

General Regulations for the Examination Statutes of the Bachelor's and Master's Degree at the University of Kassel (AB Bachelor/Master) from September 5th 2008 (MittBl. Nr. 11/2008, page 674)

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Section 1: General

§ 1

Scope

(1) The general regulations for examination statutes apply to all Bachelor's and Master's degree courses at the University of Kassel.

(2) The faculties decree examination statutes that supplement the general regulations. They require the approval of the Senate and, after successful accreditation, the approval of the President. Approval is, as specified by the accreditation, to be temporally limited. It is automatically extended up to the time of re-accreditation.

§ 2

Regular study period

(1) For degree courses with a Bachelor's examination as the first professional qualification the regular study period is six semesters minimum and eight semesters maximum, including practicals and Bachelor's thesis.

(2) For degree courses with a Master's examination as the first professional qualification the regular study period is two semesters minimum and four semesters maximum, including practicals and Master's thesis.

(3) In consecutive courses the total regular study period is a maximum of ten semesters.

(4) For a Bachelor's degree a minimum of 180 and a maximum of 240 credits should normally be obtained, according to the regular study period. For the Master's degree 300 credits, including those of the previous degree, should be obtained.

(5) Shorter regular study periods are possible by means of special studies organizational measures.

(6) For part-time degree courses there are special regular study periods, which have to be set by the examination statutes of the faculties.

§ 3

Examinations, academic degrees

(1) In four-year Bachelor's degree courses the examination statutes of the faculties designate those modules the successful completion of which can be equated with an interim examination. An examination report for the successfully completed interim examination will be issued on request.

(2) The Bachelor's examination completes the course with the first professional qualification and the Master's examinations completes the course with a further professional qualification.

(3) The aim of the Bachelor's examination is to establish whether the candidates have obtained sufficient knowledge of the subjects examined, are able to apply scientific methodology and knowledge independently and are ready to take up professional practice.

(4) The aim of the Master's examination is to establish that the candidates have obtained thorough knowledge of the subjects examined, have an overview of their subject, are able to apply scientific methodology and knowledge independently and are ready to take up professional practice.

(5) It is the aim of the Bachelor's and Master's degrees to ensure that the instrumental, systemic and communicative competencies correspond to the qualification requirements of German higher education degrees, decided by the Conference of Education Ministers on 21.04.2005.

(6) The following degrees are awarded in the various subject groups:

<u>Subject group</u>	<u>Degree title</u>
Language and cultural studies Sport Social sciences Art Product Design Mathematics Natural sciences Agriculture, Forestry and Nutrition sciences	Bachelor of Arts (B.A.) Master of Arts (M.A.) Bachelor of Science (B.Sc.) Master of Science (M.Sc.)
Engineering	Bachelor of Science (B.Sc.) Master of Science (M.Sc.) or Bachelor of Engineering (B.Eng.) Master of Engineering (M.Eng.)
Economics Law	Bachelor of Arts (B.A.) Master of Arts (M.A.) or Bachelor of Science (B.Sc.) Master of Science (M.Sc.) Bachelor of Laws (LL.B) Master of Laws (LL.M)
Teacher training Business studies	Bachelor of Education (B.Ed.) Master of Education (M.Ed)

(7) The Master's degree courses are to be differentiated, according to profile type, as "more strongly application-oriented" and "more strongly research-oriented". For a Master's degree course it should be established whether it is a consecutive, non-consecutive or further education Master's degree course. The profile type must be shown in the Diploma Supplement (§ 20 para. 5).

(8) Those who pass the Master's examination are awarded the appropriate degree by the faculty in accordance with para. 5 of the examination statutes. In the case of interdisciplinary courses the degree title is taken from the faculty most strongly represented in the degree course. In the case of engineering and economics courses the determining factor is the emphasis in the course. Additions to the degree titles are not permitted.

(9) For non-consecutive courses Master's degree designations may also be used that diverge from the aforementioned titles (e.g. Master of Business Administration, MBA).

(10) Those who have completed Diplom I degree courses can, up to 01.04.2013, take up a place in the corresponding Master's degree course and apply for a Diplom II degree instead of a Master's. The application should be made before the start of the Master's degree course. Simultaneous award of both degrees is not permitted.

§ 4

Examination committee

(1) For every degree course the faculty advisory committee creates an examination committee. The examination committee is responsible for carrying out the examination process and the tasks allotted in accordance with the examination statutes and will ensure that the examination statutes are observed. It reports regularly about the development of examination and study periods, including the time allotted for the degree thesis and the distribution of specific and general grades. It makes suggestions about reform of the studies regulations/plans and examination statutes.

(2) It is made up of professorial staff, students and academic staff in a ratio of 3:1:1. The term of office of the students is one year, that of the other members two years. Extensions are permissible. The members and

their deputies are chosen by the faculty advisory committee at the suggestion of the relevant group in the faculty advisory committee. The examination committee chooses from the professorial staff a chairperson or a deputy chairperson. The chairperson conducts the business of the examination committee and runs the meetings. The examination statutes of the faculties can transfer other competencies to the chairperson. The chairperson can delegate individual tasks of the examination organization. The President should be informed of the composition of the examination committee without delay.

(3) Diverging from para. 1 sentence 1 the examination statutes of the faculties can direct that one joint committee be formed for several degree courses. The ratio 3 : 1 : 1 is still valid for the composition.

(4) The examination committee is able to make decisions if at least half of the members are present and the meeting has been properly called. Decisions are made by a majority vote of those present. In the event of a tie the vote of the chairperson is decisive,

(5) The members of the examination committee are sworn to secrecy. If they are not civil servants, they will be sworn by the chairperson of the committee to secrecy.

(6) The members of the examination committee are entitled to attend the examinations.

(7) The examination statutes of the faculties can allow external members to participate in the examination committee in an advisory capacity.

§ 5

Examiners and observers

(1) The examination committee appoints the examiners and observers for individual examinations. It can transfer the appointment to the chairperson.

(2) University examinations are conducted by

- professorial staff
- academic staff and
- assistant teachers, who offer teaching in the subjects examined or can be commissioned to do so.

The participation of academic staff in university examinations requires that they have had a teaching position for the subject examined.

(3) Observers must have a Bachelor's or Master's degree or comparable degree.

(4) The examination committee ensures that the candidates are told the names of their of their examiners in due time, in any case 14 days before the examination at the latest.

(5) § 4 para. 5 applies both to examiners and observers.

Section 2: Joint Regulations

§ 6

Modules

(1) The degree courses are constructed in modular fashion. They are divided into compulsory and compulsory elective modules and the module 'Bachelor's thesis' or 'Master's thesis'

(2) A module is a complete teaching and study unit in terms of both content and time. Modules usually represent a combination of courses related to each other in content, including practical phases and project work as well as independent study. Modules are also in themselves closed practical phases and project work together with the degree thesis. The content of a module is usually to be determined in such a way that it can be taught within a semester or a year: Modules in block form in terms of time are also possible.

(3) At the end of each module there is an examination. Module examinations are designed appropriately both in terms of content and time. A module examination consists either of an final examination or an accumulation of several module examinations.

(4) Within a module course work can be required as a condition for taking the module examination. They have to be completed within a module according to fit in with the phase of the course both in terms of time and content.

They may be:

- oral
- practical
- written.

Course work can be evaluated as "pass" or "fail". If they are graded, § 12 para. 1 – 3 apply. With group work individual contributions must be distinguishable and assessable.

(3) It is possible to take an examination in modules other than those prescribed (additional modules). The result of the examination is not included in the overall grade awarded.

(4) Each module is to be described in detail in a module handbook that is substantially part of the the relevant examination statutes. The description is intended to provide the student with reliable information about the course of the studies, content, qualitative and quantitative demands and integration into the overall concept of the course or the relationship to other modules. It should contain information about at least the following:

- content and purpose of the module

- teaching form
- condition for participation
- usefulness of the module
- conditions for the award of credits
- credits
- how frequently the module is offered
- work involved
- length of the module

(5) In individual modules interdisciplinary content and possibilities for the acquisition of key competencies should be especially considered. For each course weighting and organization of content of these modules in accordance with the aims of the course should be made. Existing interdisciplinary courses and majors at the University of Kassel should be taken into consideration. Consideration should also be paid to the gender aspect.

(6) Practical modules in particular should enable students to develop a critical, thoughtful and professional competence in an exemplary learning process. They also serve to make practical use of knowledge and skills acquired in study and to reflect on and evaluate the experience gained in professional practice. They can be done in the form of practicals, professional studies, project work or studies. In courses that lead to the first professional qualification degree a practical module should be integrated that covers a minimum of 6 and a maximum of 26 weeks full-time work. If legal conditions require higher practical periods, the examination statutes of the faculties may diverge from the above-mentioned goals in the organization of the practical module.

(7) Practical modules may be assessed as "pass" or "fail". If they are graded, then § 12 para. 1 - 3 apply.

§ 7

Credits

(1) Each module is assigned credits in the examination statutes of the faculties and in the module descriptions, which can be transferred to other courses of the University of Kassel or another university. The decisions and recommendations of the Education Ministers' Conference and the ECTS should be taken into account.

(2) Credits are awarded only if the course work envisaged for a module has been successfully completed. The regular workload is set at max. 1 800 work hours per academic year, for which there are 60 credits (ECTS-points). The number of credits for a module is determined by the proportion of work hours which an above-average student has to spend on the relevant module in terms of attendance, preparation and follow-up and examinations.

§ 8

Registration and admission to the examinations

(1) A module examination or partial examination can be taken only by students who have matriculated at the University of Kassel.

(2) Candidates will register for each module or partial examination within the period set and announced by the examination committee. Before registration the necessary requirements for these examinations have to be fulfilled. On registering it is necessary for candidates to declare whether they have failed an appropriate examination requirement in the same or comparable course or are in the middle of an ongoing examination process.

(3) Admission to the Bachelor's or Master's thesis is restricted to those who:

- are enrolled in the relevant Bachelor's or Master's degree course,
- enrolled at least one semester before registration for the Bachelor's or Master's thesis in the relevant course at the University of Kassel and
- have completed the module examinations required by the examination statutes of the faculties.

(4) The application for admission to the Bachelor's or Master's thesis is to be made in writing with the relevant examination committee.

The application is to be accompanied by:

- proof of submission of the admission requirements named in para. 3
- a declaration to the effect that candidates have not already been successful with Bachelor's or Master's thesis in a corresponding or related course or are in the middle of an ongoing examination process.

(5) The application should be accompanied by:

- a suggested subject for the Bachelor's or Master's thesis,
- a suggestion for the supervisor and second examiner of the Bachelor's or Master's thesis
- where necessary a declaration that the Bachelor's or Master's thesis is to be completed as group work..

(6) If candidates are unable to attach a document required by para. 3 written in the prescribed manner, the examination committee can permit the proof to be written in some other way.

(7) The examination committee will decide about admission to the Bachelor's or Master's thesis. It can transfer the decision competence to the chairperson. Admission can be refused only if:

the general admission requirements in accordance with para.3 or the relevant admission requirements in accordance with § 21 or § 23 are not fulfilled or

- the documents are incomplete or
- candidates have not passed the relevant module examination required by the examination statutes of the faculties in the same or related course or are in the middle of an ongoing examination process or
- candidates have lost the right to be examined by exceeding the time-limit to register for or sit the relevant examination.

(8) Refusal to admit candidates must be communicated and delivered formally by the chairperson of the examination committee. It must contain an explanatory statement and instructions on right to appeal.

§ 9

Types of examination requirements

(1) Examination elements may consist of module examinations/module partial examinations, Bachelor's or Master's thesis and, whether necessary, colloquium. The following are the types of module/module partial examinations

1. written examination (§ 10) and/or
2. oral examination (§ 11).

The examination statutes of the faculties can prescribe other examination coursework that can be tested and multimedia examination elements, if they can be evaluated according to equal criteria.

(2) In the case of group work the individual contribution must be distinguishable and assessable.

(3) The examination statutes of the faculties can prescribe that an examination can be done in English or another language.

(4) If candidates can prove that they are unable, because of chronic illness or handicap (in accordance with § 2 para. 1 SGB IX) to complete the examination requirements either entirely or in the prescribed form, within the specified time-limit, candidates will be permitted to complete the necessary examination requirements in the prescribed or other form. For this a doctor's note may be required. The same applies to course work in accordance with § 6 (4). Application to do this should be made in writing at the time of registration for the examination at the latest.

§ 10

Written examination coursework

(1) The written examination requirements are intended to prove that candidates have acquired the necessary basic knowledge and/or subject-specific skills and are able in a limited time with limited aids to solve subject specific tasks and work on specific topics using the standard methods.

(2) If the written examination is a closed examination (Klausur), invigilation is required. Aids that may be used are to be determined by the examiner. They will be announced at least one month before the examination date.

(3) If candidates appear late for a closed examination, they may not make up the time lost. Leaving the examination room is allowed only with the permission of the invigilator.

(4) The invigilator has to keep the minutes of every closed examination, and these should contain all events that may have a bearing on the examination results, especially events related to § 14.

(5) The written degree thesis and examinations that cannot be re-taken are to be assessed by two examiners and other examination coursework is to be assessed by one examiner. The assessment procedure of a written module examination should generally not exceed four weeks. First and second assessment grades are to be indicated on the examination coursework.

(6) The time for grading written examinations is to be regulated by the examination statutes of the faculties.

§ 11

Oral examination coursework

(1) In oral examination coursework candidates are to prove that they are able to identify the important points of the field examined and classify special problem within the field. It is also intended to establish whether they have basic knowledge of a certain phase of their studies.

(2) The length of the oral examination is determined by the examination statutes of the faculties.

(3) Oral examinations are to be done by several examiners or one examiner in the presence of an expert observer. Group examinations are to comprise no more than five students.

(4) The important objects and results of the oral examinations are to be recorded in the form of minutes that are to be signed by the examiners and/or observers. Candidates are informed of the result directly after the examination.

§ 12

Assessment of examination coursework; formation and weighting of grades

(1) The assessment is always based on the individual performance of candidates.

For the assessment of individual examination coursework the following grades are employed:

Grade 1 "very good"	= outstanding work;
Grade 2 "good"	= work that is considerably above the average requirements
Grade 3 "satisfactory"	= work that corresponds to the average requirements
Grade 4 "adequate"	= work that despite its deficiencies corresponds to the requirements
Grade 5 "inadequate"	= work that because of substantial deficiencies no longer satisfies the requirements.

(2) The grades for the individual items of examination coursework are set by the examiners.

(3) For differentiated assessment the grades can be raised or lowered by 0.3 to interim values. The grades 0.7, 4.3, 4.7 and 5.3 are not allowed.

(4) If a module examination consists of several partial examinations, the grade is calculated as an average of the individual partial examinations. Only the first figure after the decimal point is taken into account and all the others are cancelled out, without rounding off. In the formation of the grades the module partial examinations are taken into account in equal parts provided that there is no divergent regulation in the relevant examination statutes of the faculties (para. 5).

The grade is:

with an average up to 1.5	= very good,
with an average above 1.5 bis 2.5	= good,
with an average above 2.5 bis 3.5	= satisfactory,
with an average above 3.5 bis 4.0	= adequate,
with an average above 4.0	= inadequate.

The above-mentioned requirements apply if only a partial module examination is necessary and is assessed differently by two examiners.

(5) The examination committees of the faculties can arrange for a points system to calculate the grading of examination coursework.

(6) The examination statutes of the faculties can weight in a special way partial examination coursework and individual examination coursework in forming the grades and/or individual grades in forming the overall grade.

(7) For the interim examination report an overall grade is possible and for the Bachelor's or Master's examination reports it is necessary. The overall grade of the interim examination is calculated from the grades of the module examination and that of the Bachelor's or Master's examination from the grades of the module examinations together with the grade of the Bachelor's or Master's thesis. For the formation of the overall para. 4 applies.

(8) For the final grade as a supplement to the German grades a relative ranking that corresponds to the following ECTS assessment scale is to be shown:

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

The basis for the calculation of the ECTS ranking is the final grades of the graduates of the course which they have completed in the examination year – calculated from the month of the issue of the examination report. The group must comprise at least 50 graduates. If the required group size is not achieved, the period of time will be extended until the minimum size is achieved. The written confirmation is issued if the conditions in accordance with para. 2 – 4 have been fulfilled.

If an English-language translation of the examination is made, the grades for the individual items of examination coursework together with overall grade are given corresponding to the the following grading scale:

up to 1.5 – sehr gut	very good
above 1.5 up to 2.5 – gut	good
above 2.5 up to 3.5 – befriedigend	satisfactory
above 3.5 up to 4.0 – ausreichend	adequate
above 4.0 – nicht ausreichend	inadequate

(9) If all individual grades are "very good", the overall grade "passed with distinction" will be awarded. This corresponds the English: Excellent.

§ 13

Absence and withdrawal

(1) A module examination is considered "inadequate" (5.0) if candidates are absent for their examination without good reason or if they withdraw, without good reason, from an examination which they have started. The same applies to a written module examination that is not submitted within the prescribed time-limit for this work.

(2) A credible reason for absence or withdrawal must be made in writing to the chairperson of the examination committee without delay. In the case of illness candidates must submit a doctor's note. Where

there is reasonable doubt the opinion of a public health doctor may be required. Any incapacity to complete the examination that develops during the examination must be communicated without delay to the examiner. The obligation to submit and justify the reasons to the examination committee is not affected. If the reason is accepted, a new examination date will be set.

(3) In the case of justified withdrawal or absence the results of the module/partial module examinations already done will be recognized.

§ 14

Cheating and infringement of the regulations

- (1) With the grade "inadequate" (5,0) the examination coursework of candidates is to be assessed who have attempted or committed an act of cheating or used unauthorized aids when in the execution of any examination coursework. Candidates who disrupt the orderly course of the examination can be excluded by the examiner or invigilator from continuing the examination, and in this case their examination performance will be assessed as "inadequate" (5,0)..
- (2) If candidates have obtained admission to the examination unjustly through culpable behaviour, the examination committee can decide that they have failed.
- (3) In the event of serious cheating in the modules Bachelor's and Master's thesis or cheating by adding a written declaration on the part of the student about the independent completion of a thesis without the use of unauthorized means, the examination committee can authorize the exclusion from a repeat examination. The severity of the cheating is to be assessed by the energy deployed by the examinee in cheating and the adverse effect on equal opportunity caused by the cheating.
- (4) Candidates can demand, within a period of four weeks, that the decisions in accordance with para. 1-3 are checked by the examination committee.
- (5) Incriminatory decisions of the examination committee are to be communicated in writing to candidate, with reasons and instructions about the right to appeal.
- (6) For homework, presentations and final theses the regulations applying to the completion of academic theses are also valid. In the case of non-observance para. 1 sentence 1 is to be applied.

§ 15

Pass and fail

- (1) A module examination is passed if the grade is at least "adequate" (4,0). The examination statutes of the faculties can determine that the module examination with several module partial examinations is passed only if certain examination coursework has been assessed as "adequate" (4,0)..
- (2) The Bachelor's or Master's examination is passed if all module examinations are passed.
- (3) If candidates have not passed a module examination or the final thesis is assessed lower than grade 4.0, they will receive a decision from the examination committee, which should contain instructions about how and, where necessary, to what extent and within what time-limit the module examination and the Bachelor's or Master's thesis can be repeated. If it is no longer possible to repeat, a failure of the examination must ultimately be recorded. Diverging from sentence 1 the examination committee can decide that the communication is made via the electronic examination administration system, in which the interests of those concerned are protected.

- (4) If a compulsory elective module is not passed, the examination statutes of the faculties can regulate how often the compulsory elective area can be changed.
- (5) If candidates ultimately fail the Bachelor's or Master's examination, an attestation can be issued to them on request and submission of the appropriate documents as well as attestation of ex-matriculation, and this will contain a record of the examination coursework performed and the grades achieved and prove that the Bachelor's or Master's examination has not been passed.

§ 16

Repeating examination coursework

- (1) Failed module examinations can be repeated twice.
- (2) If the module examination consists of several examinations, the examination statutes of the faculties can prescribe that individual parts assessed lower than grade 4,0 are to be repeated. If the module examination as a whole has not been passed, only the failed part has to be repeated.
- (3) If the Bachelor's or Master's thesis is assessed as "inadequate", it can be repeated once. Another topic will be issued. Returning the topic of Bachelor's or Master's thesis in a repeat examination is admissible only if candidates have made no use of this possibility in competing the first Bachelor's or Master's thesis. A second opportunity to repeat is not allowed.
- (4) Failures in the the same or comparable module examination in another course of the same or other university or institute of higher education in Germany will be taken into account.
- (5) The time-limit within which the repeat examination is to be taken is decided by the examination committee. It should take place at the latest in the semester in which the module examination or partial examination is offered again. The right to examination is cancelled if candidates do not attend the repeat examination, unless they are not responsible for the absence.

§ 17

Time-limits

- (1) The time-limits are to be set in such a way that the module examinations within the regular study period set for the course can be taken in full. Maternity leave and parental leave are to be taken into account. the time-limits are to be extended accordingly on request for part-time students.
- (2) The relevant faculty will ensure that course achievements and module examinations can be done in the time periods set in the the relevant examination statutes of the faculties. The dates for the module examinations and the Bachelor's and Master's thesis are to be announced in due time.

§ 18

Accreditation of study time and examination coursework

- (1) Modules that have been completed in comparable courses with comparable credits will be recognized on request.
- (2) Modules in courses that do not come under sentence 1 will be accredited if there is parity. Modules are equivalent if in terms of content, scope and requirements they correspond substantially to those required by the University of Kassel. No schematic means of comparison is to be made, but rather a holistic appraisal and assessment. If there is equivalence of modules and credits and the relevant examination

coursework, it must also be taken into account whether the teaching and competencies acquired are equivalent.

- (3) Credits, course achievements, examination coursework and practical phases at another university or equivalent higher education institute outside Germany are accredited by the relevant examination committee on request, if they are equivalent. The equivalence agreements approved by the Education Ministers and University Rectors Conference together with university partnership agreements are to be observed. If there are no equivalence agreements, the examination committee will decide. If there is any doubt about the equivalence, the central authority for education abroad should decide.
- (4) If course achievements and examination coursework are accredited, the grades and credits – if both systems are comparable with each other – are to be taken over and included in the calculation of the overall grade. If the grading systems are not comparable, the annotation "passed" is used. Indication of accreditation in the examination report is permitted.
- (5) If course achievements and examination coursework do not receive comparable credits, the student workload is established by the examination committee, taking into account semester week hours and/or the regular study period of a course.

§ 19

Examination Report, Certificate und Diploma Supplement

- (1) Candidates will receive a certificate for the successful completion interim examination and the Bachelor's or Master's examination without delay, if possible within four weeks. The certificate for the interim examination will contain the module grades and, where necessary, the overall grade. The certificate of the final examination will contain module grades, the subject of the degree thesis, its grade and a statement about successful completion of the practical phase, the regular study period and the overall grade. The examination statutes of the faculties can prescribe that the Bachelor's or Master's examination certificate also contain the following:
 - field of study
 - major subjects
 - result of examinations in the additional modules
 - period required by the field of study to complete the final examination
 - number of credits obtained.
- (2) The certificate will be signed by the chairperson of the examination committee and the dean of the faculty (attachments samples 1, 2, 3). The certificate will bear the date on which the final component of the examination was completed.
- (3) If candidates do not pass the examination, they will be issued on request or submission of the appropriate documents a written attestation by the examination committee which contains the module examination performance and grades together with the number of credits obtained and specifies that the examination has not been passed.
- (4) When candidates receive their certificate for the Bachelor's or Master's examination, they will also receive a document with the date of award of the certificate. This contains a record of the award of the academic degree (attachments samples 4, 5). The document will be signed by the chairperson of the examination committee and the dean and provided with the seal of the University of Kassel.

- (5) Together with the document and certificate a diploma supplement will be issued, in accordance with the regulations agreed between the Education Ministers Conference and University Rectors Conference, in the relevant version. (attachment sample 6).
- (6) An English language version of the certificate and document will be issued on request (attachments sample 1b, 2b, 3, 4b, 5b).

Section 3: Bachelor's Degree

§ 20

Special admission requirements for Bachelor's degree course

- (1) In special exceptional cases, where there is a good reason, the faculties can require a pre-practical before the commencement of studies as admission requirement. The maximum length of the pre-practical is 13 weeks. The examination statutes of the faculties will regulate the exact extent.
- (2) The faculties can prescribe special language requirements for admission. The regulation of the Common European Reference Framework for languages of the European Council of September 2000 (German version published by the Goethe Institute, Munich 2001) are to be applied if no other statute for language requirements has been decreed.
- (3) The examination statutes of the faculties can regulate the time allowed for the special admission requirements to be fulfilled.

§ 21

Bachelor's thesis

- (1) The Bachelor's thesis is intended to show that candidates is able work on a problem from his or her course independently using academic methods within a given period of time. The subject must be such hat the work can be completed within the prescribed time-limit.
- (2) The examination statutes of the faculty will regulate the size and scope of the Bachelor's thesis, for which there are minimum six credits. depending on the size and scope of the work, and at most 12 Credits. The time from the setting of the subject to the submission of the work will amount to a minimum of four and a maximum of nine weeks.
- (3) The Bachelor's thesis is to be supervised by a professor and another person entitled to examine according to § 5 para. 2. If the Bachelor's thesis is to be done in an institution outside the University of Kassel, the agreement of the examination committe chairperson is required.
- (4) The examination statutes of the faculties regulate
 - the semester in which the subject of the Bachelor's thesis can be issued at the earliest
 - further conditions for the issue of the subject
 - the process accrding to which the student receives the topic of the Bachelor's thesis
 - the process according to which time-limits and deadlines in connection with the Bachelor's thesis are set
 - the number of copies and the form (e.g. written copies, digital copies) of the Bachelor's thesis..
- (5) With the issue of the subject a second examiner is appointed. The appointment of the referee who is to supervise the Bachelor's thesis will be made by the examination committee.

- (6) The examination committee chairperson will ensure that candidates receive a topic for the Bachelor's thesis in good time
- (7) The Bachelor's thesis can also be permitted in the form of group work if the individual contribution is distinguishable and assessable by means of clearly distinct sections, page nos. and other objective criteria and fulfills the requirements of para. 1.
- (8) If the first date for submission cannot be met for reasons beyond the control of the student, the examination committee can grant an extension if candidates apply for this before the first submission date and the supervisor agrees. The examination statutes of the faculties regulate extension periods for completion of work. This extension may not exceed 50% of the time originally allotted. If the time-limit is exceeded, candidates may have to withdraw from the examination.
- (9) The topic of a Bachelor's thesis can be returned only once and within the first third of the allotted period. If as result of withdrawal in accordance with para. 8 sentence 1 a new subject for the Bachelor's thesis is assigned, returning this topic is not permitted
- (10) The Bachelor's thesis is normally to be written in German. The examination committee of the faculties can authorize the use of another language.
- (11) In the submission of the work candidates have to ensure in writing that he/she has written the work – in the case of group work the relevant contribution – independently and without the use of any sources or aids other than those specified.
- (12) The subject and issue and submission date are to be communicated to the examination committee for the record.
- (13) The Bachelor's thesis is normally to be evaluated independently by two examiners. The candidate's supervisor should be one of them. The assessments should be submitted at the latest six weeks after the thesis has been handed in. The examination committee can as a unit reduce the assessment period for this if it becomes necessary for organizational reasons, in order to enable candidates to continue with their studies in due time.
- (14) The Bachelor's thesis is to be submitted to the chairperson of the examination committee within the time-limit. If it is not, this part of the examination will be assessed as "failed".
- (15) If there are differing assessments of the Bachelor's thesis, the grade will be set by the chairperson of the examination committee in accordance with § 12 para. 4. The examination committee will seek the opinion of a third examiner if the first two examiners disagree with each other or one of the examiners assesses the Bachelor's thesis as "inadequate". The grade is formed in this case from the grades of the first, second and third examiners within two further weeks, in accordance with § 12 para. 4.
- (16) If the Bachelor's thesis does not achieve the minimum grade of "adequate" (4,0), this decision is to be communicated to candidates in writing and is to be accompanied by instructions on the right to appeal.
- (17) The examination committee of the faculties can prescribe that the Bachelor's thesis is to be presented in a final colloquium. The time, length, grading, weighting and repetition of the colloquium are to be regulated.

Section 4: General Regulations for Minor Subjects for the Bachelor's Degree

§ 22

Minor subjects for the Bachelor's degree

- (1) Subjects for the Bachelor's degree can be offered as major, major and minor or only as minor subjects.
- (2) A minor subject will bring a minimum of 40 credits. In Social Sciences courses at the University Kassel the major subject will bring up to 140 credits and the minor subject 40 credits.
- (3) The faculties responsible will decide upon whether to make available the minor subject for other faculties and will issue a module handbook with examples of the course schedules.
- (4) The examination statutes of the faculties for the Bachelor's degree courses will establish the relevant minor elective subjects. If they are not established, the minor subjects listed in attachment 1 will qualify as minor subjects.
- (5) The combination of the same major and minor subject within a course is not permitted.
- (6) The grade for the minor subject is calculated arithmetically from all minor subject modules and weighted in accordance with the number of credits in the overall grade of all Bachelor modules, as long as the the examination statutes of the faculty offering the Bachelor major subject does not specify any other regulation.

Section 5: Master's Degree

§ 23

Special admission conditions for Master's degree course

- (1) Admission to the Master's degree course is possible only for those who have
- passed the Bachelor's examination in the same subject or
 - have a degree from another university or a university of applied sciences that is at least of equal value with a regular study period of minimum six semesters or
 - a foreign degree of at least equal value in the same or related subject with a regular study period of at least six semesters.

Admission may in cases (b) and (c) be subject to the need to do additional courses that are worth a maximum of 60 credits.

- (2) If degrees in other subjects fulfill the conditions of admission in accordance with para. 1 to the Master's degree course, they have to be conclusively established in the relevant examination statutes of the faculty.

- (3) In a Master's degree course of a further training nature
- proof of professional practice, usually not less than year in accordance to the examination statutes of the faculty must be produced;
- the payment of fees to be set by the President must be proved.

- (4) Studying for the Master's degree course is to be made dependent on further special admission conditions in order to guarantee a high level in terms of subject knowledge. Special admission conditions may include:

- the minimum grade in the Bachelor's degree,
- knowledge of foreign languages. In this case the regulations of the Common European Reference Framework for Languages of the European Council, September 2000 (German version published by the Goethe Institute, Munich 2001) to be used, if no statute has been decreed for language requirements,
- further subject requirements, e.g. special subject profile in the first degree, which must correspond to the requirements of the Master's degree course.

To establish the special admission conditions a selection interview may be prescribed.

§ 24

Master's thesis

- (1) The Master's thesis is intended to show that candidates are able to produce within a given time-limit according to specified goals (see § 3 para. 3 and 4) a wide-ranging and in-depth piece of work. The subject must be such that it can be done within the time-limit prescribed.

- (2) The examination statutes of the faculties regulate the size and scope of the Master's thesis, which will yield a minimum of 15 credits and a maximum of 30 credits, depending on size and scope. The time from the setting of the topic to submission of the thesis will be a minimum of three months and a maximum of six months.

Part of the Master's thesis may include a complementary colloquium.

- (3) The Master's thesis is usually to be presented within the framework of a Master's colloquium. The examination statutes of the faculties regulate the time, grading, weighting and repetition of the colloquium. The entire colloquium lasts a maximum of 60 minutes. Condition of admission to the colloquium is a Master's thesis with the minimum grade "adequate". Students of the same course are entitled to attend the colloquium as listeners.

(4) Moreover § 21 applies, with the exception of para. 1 and 2.

Section 6: Collaborative Degree Courses

§ 25

National or international collaborative degree courses

(1) National or international collaborative degree courses can be carried out with the participation of at least one other university.

(2) In collaborative degree courses academic double or joint degrees can be awarded. In the case of double degrees each university issues a certificate and diploma supplement, where both certificates are combined in such a way that a single certificate is formed in terms of content. In the case of joint degrees the participating universities issue jointly a certificate and a diploma supplement. The certificates are to be signed and stamped by the responsible departments of each university.

(3) In collaborative Master's degree courses joint admission procedures should be established and carried out.

(4) Examinations are carried out and reciprocally recognized according to the examination regulations of the participating universities.

(5) A joint examination committee will be formed. The composition may deviate from the ratio 3:1:1 in accordance with § 4 para. 2.

(6) This statute will apply to the examinations taken at the University of Kassel.

Section 7: Final Clauses

§ 26

Invalidity of examinations

(1) If candidates have cheated in an examination and this fact emerges only after the award of the examination report, the grade can be re-adjusted in accordance with § 14 para. 1. Where necessary, the module examination can be assessed as "inadequate" and the interim or final examination declared "failed". The same applies to the final thesis.

(2) If the conditions for taking a module examination have not been fulfilled and candidates have not wished to cheat and if this fact emerges only after the award of the certificate, this deficiency can be corrected if the examination is passed. If candidates have managed deliberately and wrongly to take a module examination, the module examination can be assessed as "inadequate" and the interim examination and the Bachelor's or Master's examination declared "failed". The candidate is to be given an opportunity to provide an explanation before a decision is made..

(3) The incorrect examination report is to be recalled and a new one issued where appropriate. With the incorrect examination report the certificate is also to be recalled if the Bachelor's or Master's examination has been declared "failed" in the event of cheating. A decision according to para. 1 and para. 2 sentence 2 is not permitted after five years from the date of the examination certificate have elapsed.

§ 27

Access to the examination data

One year after the examination candidates have the right, on application to the chairperson of the examination committee, to look at their written examination papers, the relevant assessments of examiners or the examination minutes. The time and place for this are determined by the examination committee chairperson.

§ 28

Objections

Objection can be made to decisions of the examination committee by candidates concerned. If candidates are still dissatisfied, the committee will pass on the objection without delay to the University President, who will then decide on the matter.

§ 29

Coming into Effect

This revised version of the General Regulations for Bachelor's and Master's degree courses of the University of Kassel comes into effect the day after its publication in the Bulletin of the University of Kassel.

Kassel,
University of Kassel

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

Attachment 1

Minore elective subjects of the Bachelor's degree course

English and American Studies

French

German Studies

History

Art

Philosophy

Political Science

Sociology

Spanish

Statistics