which shall be set out in the Special Provisions (*Besondere Bestimmungen*).

The General Provisions comply with the requirements of the Common Structural Guidelines of the *Länder* (German Federal States) for the Accreditation of Bachelor's and Master's Degree Courses (*Ländergemeinsame Strukturvorgaben für die Akkreditierung von Bachelor- und Masterstudiengängen*) of 10 October 2003, as amended on 4 February 2010, and the state-specific structural guidelines of the *Land* of Hessen, in the form of a supplementary guide to the "Common Structural Guidelines of the *Länder* for the Accreditation of Bachelor's and Master's Study Courses" of 26.05.2010.

As a rule, where there are discrepancies between the General and the Special Provisions, the General Provisions shall take precedence, unless the General Provisions are in conflict with the Common Structural Guidelines of the *Länder* for the Accreditation of Bachelor's and Master's Degree Courses. In such cases the Special Provisions shall take precedence, provided that they comply with the Common Structural Guidelines of the *Länder* for the Accreditation of Bachelor's and Master's Degree Courses.

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General Provisions for Assessment Regulations

1. Entry Requirements

1.1 Bachelor's Degree Courses

- (1) Pursuant to § 54 (4) HHG, the General Provisions may stipulate that, for a particular degree course, further course-specific knowledge and skills are required (e.g. language skills or previous practical experience) in addition to the higher education entrance qualification (*Hochschulreife*). In such cases the Special Provisions (*Besondere Bestimmungen*) set out the requirements, the overall scope and the deadline by which evidence of these competences must be submitted. The General Provisions may also call for a pre-study internship abroad. Relevant occupational experience may be credited.
- (2) On the basis of the proofs submitted in fulfilment of the stipulated requirements, an Admissions Committee, appointed by the Presidium, shall make a recommendation on admission to the course of study. This committee also conducts the selection procedure, basing its assessment on its personal expertise; this does not entail a schematic comparison of the candidates. The results of the selection procedure are immediately forwarded to the Vice Presidency for Teaching, who decides on the admission.

The admission procedure for restricted-entry degree courses is governed by the regulations of the current valid version of Hessen's *Vergabeverordnung* (regulation on university place allocation).

- (3) The admission requirements must be verified prior to enrolment. The Special Provisions may allow applicants to be enrolled with the proviso that they submit the necessary proof within the first two semesters.
- (4) Foreign applicants must also provide evidence of German language proficiency adequate for study at a higher education institution. The relevant competent body of Hochschule Geisenheim University is responsible for the recognition of these proofs of language proficiency. For international degree courses where German is not the language of instruction, different requirements may be specified in the Special Provisions.

1.2 Master's Degree Courses

- (1) For Master's degree courses, the Special Provisions must specify whether the degree course is of the consecutive or further education type. Pursuant to § 20 (2) No.14 HHG, the Special Provisions shall stipulate which particular conditions must be met in order to gain entrance to a Master's degree course.
- (2) The minimum requirement is proof of a first professional qualification. This can be a diploma, a Bachelor's degree or other comparable qualification. For further education degree courses, the required vocational experience must be specified.
- (3) First professional qualifications gained at a higher education institution in the Federal Republic of Germany or at a recognized higher education institution abroad shall be recognized and shall qualify their holders to study for a Master's degree at Hochschule Geisenheim University, provided the other entry requirements of the respective degree course have been met. Recognition of these qualifications and the associated admission to a Master's degree course can only be denied if there are substantial differences between the entry requirements for the chosen Master's degree course and the qualification acquired through the completed course of study.
- (4) For the assessment of whether substantial differences exist in professional qualifications gained at a foreign higher education institution, the recommendations of

The Central Office for Foreign Education (ZAB) of the Standing Conference of German Ministers of Education and Cultural Affairs (KMK) for the recognition and assessment of foreign higher education qualifications shall be taken into account.

- (5) Qualifications from accredited degree courses at Universities of Cooperative Education (*Berufsakademien*) will be recognized only if they are equivalent to a corresponding qualification from a higher education institution, with respect to the specified entry requirements for the chosen Master's degree course.
- (6) The Examinations Office takes the decision on whether a first professional qualification can be formally recognized. If formal recognition is possible, Hochschule Geisenheim University shall then examine the study content of the first professional qualification for substantial differences from the specified entry requirements for the chosen Master's degree course. All decisions must be justified and documented in the relevant department. There should be an interdepartmental exchange of information about any decisions taken. The applicant must be informed in writing of the decision on recognition. Negative decisions must be accompanied by a statement of reasons and an explanation of the appeal procedure (*Rechtsbehelfsbelehrung*).
- (7) Applicants with a first professional qualification that does not have equivalent content can be enrolled on the chosen Master's degree course with the proviso that they submit the missing proofs of achievement (*Leistungsnachweis*) by the time they register for the Master's thesis.
- (8) Other specific professional requirements may be stipulated in addition to a first professional qualification. In particular, the Special Provisions may stipulate a specific overall grade in the first professional qualification and/or a selection interview and/or further requirements (such as an expert opinion or special language skills), in order to ascertain that an applicant meets the particular subject-specific requirements.
- (9) Foreign applicants must also provide evidence of German language proficiency adequate for study at a higher education institution. The relevant competent body of Hochschule Geisenheim University is responsible for the recognition of these proofs of language proficiency. For international degree courses where German is not the language of instruction, different requirements may be specified in the Special Provisions.
- (10) Where a selection process takes place, the specific selection criteria shall be described in greater detail in the Special Provisions. Details will be publicly announced in good time within Hochschule Geisenheim University.
- (11) If an interview is required, the applicants must receive the invitation to the interview with adequate notice – normally not less than 14 days. At each interview a professorial member of the Admissions Committee will record in writing the names of the participants, the length of the interview, the questions asked, the answers submitted and the main content of the interview.
- (12) On the basis of the proofs submitted in fulfilment of the stipulated requirements, an Admissions Committee appointed by the Presidium shall issue a recommendation on admission to the course of study. This committee also conducts the selection procedure, basing its assessment on its personal expertise; this does not entail a schematic comparison of the candidates. The results of the selection procedure are immediately forwarded to the Presidium, which decides on the admission. The admission procedure for restricted-entry degree courses is governed by the regulations of the current valid version of Hessen's *Vergabeverordnung* (regulation on university place allocation).

2. Degree Course

2.1 Standard Period of Study

- (1) For full-time courses of study that conclude with a Bachelor's degree the standard period of study is six, seven or eight semesters. This must include - taking into account the lecture-free period, where appropriate - the proofs of achievement, the Bachelor's thesis module and, if required, practical vocational modules of up to 30 credit points. The standard period of study of a particular degree course must be specified in the Special Provisions.
- (2) For full-time courses of study that conclude with a Master's degree, the standard period of study is two, three or four semesters. This must include - taking into account the lecture-free period, where appropriate - the proofs of achievement and the Master's thesis module. The standard period of study of the degree course must be specified in the Special Provisions.
- (3) For consecutive degree courses based on a Bachelor's degree, the total standard period of study is ten semesters.
- (4) In exceptional cases, where the organisational structure of study is appropriate, shorter or longer periods of study may be possible. Where current structural guidelines stipulate different arrangements, these shall take precedence.
- (5) Semesters abroad can be included in the program of study. If these are required, additional details shall be specified in the Special Provisions.
- (6) For part-time degree courses and career-integrated and dual degree courses, the Special Provisions may stipulate a longer standard period of study.
- (7) For part-time study in restricted-entry degree courses, the provisions set out in the current valid version of Hessen's Enrolment Regulation (*Immatrikulationsverordnung*) shall apply.

2.2 Modules

- (1) The degree courses have a modular structure. Modules combine subjects in thematically and chronologically consummate, self-contained study units assigned with credit points. They can comprise various different teaching and learning formats. An individual module may comprise the content of a single semester or an academic year; alternatively, it may extend over several semesters. Modules are concluded with a single examination (*Prüfungsleistung*). This may be supplemented by one or more coursework components (*Studienleistungen*). It is not possible for examination to be split up into separate sub-components (*Teilprüfungsleistungen*).
- (2) As a rule, students must be given the opportunity to provide proof of achievement (*Leistungsnachweis*) at the end of the respective module.
- (3) Within individual modules, coursework may be a requirement for gaining credits for individual examinations.
- (4) Coursework that has been failed may be retaken. Students are not permitted to retake coursework that they have already passed.
- (5) The Special Provisions define the individual module types for the specified modules:

- Proof of completion of compulsory modules (*Pflichtmodule*) must be provided. These focus particularly on the development of core competencies during the degree course.
- Proof of completion of elective-compulsory modules (*Wahlpflichtmodule*), selected from amongst a certain number of modules, must be provided. These focus on profile-building.
- Optional modules (*Wahlmodule*) are optional choices and can contribute to the credit points necessary for successful completion of the degree course. They give students the opportunity to follow personal interests during their degree course.

(6) The Special Provisions also set out:

1. Module names/Examination subjects
2. Semester allocation
3. Number of credit points of individual modules and classes
4. Number and possible forms of examination and coursework. The Special Provisions may stipulate several different forms of assessment, whereby the exact form of assessment or combination of assessment forms must be specified by the lecturer at the beginning of the class and publicly announced within Hochschule Geisenheim University.
5. Requirements for admission to the examinations
6. Time limits for the completion of written examinations and the duration of oral examinations. This may include the stipulation of time periods, whereby the examiner prescribes the actual duration of the examination. For individual topic assignments, different completion times may be required, depending on the scope of the task. These times must be individually specified by the Examination Committee in consultation with the examiner, and the examination candidate must be informed thereof.
7. The degree course administration shall produce a detailed module description for each module containing the specific course content and learning outcomes. This is compiled in a module guide. This is supervised by the degree course administration and held available for the university community. The content of an individual module may be adapted to meet the current requirements of the degree course within the framework of the Special Provisions, whereby the module description must be based on the current valid requirements of the accreditation agency.

2.3 Practical Vocational Modules

- (1) To ensure study is application-oriented, the Bachelor's degree program may include practical vocational modules (*berufspraktische Module*) (see 2.1 (1)), which may also be completed abroad. These are in the form of a practical vocational activity, which is regulated and supervised by Hochschule Geisenheim University, and which should be completed, where possible, at an advanced stage of the degree course. The Special Provisions may include more detailed stipulations on this subject. Students are personally responsible for finding an appropriate practical placement; Hochschule Geisenheim University is under no legal obligation to provide a placement.
- (2) The Special Provisions may stipulate practical vocational modules (*berufspraktische Module*) for the Master's degree program. These can also be completed abroad. These are in the form of a research-based, practical vocational activity, which is regulated and supervised by Hochschule Geisenheim University. The Special Provisions may include more detailed stipulations on this subject. Students are personally responsible for finding an appropriate practical placement; Hochschule Geisenheim University is under no legal obligation to provide a placement.

- (3) The practical placement may be required to be completed in block form during the lecture-free period. The Special Provisions may also stipulate that students spend specified weekdays on a practical placement. The exact number of credit points must be specified in the Special Provisions. The module descriptions must clearly define which skills are to be acquired and how much work is required during the practical components.
- (4) In certain exceptional cases, especially if there are not sufficient practical placements available, or in the case of career-integrated, dual or part-time degree courses, the supervised practical vocational activity may be entirely or partially replaced by another, equivalent practical vocational activity or equivalent practical projects.
- (5) In the Bachelor's degree program, previous qualified professional experience may be credited. The decision on this is made by the Examination Committee, based on its personal expertise. This shall not be done by schematic comparison, but must take the form of an overall review and assessment.
- (6) In the Master's degree program, the Special Provisions must stipulate regulations for the recognition of previous, research-based professional experience. The decision on this is made by the Examination Committee, based on its personal expertise. This shall not be done by schematic comparison, but must take the form of an overall review and assessment.
- (7) The Federal State of Hessen and Hochschule Geisenheim University shall not be held liable for any damages incurred during practical vocational activities.

2.4 Credit Points

- (1) Credit points are a quantitative measure of the overall student workload. They are awarded for participation in classes (on-campus study), preparation for and follow-up of course content, examination preparation including final theses and study-related projects, the examinations themselves and work placements.
- (2) The Assessment Regulations (*Prüfungsordnung*) of the individual degree courses allocate credit points (CP) to each module. In order to determine grades, each examination and coursework component should be allocated a certain number of credit points. The basis for this is the European Credit Transfer System (ECTS).
- (3) In general, each module should carry a minimum of 5 CP. The details are individually specified in the Special Provisions, and are dependent upon the requirements of course content and workload, whereby specific reasons must be provided for variations below 3 CP.
- (4) The Bachelor's thesis shall carry no fewer than 6 and no more than 12 credit points. The Master's thesis shall carry no fewer than 18 and no more than 30 credit points. Where a final oral exam (*Kolloquium*) is required, it must carry fewer credit points than the Bachelor's thesis or Master's thesis.
- (5) Upon successful completion of a module, the corresponding credit points are recorded and presented separately from the examination results.
- (6) A full-time Bachelor's degree course should carry 180 credit points for a standard prescribed period of study of 6 semesters, 210 credit points for a standard prescribed period of study of 7 semesters and 240 credit points for a standard prescribed period of study of 8 semesters. A full-time Master's degree course should carry 60 credit points for a standard prescribed period of study of 2 semesters, 90 credit points for a

standard prescribed period of study of 3 semesters and 120 credit points for a standard prescribed period of study of 4 semesters. Where current structural guidelines stipulate different arrangements, these shall take precedence.

- (7) For part-time degree courses the credit points must be adjusted to meet the longer study period. The relevant details must be set out in the Special Provisions.

2.5 Study Objective

Further details of the study objective are set out in the Special Provisions.

2.6 Course Content

Further details of course content are set out in the Special Provisions.

3. ASSESSMENT

3.1 Bachelor's Examination and Academic Degree

- (1) The Bachelor's examination comprises all the modules necessary for the completion of the degree course, including the Bachelor's thesis. All modules must be passed.
- (2) The purpose of the Bachelor's examination is to establish whether a candidate is capable of applying his/her knowledge to his/her occupation or profession and whether he/she has the skills necessary for the conception and development of solutions and arguments in his/her specialist field. In addition, the examination should demonstrate whether the candidate is able to:
 1. collect, evaluate and interpret relevant information, particularly that pertaining to his/her particular field of study,
 2. draw from this information scientifically-based conclusions, take into account social, scientific and ethical knowledge and independently create further learning processes.
- (3) The Bachelor's degree is awarded by Hochschule Geisenheim University on the basis of the successful completion of the Bachelor's examination, in accordance with the accreditation of the degree course and, if applicable, in accordance with the system accreditation of Hochschule Geisenheim University.

3.2 Master's Examination and Academic Degree

- (1) The Master's examination comprises all the modules necessary for the completion of the degree course, including the Master's thesis. All modules must be passed.
- (2) The purpose of the Master's examination is to establish whether a candidate is capable of applying his/her knowledge to his/her occupation or profession and whether he/she has the skills necessary for the conception and development of solutions and arguments in his/her specialist field. In addition, the examination should demonstrate whether the candidate is able to:
 1. collect, evaluate and interpret relevant information, particularly that pertaining to

his/her particular field of study,

2. draw from this information scientifically-based conclusions, take into account social, scientific and ethical knowledge and independently create further learning processes,
 3. working largely independently, carry out research- or application-oriented projects.
- (3) The Master's degree is awarded by Hochschule Geisenheim University on the basis of the successful completion of the Master's examination, in accordance with the accreditation of the degree course and, if applicable, in accordance with the system accreditation of Hochschule Geisenheim University.

3.3 Types of Assessment

3.3.1 General

- (1) Assessment is usually in the form of one, or a combination of, the following:
 - oral examinations (*mündliche Prüfungen*) (in accordance with 3.3.2);
 - written examinations (*Klausuren*) (in accordance with 3.3.3);
 - written papers (*Ausarbeitungen*) (in accordance with 3.3.4 (1));
 - talks/presentations (*Referate/Präsentationen*) (in accordance with 3.3.4 (2));
 - practical or creative examinations (*praktische oder künstlerische Prüfungen*) (in accordance with 3.3.4 (3));
 - project work (in accordance with 3.3.4 (4));
 - final oral examinations (*Kolloquien*) (in accordance with 3.3.4 (5)).
- (2) Further details on the different forms of assessment may be defined in the Special Provisions.
- (3) Students may, where possible, be required to provide proofs of achievement as specified under (1) in digital form. These proofs of achievement are intended to demonstrate whether the candidate can - with limited resources and within a limited period of time – understand a problem and find solution approaches using current subject-specific methods.
- (4) Where proofs of achievement are provided in the form of group work, the individual achievements must be clearly distinguishable and allow individual evaluation (reformulated).

3.3.2 Oral Examinations

- (1) Oral examinations may take the form of individual or group examinations with a maximum of five candidates. The length of the examination is set out in the Special Provisions.

- (2) Minutes shall be taken of all oral examinations documenting the duration, participants, main content and results of the examination. The candidate shall be informed of the result of the examination immediately after the examination and the result shall be recorded in the minutes.
- (3) Space permitting, students on the same degree course at Hochschule Geisenheim University shall be permitted to attend the oral examinations as observers, unless the candidate objects. The members of the Examination Committee are entitled to attend the oral examinations as observers. Candidates from the same examination period are not permitted as observers unless the examination is in the form of an oral exam (*Kolloquium*) involving several students. This also applies to student members of the Examination Committee. Observers are excluded during the consultation phase and the announcement of the examination result.

3.3.3 Written Examinations (*Klausuren*)

- (1) The duration of written examinations shall be a minimum of 60 minutes and a maximum of 180 minutes. The exact duration is set out in the Special Provisions.
- (2) The Special Provisions may stipulate that written examinations consist entirely or partially of multiple-choice questions.

3.3.4 Other Types of Assessment

- (1) In a written paper (*Ausarbeitung*) the student is required, within a reasonable period, to independently address, analyse, discuss (on the basis of subject-specific theory) and provide a solution to a given topic. This includes research and the use of specialist literature. A written paper may be supported by illustrations or edited plans.
- (2) In a talk (*Referat*), the candidate gives an essentially oral presentation of the results of his/her own or a third party's work, carried out on a scientific basis, whereby questions may be asked by the examiner or within the context of a discussion. A presentation (*Präsentation*) is supported to a greater extent by visual or other media or by demonstrations.
- (3) In a practical or creative examination (*praktische oder künstlerische Prüfung*) the candidate completes a given practical or creative task independently, using authorised aids, within a prescribed period of time.
- (4) Project work facilitates meaningful reflection on specific situations. The candidate is set a clearly defined task in the form of a practical or research-based project, to be completed within a period of time appropriate to the subject matter. A project comprises a textual and a planning-related or creative component, depending on the topic. In the resulting piece of work, the individual components of the project are analysed, described, evaluated and a solution presented.
- (5) The final oral examination (*Kolloquium*) takes the form of an academic discussion. In this type of examination, candidates demonstrate their ability to present issues from their special area of study and their solutions, indicating and justifying relevant, subject-specific background factors.

The academic discussion can, where appropriate, be conducted with the additional use of project-specific content, such as software, documentation or experimental set-ups. The academic discussion is not intended as a mere knowledge-

check. Further details may be specified in the Special Provisions. 3.3.2 (3) shall apply correspondingly.

3.4 Final Examinations 'Bachelor's Thesis' and 'Master's Thesis'

3.4.1 Objective, Examinations

In the modules Bachelor's Thesis and Master's Thesis candidates demonstrate their ability to independently address a problem from one of the subject areas of her/his degree course within a specific time frame, using scientific or creative methods. The modules Bachelor's Thesis and Master's Thesis comprise the examinations 'Bachelor's Thesis' and 'Master's Thesis' respectively and – where required – the examinations 'Bachelor's Final Oral Exam' and 'Master's Final Oral Exam' respectively.

3.4.2 Supervision of the Bachelor's or Master's Thesis

The Bachelor's or Master's thesis may be supervised by members of the professorship, academic staff members with independent teaching responsibilities, and lecturers and teaching staff with special responsibilities (supervisor - *Referentin/Referent*). Where the supervisor is not a member of Hochschule Geisenheim University, then the co-supervisor (*Korreferentin/Korreferent*) must be a member of Hochschule Geisenheim University. Supervisor and co-supervisor must themselves possess a qualification that is at least the same as, or equivalent to, the qualification to be established by the examination in question.

3.4.3 Allocation, rejection of topic and submission of the Bachelor's or Master's thesis

- (1) The chairperson of the Examination Committee is responsible for making sure that the candidate is allocated, by the designated date, a thesis topic, a supervisor and a co-supervisor; the candidate shall be informed thereof. The Bachelor's or Master's thesis may also contain other practical components, in addition to the written report. The completion period for the thesis begins with the allocation of the topic on the designated dates.
- (2) A record must be made of the thesis allocation date, the thesis topic, completion period, the name of the student, the name of the supervisor and the name of the co-supervisor.
- (3) The topic may only be rejected once and only within the first third of the allocated completion period, otherwise the Bachelor's or Master's thesis will be deemed to have been failed. If the topic of the Bachelor's or Master's thesis is rejected or repeated, the candidate must re-register and the topic may only be rejected if the candidate has not previously made use of this possibility.
- (4) The Bachelor's or Master's thesis must be submitted within the prescribed time limit to the office specified in the Special Provisions; the submission date must be officially recorded. The Special Provisions may set out supplementary regulations. If the Bachelor's or Master's thesis is not submitted by the prescribed deadline, it shall be graded as "unsatisfactory" (*"nicht ausreichend"*).

3.4.4 Form of the Bachelor's or Master's thesis

- (1) The Special Provisions may specify that the Bachelor's or Master's thesis can also be completed as a group project, the group consisting of a maximum of two participants, as long as those contributions of an individual candidate which are to be assessed as an examination can be clearly identified and

evaluated on the basis of marked sections, page numbers or other objective criteria allowing unambiguous identification, and providing that the requirements of 3.4.1 (1) are fulfilled.

- (2) The Special Provisions prescribe the particular form of the Bachelor's or Master's thesis and the language in which it must be written. In particular, the Special Provisions may require that, in addition to another form, the thesis also be submitted in digital form. The use of plagiarism detection software is permissible.
- (3) When submitting a Bachelor's or Master's thesis, the candidate must confirm in writing that she/he has written the thesis – in case of group work, her/his own corresponding, marked section of the thesis – independently and that she/he has used no other sources or aids than those she/he has specified.

3.4.5 Completion Period for the Bachelor's or Master's Thesis

- (1) The Special Provisions stipulate the completion period for the Bachelor's or Master's thesis. The completion period for the Bachelor's thesis comprises a minimum of four weeks and a maximum of three months, depending on the number of credit points assigned to the Bachelor's thesis module. The completion period for the Master's thesis comprises a minimum of three months and a maximum of six months, depending on the number of credit points assigned to the Master's thesis module. The completion period for the thesis begins with the announcement of the thesis topic. The thesis topic must be such that it can be completed within the individually specified completion period.
- (2) For theses completed in an institution outside Hochschule Geisenheim University, or experimental theses, or where classes take place parallel to the Bachelor's or Master's thesis, the Examination Committee may - in consultation with the supervisor and co-supervisor - extend the completion period by a maximum of three months.

3.4.6 Evaluation of the Bachelor's or Master's thesis

The results of the Bachelor's or Master's thesis must be assessed by the supervisor and co-supervisor, and this assessment supported by a written justification.

3.4.7 Bachelor's or Master's final oral exam (*Kolloquium*)

- (1) The Special Provisions may call for a Bachelor's or Master's final oral exam.
- (2) A Bachelor's or Master's final oral exam is an oral examination in the form of an academic discussion. The content of the Bachelor's final oral exam is set out in the Special Provisions. The subject of the Master's final oral exam is the Master's thesis. The duration of the academic discussion is set out in the Special Provisions, whereby the duration must not be less than 15 minutes per candidate.
- (3) The duration, the participants, the main content and the results of the Bachelor's or Master's final oral exam shall be recorded in the minutes.
- (4) As a rule, the Bachelor's or Master's final oral exam is open to all members of the university. This does not apply to the consultation phase or the announcement of the examination result.
- (5) Where the Bachelor's or Master's thesis was completed as a group project, the **Bachelor's final oral exam** may also be conducted as a group exam, whereby here, too, the requirements pursuant to 3.4.4 (1) shall apply correspondingly. The examination procedure shall be officially announced at least two weeks prior to the examination date.

3.5 Registration for and Admission to Examinations

- (1) In its Special Provisions, Hochschule Geisenheim University specifies the study semester in which the student can submit an application for admission to examinations and coursework. The registration deadlines for participation in the examinations and, where applicable, coursework, shall be publicly announced within the department by posting them on the respective degree course notice board or on the website or via the university portal under the respective degree course. Students must acquaint themselves with the specific dates as early as possible.
- (2) Applications for admission to coursework and examinations should, with the exception of applications for admission to the Bachelor's or Master's thesis module, be submitted via the electronic registration system of Hochschule Geisenheim University. Alternatively, students may apply in writing to the chairperson of the Examination Committee.
- (3) Applications for admission to the Bachelor's or Master's thesis module should be submitted in writing to the chairperson of the Examination Committee. The application should be accompanied by proof of successful completion of the modules or credit points required for admission, as stipulated in the Special Provisions.
- (4) Students are automatically registered for the examination resit dates (*Wiederholungstermine*), unless, in certain specific cases, an alternative arrangement was agreed (see 3.9(6)).
- (5) From the time of application up to the completion of the respective examination, the student must be enrolled on the corresponding degree course at Hochschule Geisenheim University.
- (6) Admission to coursework and examinations in accordance with (2) is effected via the electronic registration system of Hochschule Geisenheim University. Alternatively, admission may be dealt with in a different way by the Student Information Center (*Studienzentrum*)
- (7) Admission to the Bachelor's or Master's thesis module is issued in writing by the Examination Committee.
- (8) Admission to a module, examination or coursework may be rejected if the student
 1. does not submit the necessary application in the appropriate form or in due time,
 2. does not submit, or does not submit in full, the documents specified in (3)
 3. is not or is no longer enrolled on the corresponding degree course at Hochschule Geisenheim University
- (9) If the Bachelor's or Master's thesis is not passed, admission to the Bachelor's or Master's final oral exam is cancelled with retroactive effect.
- (10) The responsible Examination Committee may permit exceptions to the stipulations set out in 3.5 (1-9) for students from foreign partner institutions who are only temporarily enrolled within the framework of a student exchange.

3.6 Evaluation of Achievements (*Leistungen*), Calculation of the Module Grade (*Modulnote*) and the Overall Grade (*Gesamtnote*)

- (1) For the evaluation of an examination or coursework, including the Bachelor's or Master's thesis and the Bachelor's or Master's final oral exam, grades as specified in Table A are awarded.
- (2) The Bachelor's or Master's examination is passed if a grade of at least "sufficient" is achieved in all module examinations of the Bachelor's or Master's degree course, including the modules Bachelor's thesis or Master's thesis.
- (3) For the calculation of grades, only the first digit after the decimal point is taken into account – all further digits are disregarded without rounding.
- (4) Table A shall also apply where an examination or coursework is marked by more than one examiner. The examiners should endeavour, where possible, to reach

a consensus when assigning grades to their assessment, and should determine a mutually agreed grade. If the examiners cannot agree on a grade in a specific case, the arithmetic average of the individual grades awarded shall be calculated and this result then assigned a grade in accordance with Table B. To calculate the average grade of a thesis with a remaining difference of up to 0.5 points, the supervisor's evaluation shall be decisive. Where there is a difference of 1.0 or more, a final evaluation shall be made, taking into account the existing assessments, by a third-party expert from Hochschule Geisenheim University, who is also an authorised examiner.

Table A: Evaluation of an examination or coursework

Grade Value	Grade in Words	Definition
1.0 1.3	Excellent (<i>sehr gut</i>)	An outstanding achievement
1.7 2.0 2.3	Good (<i>gut</i>)	an achievement that considerably exceeds the average requirements
2.7 3.0 3.3	Satisfactory (<i>befriedigend</i>)	an achievement that fulfils average requirements
3.7 4.0	Sufficient (<i>ausreichend</i>)	an achievement that fulfils the requirements, despite flaws
5.0	Unsatisfactory (<i>nicht ausreichend</i>)	an achievement that does not fulfil requirements due to major flaws

Table B: Calculation of the grade of an examination or coursework by several examiners and with differing assessment results

Average	Grade Value		
1.0	1.0	Excellent (<i>sehr gut</i>)	An outstanding achievement
1.1	1.0		
1.2	1.3		
1.3	1.3		
1.4	1.3		
1.5	1.3		
1.6	1.7	Good (<i>gut</i>)	an achievement that considerably exceeds the average
1.7	1.7		
1.8	1.7		

1.9	2.0		requirements
2.0	2.0		
2.1	2.0		
2.2	2.3		
2.3	2.3		
2.4	2.3		
2.5	2.3		
2.6	2.7	Satisfactory (<i>befriedigend</i>)	an achievement that fulfils average requirements
2.7	2.7		
2.8	2.7		
2.9	3.0		
3.0	3.0		
3.1	3.0		
3.2	3.3		
3.3	3.3		
3.4	3.3		
3.5	3.3		
3.6	3.7	Sufficient (<i>ausreichend</i>)	an achievement that fulfils the requirements, despite flaws
3.7	3.7		
3.8	3.7		
3.9	4.0		
4.0	4.0		
4.1	5.0	Unsatisfactory (<i>nicht ausreichend</i>)	an achievement that does not fulfil requirements due to major flaws
4.2	5.0		
4.3	5.0		
4.4	5.0		
4.5	5.0		
4.6	5.0		
4.7	5.0		
4.8	5.0		
4.9	5.0		
5.0	5.0		

- (5) In justified cases, modules may also be passed by being successfully completed, instead of by an examination. This result is not taken into account in the calculation of the final grade.
- (6) If a module examination consists of an examination and one or more coursework components, the module grade is calculated from the weighted arithmetic average of the individual examination and coursework grades, whereby each individual examination or coursework component must be passed in its own right. The weightings are set out in the respective Special Provisions.
- (7) The overall grade of the Bachelor's or Master's examination is derived from the weighted arithmetic average of all module grades, including those awarded for the Bachelor's thesis or Master's thesis module. The weightings are set out in the respective Special Provisions. If, after completion of the final elective-compulsory or optional module, more than the required number of ECTS credits have been earned, the grade of this module shall be included in the calculation of the overall grade. The student decides, within the context of the required elective-compulsory and/or optional modules still to be taken into

account, which elective-compulsory or optional modules are to be included in the calculation of the overall grade. Inclusion of further modules in the calculation of the overall grade is not possible.

- (8) For the calculation of a grade for a module examination consisting of an examination and one or more coursework components, and for the calculation of the overall grade of the Bachelor's or Master's examination, only the first digit after the decimal point is taken into account in the result; all further digits are disregarded without rounding. Further rounding to the grades listed in Table A does not take place. The grade value corresponds to the grades in words as listed in Table C.

Table C: Values of Module Grades and the Overall Grade		
Grade Value	Grade in Words	Definition
1.0 1.1 1.2 1.3 1.4 1.5	Excellent (<i>sehr gut</i>)	An outstanding achievement
1.6 1.7 1.8 1.9 2.0 2.1 2.2 2.3 2.4 2.5	Good (<i>gut</i>)	an achievement that considerably exceeds the average requirements
2.6 2.7 2.8 2.9 3.0 3.1 3.2 3.3 3.4 3.5	Satisfactory (<i>befriedigend</i>)	an achievement that fulfils average requirements
3.6 3.7 3.8 3.9 4.0	Sufficient (<i>ausreichend</i>)	an achievement that fulfils the requirements, despite flaws
4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.8 4.9 5.0	Unsatisfactory (<i>nicht ausreichend</i>)	an achievement that does not fulfil requirements due to major flaws

(9) For exceptional performance in the Bachelor's or Master's examination "passed with distinction" (*"Mit Auszeichnung bestanden"*) may be awarded, in addition to the overall grade. If this option is to be used, further details shall be specified in the Special Provisions.

(10) In addition to the overall grade, the Diploma Supplement also indicates the ECTS grade according to the following ECTS grading scale:

A	the top	10%
B	the next	25%
C	the next	30%
D	the next	25%
E	the next	10%

The calculation of the ECTS grade is based on the final grades according to the German grading scale (with one digit behind the decimal point) from 1.0 to 4.0, of those graduates of a particular degree course, who have successfully completed their degree course during the 6 semesters preceding the semester in which the final examination took place. The calculation of ECTS ranking is based on a minimum group size of 30 graduates. Where this group size is not reached within 6 semesters, the time period must be extended on a semester-by-semester basis until the required group size is reached. The ECTS rank is indicated for the first time when the above conditions are fulfilled.

In the event of identical grades, the better ECTS rank is awarded in each case.

3.7 Determination and Announcement of Grades and/or Results

- (1) The grades and/or results of individual examination and coursework components shall be determined by the respective examiners within a specified period to be fixed by the Examination Committee, but no later than two months after the examination or coursework is completed.
- (2) Grades are announced via the electronic examination system of Hochschule Geisenheim University. Alternatively, they may be communicated via written notification or publicly announced within the respective degree course by posting them in anonymised form on the respective degree course notice board. The legitimate interests of the persons concerned and the general provisions of German data protection law shall be observed in each case.
- (3) In case of failure at final attempt, written notification will be sent, accompanied by guidance on the candidate's legal rights of appeal.

3.8 Exam failure, Non-attendance, Withdrawal, Cheating

3.8.1 Examination failure

- (1) An examination or coursework is failed if it does not obtain a grade of at least "sufficient" (*"ausreichend"*).
- (2) Furthermore, individual results achieved within the context of group work will constitute a fail if they do not fulfil the conditions of 3.3.1(4) and 3.4.4(1).

3.8.2 Non-attendance, withdrawal and deadline extension

- (1) An examination is deemed to be graded as “unsatisfactory” (“*nicht ausreichend*”) if the candidate - for reasons which lie within her/his responsibility - fails to attend an examination for which she/he is officially registered, or where the examination resit period stipulated by the Examination Committee has expired. The same applies where a candidate fails to submit coursework by a given deadline.
- (2) Withdrawal from an examination or from coursework after it has been started will result in its being graded “unsatisfactory” (“*nicht ausreichend*”), unless the withdrawal is for reasons outside the control of the candidate. A candidate is deemed to have started an examination or coursework upon assignment of the task/topic. Withdrawal from the Bachelor’s or Master’s thesis is possible only once, and this must occur within the first third of the allocated completion period, otherwise the Bachelor’s or Master’s thesis will be deemed to have been failed (see 4.3.4(3)).
- (3) Apart from this, the Special Provisions may stipulate deadlines by which withdrawal is possible without stating reasons before an examination or coursework commences.
- (4) Where a candidate fails to attend an examination, withdraws from an examination or fails to adhere to given examination deadlines, the candidate must immediately inform the Examination Committee in writing of the reasons asserted, specifying the relevant examination and providing supporting evidence.
- (5) In the case of illness of a candidate or of a child in her/his care, a medical certificate (*ärztliches Attest*) must be submitted as supporting evidence. A candidate who fails to attend the same examination on three consecutive occasions for health reasons can be required to submit an official medical report (*amtsärztliches Attest*), or otherwise to submit an official certificate (*behördliche Bescheinigung*). No costs will be assumed for the required documentary evidence.
- (6) The Examination Committee shall decide whether the reasons given lie within the responsibility of the candidate and whether the corresponding examination shall count as failed. Where the reasons given are outside the control of the candidate, the examination shall count as not taken and the Examination Committee shall grant the candidate a new examination opportunity or a deadline extension. The Special Provisions can stipulate a maximum deadline extension.
- (7) Where the application is submitted to the Examination Committee by a female candidate, the maternity protection periods (*Mutterschutzfristen*) as stipulated in current applicable law on the protection of working mothers (MuSchG) must be taken into consideration, where applicable. The application must be accompanied by the required documentary evidence. Maternity protection periods suspend all deadlines and time limits set out in the Assessment Regulations of Hochschule Geisenheim University.
- (8) Similarly, any periods of parental leave (*Elternzeit*) covered by current legislation shall be taken into account upon presentation of documentary evidence. The candidate must inform the Examination Committee in writing, attaching the required documentary evidence, at least four weeks before the date on which she/he wishes to commence parental leave, about her/his intended timeframe for parental leave. The Examination Committee shall immediately inform the candidate of its decision and of the revised examination dates. The completion period for the Bachelor’s or

Master's thesis cannot be suspended by parental leave. The assigned thesis topic counts as not allocated. After parental leave has expired, the candidate shall receive a new thesis topic.

- (9) In cases of undue hardship, where a corresponding written statement of reasons is submitted, the Examination Committee may allow exceptions to the regulations on examination resits and deadlines.

3.8.3 Cheating and Breach of Regulations

- (1) If the candidate attempts to manipulate the result of her/his examination or coursework by cheating, by using inadmissible aids or by the appropriation of other people's intellectual property (plagiarism), that examination or coursework shall be assessed as "unsatisfactory" ("*nicht ausreichend*").
- (2) Mobile telephones (e.g. cell phones, smartphones) and other electronic devices, unless these have been expressly approved, may only be taken into the examination room if they are switched off and placed out of reach of the candidate, and must be surrendered to the invigilator upon request. If a candidate is found in possession of such prohibited devices, she/he will be deemed to have cheated and the relevant examination or coursework will be assessed as "unsatisfactory" ("*nicht ausreichend*").
- (3) A candidate who disturbs the proper course of an examination despite being asked to refrain from doing so by the invigilator, can be excluded from continuing the examination by the invigilator; in case of exclusion, the corresponding examination shall be assessed as "unsatisfactory" ("*nicht ausreichend*"). Where a candidate is excluded from continuing an examination, she/he can request that the Examination Committee review this decision. The further procedure is regulated by 4.6.
- (4) In the case of a multiple or otherwise serious cheating attempts, the candidate may be dis-enrolled from the university (*exmatrikuliert*). The Special Provisions may prescribe further possible sanctions for the cases described in (1) – (3).
- (5) Where a candidate has cheated in an examination and where this is only discovered after the graduation documents (degree certificate, examination certificate etc.) have been issued, the Examination Committee may subsequently adjust the grades accordingly for the examinations or coursework in which the candidate cheated and declare the examination "failed" ("*nicht bestanden*").
- (6) The graduation documents gained by fraudulent means (degree certificate, examination certificate etc.) shall be withdrawn and, where necessary, reissued. A decision on the basis of (5) is no longer permissible after a period of five years has elapsed from the date of the examination certificate.

3.9 Resitting Examinations, Failure at Final Attempt

- (1) Examinations that have been passed may not be retaken.
- (2) Examinations that are failed may be retaken twice. The Bachelor's or Master's thesis and – if applicable – the Bachelor's or Master's final oral exam (*Kolloquium*) may be **retaken only once**.
- (3) For elective-compulsory or optional modules, the Special Provisions may specify that, after an unsuccessful examination attempt, a student's commitment to an elective-compulsory or optional module may be withdrawn upon request to the Examination Committee. This option may be used only once. This does not apply where the module has already been successfully completed.

- (4) Examinations that cannot be repeated must be evaluated by two examiners.
- (5) For examinations, which may only be taken in the form of a written examination, the Special Provisions may allow the final attempt at the examination to be taken in the form of an oral examination.
- (6) Repeat examinations for failed examinations must be taken at the earliest possible date. Special registration for the examination is not necessary, as the student is automatically registered. In justified cases, the Examination Committee may, on its own initiative or upon prior request with due notice, specify a different procedure. 3.8.2(4) shall apply accordingly.
- (7) If it is no longer possible to retake an examination which would have been required in order to pass a module, this results in failure at the final attempt and consequently in dis-enrolment from the university (*Exmatrikulation*) (§59.2 (6) HHG). Upon request and upon submission of corresponding proof and the dis-enrolment certificate (*Exmatrikulationsbescheinigung*), the student will be issued with a written certificate from Hochschule Geisenheim University containing the examination and coursework results and their grades, as well as the still outstanding examination and coursework for individual modules, and indicating that the examination was failed at the final attempt.
- (8) Any student who - within four semesters of study - fails to pass any of the proofs of achievement (*Leistungsnachweise*) required by assessment or study regulations may be dis-enrolled (*exmatrikuliert*) (§59 (4) HHG). The decision is made by the Examination Committee, exercising all due discretion. The student shall be granted the opportunity for a prior hearing. The student shall not be permitted to enrol again for the same degree course.

3.10 Transfer of Credits for Proofs of Achievement (*Leistungsnachweise*)

3.10.1 Transfer of credits for coursework (*Studienleistungen*) and examinations (*Prüfungsleistungen*)

- (1) Credits gained for coursework and examinations completed on a different degree course at Hochschule Geisenheim University or on a degree course at a higher education institution in the Federal Republic of Germany or a recognized higher education institution abroad may be recognized upon request. Hochschule Geisenheim University may only refuse recognition where substantial differences can be demonstrated between the learning objectives of the coursework and examinations for which recognition is sought and those of the coursework and examinations that they are to replace. The following level, indicators are used in the assessment of substantial differences: quality, learning outcomes and scope of the completed coursework and examinations. A refusal of recognition cannot be based on the fact that the achievements do not correspond to those of the course of study at Hochschule Geisenheim University from a purely formal point of view (e.g. form and length of assessment, description and associated ECTS). Credits gained for final theses (*Abschlussarbeiten*) cannot be recognized. This does not apply to final theses written with co-operating institutions.
- (2) **2.1.3.1 (1)** shall apply accordingly for coursework and examinations of officially recognized distance-learning courses and other educational institutions, particularly for accredited degree courses at universities of cooperative education (*Berufsakademien*).
- (3) The following agreements must be taken into account when assessing credit for coursework and examinations completed abroad: equivalence agreements

adopted by the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*), other international agreements, agreements with partner universities and university cooperation agreements, and learning agreements concluded with the student. The bodies responsible for the recognition procedure are the Student Information Center (*Studienzentrum*), Examinations Office (*Geschäftsstelle Prüfungswesen*), in consultation with the relevant Examination Committee (*Prüfungsausschuss*). The initial application for the recognition procedure is made via the relevant Examination Committee. The Examination Committee makes a decision using independent judgement and, in case of doubt, decides in consultation with the Examinations Office. The Examinations Office produces equivalence tables specifying which coursework and examinations qualify for recognition.

- (4) Recognized coursework and examinations (*Studien- und Prüfungsleistungen*) will be awarded the credit points assigned to those coursework components and examinations from the respective degree course at Hochschule Geisenheim University that they replace.
- (5) If coursework and examinations are credited - and where grading systems are comparable - the grades shall be transferred. The conversion of foreign grades to the German grading system is effected on the basis of the resolutions on grade calculation passed by the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*). Where grading systems are not comparable, or in the case of ungraded coursework and examinations, ungraded recognition may be granted. The calculation of module and overall grades shall be adjusted accordingly.
- (6) It is permissible to indicate transfer of credits in the **examination certificate** (*Zeugnis*).
- (7) When filing an application, the student must submit to the competent Examination Committee, without further request, all proofs of credit received for coursework and examinations in accordance with **2.1.3.1 (1)**. The Examination Committee will inform the student of any missing documents and give her/him the opportunity to submit them later. The Examination Committee is entitled to set deadlines for this.
- (8) The decision on transfer of credits lies within the responsibility of the Examination Committee. The student must be informed of the decision as soon as possible, but no later than six weeks after submission of the documentation specified in **2.1.3 (7)**. Negative decisions must be sent in writing and must be accompanied by a statement of reasons and an explanation of the appeal procedure (*Rechtsbehelfsbelehrung*). Positive decisions may also be announced via the electronic grade entry system (*Notenverbuchungssystem*).
- (9) Transfer of credits is only possible as long as the coursework or examination at Hochschule Geisenheim University that is to be replaced has not been started. In a learning agreement, a differing provision may be permitted.
- (10) Where a degree course is changed, any failed attempts will not be transferred to the new degree course. This does not apply in cases where a student dis-enrolls and later re-enrolls in the same degree course at Hochschule Geisenheim University.

Should the assessment regulations for the degree course change, the Examination Committee shall decide on the transfer of failed attempts.

3.10.2 Transfer of credits for competences acquired outside higher education (Bachelor's degree course)

- (1) Upon application, credit may be awarded for knowledge and skills gained outside higher education if these competences are recognized as equivalent to the coursework and examinations they are intended to replace. Altogether, no more than 50 per cent of the required examinations and coursework in a degree course may be replaced by this type of credit transfer.
- (2) Where credit is awarded for knowledge and skills acquired outside higher education, the following conditions apply:
 - Knowledge and skills acquired through initial school education or education at specialized secondary schools (*Fachoberschulen*) cannot be counted towards degree-level study at a higher education institution.
 - Upon application, knowledge and skills acquired through officially recognized vocational training, continuing vocational education (*Fachschulweiterbildungen*) or further vocational training based on an initial vocational qualification can be counted towards degree-level study at a higher education institution.

The body responsible for the recognition procedure is the Student Information Center, Examinations Office in consultation with the relevant Examination Committee (*Prüfungsausschuss*). The initial application for the recognition procedure is made via the relevant Examination Committee. The Examination Committee makes a decision using independent judgement and, in case of doubt, decides in consultation with the Examinations Office. The Examinations Office produces equivalence tables specifying which vocational training, continuing vocational education (*Fachschulweiterbildungen*), further vocational training or which parts thereof, qualify for recognition.

- (3) Recognized competences acquired outside higher education will be awarded the credit points assigned to those coursework components and examinations from the respective degree course at Hochschule Geisenheim University that they replace.
- (4) It is permissible to indicate transfer of credits in the **examination certificate** (*Zeugnis*).
- (5) The applicant shall submit all documentary proof of competences acquired outside higher education without further request.
- (6) The decision on transfer of credits lies within the responsibility of the Examination Committee. The student must be informed of the decision as soon as possible, but no later than six weeks after submission of the documentation specified in (5). Negative decisions must be sent in writing and must be accompanied by a statement of reasons and an explanation of the appeal procedure (*Rechtsbehelfsbelehrung*). Positive decisions may also be announced via the electronic grade entry system (*Notenverbuchungssystem*).
- (7) Transfer of credits is only possible as long as the coursework or examination at Hochschule Geisenheim University that is to be replaced has not been started.

3.10.3 Procedure

All decisions must be justified and then documented in the relevant department. At the same time there should be an interdepartmental exchange of information about

any decisions taken.

3.11 Provisions for Providing Equal Opportunities

- (1) If, before the end of the registration period for the examination, a candidate notifies the Examination Committee in writing, providing credible grounds, that she/he is not able to complete all or part of the examination within the prescribed completion period, due to continuing or permanent impairment of health, the Examination Committee may grant that candidate an extended completion period, the use of appropriate aids or permit her/him to take the examination in a different format. Documentary evidence in the form of a medical certificate (*ärztliches Attest*) or, in case of doubt, an official medical report (*amtsärztliches Attest*) may be requested. No costs will be assumed for the aforementioned documentary evidence.
- (2) Where the deadline for submission of an examination falls within the maternity protection period (*Mutterschutzzeit*) as stipulated in the law on the protection of working mothers, the candidate may, upon request, choose either to withdraw from the examination without penalty, or to have the deadline suspended during the maternity protection period. In the latter case, the chairperson of the Examination Committee shall set a new submission date.
- (3) Where the completion of an examination constitutes an infringement of occupational health and safety or maternity protection regulations, the candidate may, upon request, choose either to withdraw from the examination without penalty, or to have the examination completion deadline suspended during the pregnancy and maternity protection period. In the latter case the chairperson of the Examination Committee shall set a new submission date.
- (4) Where the date of an oral examination falls within the maternity protection period, the candidate may withdraw from the examination. The examination shall be conducted after the maternity protection period has expired. The chairperson of the Examination Committee shall set a new date.
- (5) During the maternity protection period or during periods of medically approved care of dependent relatives to whom a care level (Pfleigestufe) pursuant to §15 (1) of Volume 11 of the German Social Insurance Code (*Soziale Pflegeversicherung*) in its current valid version has been assigned, on the basis of an expert assessment by the Medical Review Board of the German statutory health insurance scheme (*Medizinischer Dienst der Krankenversicherung*), request may be made for a reduction in the examination workload through a corresponding extension of the examination period of up to a maximum of double the period stipulated for the examination.
- (6) These regulations apply correspondingly for repeat examinations.

4. Organisation of the Examination System

4.1 Examinations Office (*Geschäftsstelle Prüfungswesen*)

- (1) Hochschule Geisenheim University shall establish an Examinations Office. This is a service and coordination centre for examination matters for the whole university. In addition, it is a contact point where students, lecturers and university staff can discuss questions and problems, which the individual departments or Examination Committees have not been able to answer or solve. It provides advice and support on examination matters to the *Geisenheimer Institut für Weiterbildung*.

- (2) The Presidium appoints the Head of the Examinations Office from amongst the professors or the academic staff for a period of three years. She or he reports directly to the Vice President for Teaching. The Head of the Examinations Office is responsible for the coordination and organisation of the examinations in consultation with the chairpersons of the Examination Committees, and for all associated administrative tasks. The Head of the Examinations Office is also responsible for the implementation and updating of the General Provisions for Assessment Regulations (*Allgemeinen Bestimmungen für Prüfungsordnungen – ABPO*) and the Special Provisions (*Besondere Bestimmungen*) for individual degree courses. The Head is entitled to attend meetings of the Examination Committees in an advisory capacity, and to attend the oral examinations as an observer.
- (3) The Examinations Office has the following functions:
1. It ensures that the provisions of the assessment regulations and any other legal provisions are complied with. It participates in the development and amendment of assessment regulations.
 2. It issues official notifications
 - (a) on failure at final attempt in a degree course and
 - (b) about decisions of the Examination Committees pursuant to §59 (4) HHG.
 3. It orders the document and certificate paper for the originals and duplicates. It monitors compliance with the corporate design of Hochschule Geisenheim University and is involved in the development of new graduation documents. Furthermore, it arranges for the signatures of the President and the Vice President for Teaching and the sealing of the Bachelor's and Master's degree certificates.
 4. It is responsible for the retention of copies of the graduation documents and of official notifications that it has issued.
 5. It authenticates all documents issued by Hochschule Geisenheim University and produces duplicate copies of the graduation documents.
 6. It is responsible for the semester declarations (*Semestermeldungen*) to the BAföG Office.

4.2 Examination Committees

- (1) The Committee for Studying and Teaching (LuStAus) appoints Examination Committees in accordance with § 8.4 (2) GrundO for the organisation and implementation of examinations in the individual degree courses. One Examination Committee may be given responsibility for several degree courses and departments.
- (2) There are currently two Examination Committees in operation for all departments and their respective degree courses:
 1. Viticulture / Enology, Wine Business, Beverage Technology,
 2. Landscape Architecture, Horticulture
- (3) Each Examination Committee is composed of three members from the group of professorial staff or the group of academic staff members with independent teaching responsibilities, and two students. Where an Examination Committee supervises more than two degree courses, the number of teaching members may be increased to equal, at maximum, the number of supervised degree courses plus one additional teaching member; the number of student members shall be one less than that of teaching members. The Vice President for Teaching and the responsible head of department may attend meetings in an advisory capacity. Where examination matters personally affect a member of the Examination Committee, or where there is cause for concern about the impartiality of a member, her/his membership shall be suspended in this matter. The member concerned shall not vote on decisions.
- (4) The members of the Examination Committee are elected jointly by the LuStAus on a fixed date for a regular term of office. The regular term of office for the group of members of the professorial staff and the group of the academic staff members with independent teaching responsibilities is three years. For student

members the regular term of office is one year. The regular term of office of the chairperson is three years. Re-election is permitted. Where a substitute member is elected, her/his term of office shall depend on the remaining regular term of office of the group to which she/he belongs.

- (5) The Examination Committee elects a chairperson and a deputy chairperson from among those of its members belonging to the group of professorial staff or the group of academic staff with independent teaching responsibilities. The chairperson is responsible for the preparation and implementation of the Examination Committee's decisions.
- (6) For degree courses that are run in cooperation with other higher education institutions, the composition of the Examination Committee shall be regulated by the passing of a separate resolution in the Senate.
- (7) The members are under an obligation to keep confidential all information gained in the course of their responsibilities in examination matters. The members are entitled to attend the oral examinations as observers. Meetings of the Examination Committee are not open to the public.
- (8) The Examination Committee meets at least once per semester. Invitations shall be sent out at least two weeks prior to the meeting.
- (9) The Examination Committee shall have a quorum if at least half its members are present and the majority of the group of professors or the group of academic staff is ascertained. Decisions are taken by a majority vote of members present. In the event of a tie the chairperson shall have the casting vote. Where the Examination Committee is not quorate, the chairperson shall immediately call a new meeting, which must take place within one week. Where the Examination Committee is not quorate at this meeting either, the Vice President for Teaching may take provisional measures, by virtue of the authority granted to her/him in urgent matters under §12.6. No. 5 GrundO in conjunction with § 46.1 (3) subclause 2 and with § 38.4 HHG. In individual, urgent cases the Examination Committee may take decisions using the process of written consent in lieu of meeting, provided that no member objects.
- (10) In particular, the Examination Committees are charged with the following duties:
 1. Monitoring compliance with the Assessment Regulations;
 2. Setting dates for examinations and coursework and announcing them via the Chairperson of the Examination Committee;
 3. Setting and announcement of deadlines for proofs of achievement (*Leistungsnachweise*);
 4. Decisions on admissions to examinations;
 5. The appointment and announcement of examiners (*Prüferinnen / Prüfer*) and assistant examiners (*Beisitzerinnen / Beisitzer*) (Examination Board);
 6. Allocation and announcement of supervisors / co-supervisors for the Bachelor's / Master's thesis, announcement of the topic for the Bachelor's / Master's thesis;
 7. Decisions on the rejection of examiners where there is cause for concern about their impartiality;
 8. Setting deadlines for the assessment of examination and coursework by the examiners;
 9. Awarding credit for achievements completed outside the degree course;
 10. Decisions on deadline extensions and/or the granting of a new examination opportunity in cases of non-attendance and withdrawal;
 11. Decisions concerning the sitting of repeat examinations (3.9 (6));
 12. Deadline extensions in cases of maternity leave / parental leave;
 13. Decisions in cases of cheating or attempted cheating;
 14. Decisions on dis-enrolment (*Exmatrikulation*) pursuant to § 59.4 HHG (3.9 (8));
 15. Granting of special examination arrangements for candidates with physical disabilities;
 16. Granting of post-exam reviews (*Klausureinsicht*);

- (11) The Examination Committee may delegate the following tasks to its chairperson:
1. Appointment of the examiners and assistant examiners (Examination Board),
 2. Setting and announcement of registration deadlines for examinations,
 3. Decisions on admissions to examinations, provided these are standard admissions effected within the framework or according to the requirements of the Assessment Regulations,
 4. Setting of deadlines for the assessment of examination and coursework by the examiners,
 5. Recognition of examinations from other higher education institutions and degree courses in consultation with the head of department.
- The Examination Committee may withdraw the delegated tasks at any time. Decisions on requests and appeals shall be made by the Examination Committee as a whole.
- (12) The Examination Committees shall inform the Examinations Office promptly of the results of the final examinations. The Examination Committees shall archive all their invitations, decisions and minutes and make them available to the central office.
- (13) In the case of negative decisions, the Examination Committee shall provide a written statement of reasons accompanied by an explanation of the appeal procedure (*Rechtsbehelfsbelehrung*).

4.3 Examiners

The following persons are authorized to conduct examinations: members of the professorial staff, members of the scientific and creative staff with independent teaching responsibilities, and lecturers with special responsibilities. Examinations may only be assessed by persons who are in possession of a qualification that is at least the same as, or equivalent to, the qualification to be established by the examination in question (§18.2 HHG).

4.4 Examination Boards

- (1) The Examination Committee appoints Examination Boards for the organisation of oral examinations.
- (2) Where examinations are held in several subjects, the Examination Board shall be composed of a corresponding number of examiners (examination before a panel of examiners: *Kollegialprüfung*). In all other cases it shall consist of one examiner and at least one qualified assistant examiner.
- (3) The assistant examiner has no right to ask questions or assess performance. She/he has only the right to attend the examination as an observer. The presence of the assistant examiner is intended to ensure that the examination procedure is correct. She/he may be required to record the minutes of the examination.
- (4) The Special Provisions may provide that the candidate may nominate an examiner or a group of examiners. However, there is no entitlement to the allocation of the nominated examiner.
- (5) The chairperson of the Examination Committee shall announce the composition of the Examination Board no later than one week before the examinations commence, at least by posting the details on the notice board of the respective degree course. In justified cases, the composition of the Examination Board may also be announced at shorter notice. Assistant examiners may, as a general rule, be announced at a later time. Data protection law must be observed.

4.5 Setting and Announcement of Examination Dates

- (1) Examination dates for examination and coursework where the relevant classes are offered in every semester, shall be made available **on a semester-basis**; for

examination and coursework where classes are not offered in every semester, examination dates shall be offered each semester, whereby the Examination Committee shall decide on justified exceptions.

- (2) Examination dates shall be announced within the respective degree courses no later than two weeks before the examinations commence, by posting them on the respective degree course notice board or in electronic form on the Hochschule Geisenheim University website. Students must acquaint themselves with the specific dates as early as possible. In justified cases, the exact examination time of an individual examination may be announced at shorter notice, but this must be at least two days before the examination commences.

4.6 Post-exam Review/Access to Records

- (1) The Examination Committee shall ensure that students are given access to examination records within a reasonable period following the announcement of the grades. Otherwise, students may apply to the degree course administration for access within the two months following the announcement of the grades. Such access must be granted immediately following the application.
- (2) This provision does not affect the right of access to records under the German Administrative Procedures Act (*Verwaltungsverfahrensgesetz*).

4.7 Appeals

- (1) Where an explanation of the appeal procedure (*Rechtsbehelfsbelehrung*) was issued, appeals against the examination procedure and against examination decisions, as defined by the Code of Administrative Court Procedure (*Verwaltungsgerichtsordnung*) § 68 ff. VwGO, must be submitted to the Examination Committee within one month of the date of the announcement. In all other cases they must be submitted within one year after the date of the announcement. The deadline will also be deemed to have been complied with if the appeal is submitted to the President.
- (2) If the Examination Committee does not uphold the appeal, it shall refer the procedure to the President for further consideration, specifying the facts of the case, the grounds for refusal and submitting a procedure proposal.
- (3) If the President does not uphold the appeal, she/he shall issue a written decision (*Bescheid*) setting out the grounds for refusal and accompanied by an explanation of the appeal procedure (*Rechtsbehelfsbelehrung*).
- (4) Pending completion of an examination appeal procedure, the student shall continue to re-register and must pay the relevant semester fees for the semester in question.
- (5) Pending completion of an examination appeal procedure, the Examination Committee may grant conditional admission to further examinations (incl. the disputed examination) and to the Bachelor's or Master's thesis module. The student must be informed of the fact that any credits awarded to her/him for achievements during a pending examination appeal procedure will be withdrawn retrospectively, should the appeal be refused. The Examination Committee may, on request, issue a certificate detailing the achievements completed during the pending examination appeal procedure.

5. Graduation Documents

5.1 Final Examination Certificates

- (1) A final examination certificate shall be issued upon successful completion of the Bachelor's or Master's examination, containing the grades achieved in all module examinations and indicating the topic of the Bachelor's or Master's thesis.
- (2) The certificate shall bear the date of the last examination or the graduation ceremony or the date on which the Bachelor's / Master's thesis was submitted.
- (3) The final examination certificate contains the overall grade. This is calculated according to 3.6 (6). The grade value is indicated in brackets after the grade in words, in accordance with 3.6 (7).
- (4) The certificate attesting the successful completion of the Bachelor's or Master's examination shall be signed by the chairperson of the relevant Examination Committee and by the Vice President for Teaching, and shall carry the seal of Hochschule Geisenheim University.

5.2 Academic Award Certificate

- (1) In addition to the Bachelor's or Master's certificate, the candidate shall be issued with an award certificate bearing the date of the Bachelor's or Master's certificate. This certifies the award of the Bachelor's or Master's degree in accordance with the accreditation of the degree course and, where applicable, in accordance with the system accreditation of Hochschule Geisenheim University.
- (2) The academic award certificate shall be signed by the President of Hochschule Geisenheim University and by the Vice President for Teaching, and shall carry the seal of Hochschule Geisenheim University.

5.3 Diploma Supplement (DS)

Hochschule Geisenheim University shall provide a template for the latest valid version of the Diploma Supplement in accordance with the "Diploma Supplement Model" of the European Union. The degree course-specific content of the Diploma Supplement shall be specified in German and English in the Special Provisions. The Diploma Supplement shall be signed by the Vice President for Teaching and the chairperson of the Examination Committee and is only valid in conjunction with the original examination certificate.

5.4 Transcript of Records (ToR)

The degree course administration shall issue a Transcript of Records in English, which shall carry the seal of Hochschule Geisenheim University and which is only valid in conjunction with the original examination certificate. The ToR lists all successfully completed modules along with their associated examinations and coursework. The ToR shall also specify the awarded credit points, the length of the individual modules and the grades.

6. Language Rules

- (1) Classes (*Lehrveranstaltungen*), examinations and coursework from the compulsory components of German-language degree courses may be offered in English if they and their respective proofs of achievement are also offered simultaneously, or at least within the standard prescribed period of study, in German. In justified cases, the Special Provisions may specify different arrangements for an exclusively English-language program or for other foreign languages.

- (2) In elective-compulsory and optional modules, classes and proofs of achievement may be offered in a foreign language. The respective language of instruction and examination language shall be set out in the module guide.
- (3) In all cases it must be ensured that examination conditions are consistent. This also applies to examination resits.

7. Co-operations

Where Hochschule Geisenheim University cooperates with other higher education institutions or where co-operations exist between different degree courses within Hochschule Geisenheim University through the operation of a common degree course, for example, or through the exchange of individual modules, the specific characteristics required for this – in particular, the program of studies to be fulfilled by the students, the enrolment procedure and failure at final attempt (*endgültiges Nichtbestehen*) or dis-enrolment (*Exmatrikulation*) – shall be set out in a separate ordinance.

8. Discontinuation of Degree Courses

If a degree course is discontinued, the students shall be given the opportunity under § 15.3 HHG to complete the degree course within the standard prescribed period of study. This shall not apply in cases where students can, by virtue of geographical proximity or for other reasons, be reasonably expected to continue their studies in a comparable degree course at another higher education institution in Hessen. The Senate decides on how long classes (*Lehrveranstaltungen*) and examinations shall continue to be offered.

9. Entry into Force

These General Provisions for Assessment Regulations of Hochschule Geisenheim University shall enter into force upon publication in the Official Notices (*Amtliche Mitteilungen*) of Hochschule Geisenheim University on 19. 12. 2013.

Each time an amendment is made - but not later than at the time of re-accreditation - the currently valid Assessment Regulations – Parts B – (Special Provisions) shall be replaced by Assessment Regulations (Special Provisions) which relate to these General Provisions for Assessment Regulations.

Until the entry into force of new Special Provisions, the General Provisions for Assessment Regulations of the corresponding degree courses of Hochschule RheinMain shall apply.

Geisenheim, 18. 12. 2014
signed
Prof. Dr. Hans Reiner Schultz
President of Hochschule Geisenheim University

Entered into Force on 19. 12. 2014