

**bbw University of
Applied Sciences**

**Framework Study and
Examination Regulations
(FSER)**

***The English-language translation is provided for information purposes only.
The German version is the original and constitutes the sole legally-binding
version of this text.***

The bbw University of Applied Sciences has determined the following Framework Study and Examination Regulations as per the Higher Education Act passed by the State of Berlin (Berlin Higher Education Act - BerlHG) on 26 July, 2011 (GVBl. S. 378):

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§ 1 Scope

- (1) These Framework Regulations govern the principles of course design across all study programmes offered at the bbw University of Applied Sciences, and are to act as a guideline for examinations conducted at the University. They are binding for all respective Study and Examination Regulations applicable for each individual Bachelor and Master's course.
- (2) These Framework Regulations have been structured to ensure the institutional, European and international compatibility of study programmes. As such, the Regulations are designed to meet the requirement of the Bologna Process and the European University Charter. The accreditation of study units acquired abroad is governed by the principles set down in the "Lisbon Recognition Convention" (legally adopted into German law) and regulated by "Performance Recognition Guidelines for Study at bbw University of Applied Sciences".

§ 2 Objectives of the programmes

- (1) The objective of the fee-funded course of study is for students to acquire the desired technical and interdisciplinary knowledge and skills. The expertise acquired is to be accompanied by personal and social skills, a high level of intellectual independence, decisiveness, a solution-orientated approach and a great openness to new ideas.
- (2) The principle focus of developing a student's competency profile is to ensure they acquire course-specific expertise as well as the ability to:
 - apply scientific methods and knowledge in their professional life,
 - act in a cooperative manner and demonstrate constructive conflict behaviour,
 - communicate and cooperate in intercultural and international contexts,
 - think critically and act responsibly on the basis of liberal, democratic and social ideals.

§ 2a Objectives of the Bachelor programmes

- (1) The Bachelor degree is the first academic professional qualification. Bachelor courses are technically diversified to provide recipients a broad choice of professional application while giving them a well-founded and professionally correct way of working once in the labour force. Academic foundations, methodological skills and job-related competences are taught alongside interdisciplinary skills. In their chosen careers, Bachelor graduates are able to consider and reflect on the social and ethical aspects associated with their work.
- (2) A Bachelor degree will normally have a duration of at least three but at the most four years. As per the design of the Study and Examination Regulations, the awarding of a Bachelor's title may only occur once at least 180 credit points have been acquired.
- (3) The academic degrees "Bachelor of Arts", "Bachelor of Science" and "Bachelor of Engineering" may be obtained in the following forms of study:
 - a. six semesters of full-time study,
 - b. six semesters of co-operative studies,
 - c. eight semesters of extra-occupational study, where professional practice and studies overlap, and students are also working professionals.

The detailed form of study, including the required semester amount, is outlined in the individual Study and Examination Regulations.

- (4) Courses undertaken as part of a Bachelor's degree at the bbw University of Applied Sciences focus on analysing problems found in areas of future professional practice. The associated Student Consulting Works and the practical phases assist in serving this goal, in that the bbw University of Applied Sciences' learning centre is transferred to a company's premises.

§ 2b Objectives of the Master programmes

- (1) The Master's degree is the second academic degree. A successfully completed first degree is usually a prerequisite for commencing a Master's programme. The bbw University of Applied Sciences' Master's programmes are generally more application-oriented.
- (2) A Master's programme is intended to develop an academic's problem-solving skills in new and unfamiliar situations associated with their field of study, so that graduates are able to more or less autonomously carry out individual application-oriented projects in a wider or multidisciplinary context.
- (3) Graduates of a Master's programme are able to analyse and perform well-founded, systematic scientific research in challenging contexts, carry out new interdisciplinary assignments, and work independently and creatively in a socially and ethically responsible manner.
- (4) After the completion of their studies, students should:
- have complex technical, methodological and social skills
 - be able to assume overriding responsibility in a team
 - be able to integrate knowledge and handle complexity
 - be able to independently assimilate new knowledge and skills
 - be able to interact with trade representatives at a scientific level.
- (5) The degree "Master of Arts", "Master of Science" or "Master of Engineering" can generally be obtained in the following two forms of study:
- a. full-time study.
 - b. extra-occupational study, whereby students are also working professionals.

The exact form of study, including the required semester amount, can be found in the individual Study and Examination Regulations.

§ 3 Admission requirements

- (1) Admission to a Bachelor's programme may be requested in writing where the applicant:
- a. has reached a general higher education entrance qualification or holds a university of applied sciences' entrance qualification or
 - b. has acquired the equivalent of a general higher education entrance qualification through a professional degree awarded in accordance to § 11 (1) BerlHG or
 - c. has completed at least two years of a state- or federally recognised professional training course in a field of work similar to the desired study programme, and has been active in the learned profession for at least three years (subject-related higher education entrance qualification in accordance with § 11 (2) BerlHG). In cases of insufficient professional practice and/or where the student wishes to pursue further areas of study, proof of a student's ability to study may be derived via an aptitude test.

- (2) Entrance to a Master's programme may be granted to those who have a state or state-recognised first degree with professional qualification containing at least 180 ECTS points and a final grade of at least "satisfactory" (3.0). The Board of Examiners shall decide in cases of exception.
- (3) Any additional special admission requirements may be derived from the respective Study and Examination Regulations of the individual courses.
- (4) In cases where a student wishes to change university, admission is not permissible to those who have conclusively failed an examination in an equivalent curricular module. Students are to submit written a declaration confirming that no examination procedures are pending.
- (5) Compensation claims for disadvantages submitted by chronically ill or disabled students during the course will be accepted by the bbw University of Applied Sciences.
- (6) Proof of self-employment or employment in a position subject to social security contributions is a prerequisite for participation in the extra-occupational courses. The student is to submit a written declaration that the professional reflection phase prescribed by the University of Applied Sciences can be integrated during working hours.
Students are to immediately inform the University of Applied Sciences if they are made unemployed during the course of study. The form of further study will then be determined based on the student's individual study situation – e.g. enrolment in full-time study, a leave of absence, or completing an internship. Hardship provisions are to be taken into account in this case.
- (7) The University management may suspend admission (registration) if the amount of required candidates is not reached.
- (8) A sufficient knowledge of the German language is required for admission to courses conducted in German. Where German was not the language associated with the granting of the higher education entrance qualification, the required language skills (C1 level language German, European Framework of Reference or equivalent) must be demonstrated. Foreign applicants are required to show proof of access authorisation to a German university. This can, for example, be via a confirmation issued by uni-assist or the "anabin" database. If necessary, a preparatory course may be concluded before the commencement of studies.
- (9) A basic knowledge (according to the European Framework of Reference) of English is recommended for participation in all German-language Bachelor programmes offered at the bbw University of Applied Sciences.
- (10) An advanced knowledge (according to the European Framework of Reference) of English is recommended for participation in all German-language Master's programmes offered at the bbw University of Applied Sciences.

§ 4 Recognition of competences acquired outside of the University

- (1) Mandatory procedures regarding the accreditation of study periods and examination results are to be carried out in accordance with the "Accreditation Guidelines for Study at the bbw University of Applied Sciences". Accreditation assessment is performed upon request.
- (2) The bbw University of Applied Sciences shall decide upon the appropriate

accreditation. The decision is to be made by the University's Board of Examiners. The decision regarding sufficient or insufficient accreditation must be given to the student in writing.

- (3) Comparable academic performance achieved in other courses, at other German or foreign universities, at a recognised distance learning unit or in a previous course is to be accredited in line with the study or examination performance regulations. A total of up to half the credit points of a degree programme can be accredited to skills that have been acquired in a non-university setting, and that are outlined in the respective Study and Examination Regulations. Examinations and skills may only be accredited once.

§ 5 Programme commencement and duration of study

- (1) Studies can only be commenced at the beginning of a semester.
- (2) The standard period for full-time study as well as for the extra-occupational programme can be found in the respective Study and Examination Regulations.
- (3) The examinations are to be performed in accordance with the Framework Study and Examination regulations and the respective Study and Examination Regulations.

§ 6 De-registration

- (1) The programme ends upon de-registration.
- (2) De-registration occurs after the successful completion of the final Bachelor or Master's Examination, after the conclusive failure of the Bachelor or Master's examination or other modules of the relevant curriculum, or upon written request at the end of a semester. The request for de-registration must be received by the registrar's office no later than six weeks prior to the end of the semester in question.

§ 7 Leave of absence

- (1) Students who are prevented from properly carrying out their studies during a semester may submit an application for leave of absence. The application is to be submitted no later than six weeks prior to the planned leave of absence.
- (2) Reasons for a leave of absence are in particular:
 - a. Sickness,
 - b. Pregnancy, maternity leave, parental leave,
 - c. Care of a minor,
 - d. Care of dependent relatives or
 - e. Military, civilian or voluntary service.
- (3) Leave requests made for reasons other than those given above require special permission from the registrar's office.
- (4) The application for leave is to be submitted in writing to the registrar's office. It must state the reasons for leave and include supporting evidence.
- (5) The leave is granted for one semester.

- (6) The student is not permitted to attend courses at the bbw University of Applied Sciences during their leave of absence, nor may they take examinations or accrue credit points. The Board of Examiners is to decide in cases of exception. A leave of absence is not considered an academic semester.
- (7) The decision to either approve or decline an application for leave of absence is to be given to the student in writing by the registrar's office.
- (8) No tuition fees are required for the period of the leave of absence. The student remains enrolled at the bbw University of Applied Sciences during their leave.

§ 8 The nature and scope of study programmes

- (1) Study programmes are structured (modularised) using credit points acquired through the completion of study units (modules) that are delimited by theme and time within the context of a programme's content.
- (2) The modules are concluded learning units that, when completed using different teaching and learning formats over an average period of time (workload), should lead to a defined increase in competence. Modules are completed with an examination. As a rule, the learning objectives of a module should be such that they can be achieved within one semester.
- (3) The full-time academic year usually consists of 60 credit points. For extra-occupational courses, the academic year usually consists of 45 credits points. One credit point is equivalent to an overall student performance of 25 hours to a maximum of 30 hours. Students are to be assigned the number of credit points applicable to their workload in accordance with the European Credit Transfer System (ECTS). Modules should have at least five obtainable credit points. A student shall be awarded credit points once they have successfully demonstrated proficiency as per the Study and Examination Regulations.
- (4) The Study and Examination Regulations of the individual courses are to specify the following aspects of each module:
 - a. Name of the module,
 - b. Number of credit points for the module,
 - c. Subject of the module,
 - d. Expected learning outcomes and competences for the students,
 - e. Where appropriate, necessary conditions for participation in the module,
 - f. Module workload,
 - g. Form of the module's final examination,
 - h. Type of module (obligatory, compulsory elective, optional module).
- (5) The successful participation in a module is to be demonstrated via an examination performed in accordance with the Study and Examination Regulations of the relevant study programme. Modules can only be completed in units. The Study and Examination Regulations of each degree programme includes an annexed template curriculum that lists all the semester modules. The Study and Examination Regulations of the respective programmes specify the full scope of the modules required for the successful completion of the programme, including the respective required credit points, the mandatory nature of the module offering, and the nature of its teaching.
- (6) Depending on capacity and availability, students are permitted to undertake more modules/teaching units than the regular amount allocated per semester. The amount of

successfully completed modules and the associated credit points awarded are the decisive factors in obtaining qualification, and not the duration of study.

- (7) Bachelor programmes comprise three (full-time) or four (part-time) years of study. Each academic year is divided into two semesters. Programmes are usually divided into study phases (basic studies, specialised studies, application studies). During the study period, a total of 180 credit points are to be acquired in accordance with the ECTS. A programme's content is structured into modules. Further details can be found in the relevant Study and Examination Regulations of the individual programmes.
- (8) The curriculum of the Master's programmes is structured into modules. The form of study and its duration must conform to the Study and Examination Regulations. Further details can be found in the relevant Study and Examination Regulations of the individual programmes.

§ 9 Course types

- (1) A standard module comprises at least 5 credit points, although in exceptional circumstances may deviate from this amount. Practical phases in a Bachelor programme are designed to amount to a maximum of 25 credit points. The workload for a Bachelor thesis can be found as an appendix to the Study and Examination Regulations.
- (2) Bachelor and Master's degrees are to be concluded with a colloquium. Both parts of the final examination (thesis and colloquium) must be successfully completed.
- (3) The courses will be given in accordance with the intended learning outcomes. They are to be varied, interactive and practical (e.g. lectures, case studies, laboratory investigations, excursions, e-Learning).

§ 10 Student Counselling Services, support of academic success

- (1) Employees of the registrar's office and the examination management are primarily responsible for the provision of student counselling. Such advice may be related to student finances and organisation but may also include support with educational and psychological issues.
- (2) Academic advice is to be offered by those professors responsible for the respective courses (usually the head professor or head of department). They are to assist students by providing subject-related advisory services, in particular regarding the student's field of study and its relevant areas of focus, learning and working techniques, course structure and other subject-specific aspects.
- (3) Students enrolled on the basis of § 11 para. 2 or para. 3 of the BerlHG who have not achieved the statutory study aims within their first academic year are to take part in a counselling session with the examination management in attendance according to para. 2 by the end of the first academic year. The aim of the counselling is to conclude an agreement that outlines the future course of study, that obliges the student to carry out specific measures related to reaching their academic goals, and further University measures undertaken in support of the student's academic development (a study progression plan). Should a study progression plan not be concluded, the examination management may set a deadline by which the student is required to pass certain tests and examinations. When drawing up the binding targets, the personal situation of the student is to be taken into sufficient account.

- (4) Undergraduate students are to be offered an individual counselling session regarding the progress of their studies during the second academic year, usually in the third semester, in order to support the student in their ongoing course development and exam preparations.

§ 11 Practical phases of the Bachelor study programmes

- (1) The Bachelor programme's specified practical phases are included in the curriculum (Study and Examination Regulations appendix). The practical training is based on the guidelines laid out in the practical phase's contextual design.
- (2) Practical phases in full-time courses with integrated practical projects are allocated according to the course's curriculum, whereby the first practical phase of at least 300 hours is to be carried out within 12 weeks, and the second practical phase of at least 450 hours is to be carried out within 12 weeks.
- (3) The bbw University of Applied Sciences must approve the practical training before its commencement. The training contract must be submitted before beginning the training. The duration of the training depends on the workload specified in the Study and Examination Regulations appendix.
- (4) The Student Consulting Analysis as well as the practical report components of the extra-occupational study form are to be performed during the practical training.
- (5) The practical report is graded only as "passed" or "not passed".
- (6) The bbw University of Applied Sciences shall decide on equivalent examinations such as industrial placements or, where a change in university applies, practical courses already completed at another university.

§ 12 Board of examiners

- (1) The bbw University of Applied Sciences shall form a Board of Examiners for the organisation of examinations as well as to carry out those tasks assigned them in the Study and Examination Regulations.
- (2) The Board of Examiners shall consist of the Director of Studies, one professor from each subject (engineering, industrial engineering and economics), a student representative, and one individual responsible for examination management. The professorial majority must be maintained in accordance with § 46 (2) BerlHG.
- (3) The Board of Examiners shall ensure that the provisions of the Framework Study and Examination Regulations and the respective Study and Examination Regulations are complied with. It is to make suggestions regarding any revision to the Study and Examination Regulations. The Board of Examiners is to decide on appeals made against examination-related decisions.
- (4) The Board of Examiners shall ensure that the relevant items outlined in the Study and Examination Regulations can be addressed within the specified time period.
- (5) The Board of Examiners has a quorum with the majority of its members. If a quorum is not reached, or where votes are tied, the Director of Studies is to have the casting vote.
- (6) The Board of Examiners shall adopt its own rules of procedure.

§ 13 General rules regarding examinations

- (1) The performance requirements, the assessment criteria and the examination forms are set down in § 8 (4) of the Study and Examination Regulations (curriculum appendix) of each respective course as well as in the respective module handbook.
- (2) If alternative examination forms are prescribed in the module descriptions, the final form is to be approved by the department head and communicated to the participants at the beginning of the module. To ensure proper examination organisation, the examination management is to be informed of the nature and grading of the examination.
- (3) With the exception of the final examination, all tests are to be carried out during the course of study. Examiners are usually those lecturers who have taught the modules in question.
- (4) Failed study-related examinations may in principle be repeated twice. Failed Bachelor and Master theses, including associated oral examinations and final examinations, may in principle be repeated once.

§ 14 Examination procedures

- (1) The examination management is responsible for the organisation of examinations.
- (2) Examinations may only be graded by those who possess a qualification acquired in the subject being tested, or an equivalent qualification.
- (3) Those entitled to assess examinations are university lecturers and other lecturers engaged in full time work who are authorised to carry out independent teaching, and contract teachers.
- (4) The examination regulations also include the provision that professionally trained and experienced individuals not engaged in teaching activities may function as examiners.
- (5) Group work may only be authorised if the individual performances of examination candidates can be clearly identified and assessed.
- (6) University examinations may be undertaken before the date scheduled for their performance as long as the results required for admission to the examinations can be demonstrated, and there is sufficient capacity to allow participation.
- (7) The examiner is entitled to perform identity checks at examinations.
- (8) Bachelor and Master's thesis must be assessed by at least two examiners. Final exams are to be supervised and protocolled by at least 2 examiners, or 1 examiner in the presence of a competent assessor. Course-related examinations can be proctored by a single examiner. A second assessor shall evaluate any third attempt at an examination.
- (9) To avoid overcrowding, the Board of Examiners may limit access to modules by using elective modules as a way of uniformly distributing students.
- (10) If the required number of participants for an elective module is not reached, the university management may suspend implementation of that individual elective.

§ 15 Assessment of examinations and the final exam

- (1) Examination grades and those for the final examination are to be awarded by the respective examiner. The following grades are to be used when assessing:

1	Very Good	an excellent performance
2	Good	a performance that is significantly above average
3	Satisfactory	a performance that corresponds to the average requirements
4	Sufficient	a performance that despite deficiencies still meets requirements
5	Fail	a performance that due to deficiencies does not meet requirements

- (2) Each grade can be raised or lowered by 0.3 in order to award intermediate values. The grades 0.7, 4.3, 4.7 and 5.3 are not permissible.
- (3) The module grade is a composite of the number of obligatory performance points (usually 90 points) and any additional voluntary performance rendered. An additional 10 points derived from voluntary performances can be incorporated into the module grade. The module grade will be awarded according to the grading scale of the bbw University of Applied Sciences.

§ 16 Extent and form of examinations

- (1) Module examinations are integrated module examinations to be carried out during the course of studies. In exceptional cases (e.g. laboratory work) the examination can consist of a maximum of three parts. Further details can be found in the module descriptions of the Study Regulations. Module examinations performed during the course of study should not only be carried out in the form of a written test. Alternative forms of examination may include: projects, essays presentations, laboratory reports, etc.
- (2) Participation in the module examinations shall be governed by the provisions set down in § 18. Participation in the module examinations, especially at written tests, is to be documented via the candidate's signature on the examination list.
- (3) The Student Consulting Analyses and practical phases are necessary components of a study programme. The Analyses feature specific forms of written assignments to be graded. Group work is permitted. An additional digital copy (CD) of the Student Consulting Analyses is to be submitted to the bbw University of Applied Sciences.
- (4) Projects require the participation of students in the form of written and oral presentations. Projects are to consist of a written work (essay) and an oral presentation performance, with the subsequent evaluation ratio weighted at 2/3 and 1/3 respectively. Both parts of the examination must be completed.

§ 17 Deadlines, failure and withdrawal

- (1) Students are automatically enrolled in their study group for the first and second scheduled examination (as specified in the curriculum). Students must register further attempts with the examination management at least 14 days prior to the published examination date. Withdrawal from the registration may occur up to 14 days before the examination date without giving reason.
- (2) Student Consulting Analyses (SCA) feature obligatory examinations within the

respective semester. The examination management is to be informed of topics and supervisors of the work in writing in a timely manner.

- (3) If the application is not submitted or the candidate submits late, the examination will be graded "fail" (5.0).
- (4) If, after registering, the candidate fails to appear at the time and place of an examination without good reason, or if they withdraw from the examination after its commencement without good reason, the examination will be graded as "fail" (5.0). The same applies if an examination is not completed within the predetermined time allotted.
- (5) The Board of Examiners is to be immediately informed in writing of the verifiable reason for an absence or withdrawal. A doctor's certificate is to be submitted to the examination management where a candidate's illness is the reason provided; or, in cases of hospital treatment, proof of stay at the relevant clinic. If the examination management accepts the reason given, the candidate shall be notified in writing.
- (6) After completing an individual examination, the candidate may inspect the assessment of their written examination papers upon request. The request is to be made within a period of one month following the announcement of each examination's grade. The examination management shall determine the place and time of the inspection.
- (7) A student may contest an awarded grade within the time specified in para. 6 above by submitting a written appeal to the Board of Examiners. The appeal is to be substantiated.
- (8) Course-related examinations are to be conclusively graded by the first examiner. Content-based objections are to be submitted by the student to the examination management in writing, and shall be presented to the examiner by the Board of Examiners for verification.

§ 18 Deceptive conduct and breach of regulations

- (1) Should a candidate use prohibited resources, or not disclose resources used during module-related examinations or final examinations, or otherwise attempt to use deceptive conduct, the candidate shall be excluded from the examination and their performance graded as "fail" (5.0).
- (2) If proof of misconduct as per para. 1 becomes known after the examination, the grade for the student's relevant performance in the examination can subsequently be amended to "fail" or "unsuccessful". Any possible admission to a final examination can be revoked; an awarded degree can be withdrawn.
- (3) A candidate that wilfully disrupts the orderly process of an examination can be excluded from the examination by the examiner or proctor. In this case, the candidate's examination performance shall be graded as "fail" (5.0).
- (4) The candidate shall be immediately informed of any substantiated adverse decisions made in regards to paragraphs 1 to 3 in writing. The candidate is legally entitled to an appeal hearing.
- (5) Any academic grade awarded by the bbw University of Applied Sciences can be revoked if:
 - a. it subsequently transpires that the grade was achieved through deceptive

- conduct, or the main prerequisites for the grade were not present.
- b. it subsequently transpires that the recipient of the grade was not worthy of the academic grade.
 - c. the recipient of the grade proves themselves unworthy of holding the academic grade through subsequent behaviour.
- (6) The Rector shall decide on any withdrawal of an academic grade awarded by the bbw University of Applied Sciences at the proposal of the Board of Examiners.

§ 19 Compensation for disadvantages

- (1) During parental leave, students are entitled to the provisions set down in §§ 3, 4, 6 and 8 of the Maternity Protection Act as well the corresponding periods in the Child-raising Benefits Act.
- (2) Disabled students are entitled to compensation in the form of additional work equipment and aids as long as they are necessary to ensure equal opportunity. To this end, project submittal periods may be extended to a reasonable degree and other forms of examination may be approved.
- (3) A disabled individual is one deemed to be unable to fully or partially perform an examination in its intended form due to a permanent or long-term physical impairment. The disability needs to be verifiable. The University of Applied Sciences may request verification via a medical certificate.

The compensation for disadvantages must be requested in writing to the Board of Examiners. The application should be submitted no later than the registration for examinations.

§ 20 Final examinations

- (1) The course of study shall end once the final examination has been completed.
- (2) The final examination (Bachelor or Master's degree) consists of a thesis and a colloquium.
- (3) The examination management and the respective examination committee is responsible for conducting the final examination.
- (4) As detailed in the conditions outlined in § 22, applications for admission must be submitted in writing via the examination management to the Board of Examiners, who shall decide on admission. The application must be accompanied by:
 - a. proof that the preconditions detailed in § 22 para. 2 and 3, and those in the Study and Examination Regulations have been met, and
 - b. statements made in regard to the requirements referred to in § 21 para. 2 and 3.
- (5) Admission is approved when
 - a. the documents submitted are complete,
 - b. the conditions referred to in § 22 para. 2 and 3 respectively have been met.
- (6) In the final thesis, the candidate should demonstrate that they can independently solve a specific problem within the stipulated time period using scientific methods.
- (7) The topic and the date by which the final work is to be delivered shall be communicated to the candidate. The day when the topic is issued shall be recorded. The candidate

can submit their own suggestions for topics.

- (8) The topic of the final examination can only be altered once, and only within the first month after issuance. Subsequent procedures shall be regulated by the Board of Examiners.
- (9) The development period for the final thesis in the Bachelor and Master programmes at the bbw University of Applied Sciences is governed by the respective Study and Examination Regulations. At the reasonable request of the candidate, the Chairman of the Board of Examiners in agreement with the supervisor may extend the deadline by a maximum of two weeks. Extensions given due to a verifiable illness are to be granted for the period of the illness. If the duration of the illness extends for more than the period of a semester, the topic shall be retracted and a new topic proposed.
- (10) The Board of Examiners shall appoint a supervisor/s to the Bachelor and Master's theses from the circle of programme lecturers active in the respective course of study. Students are to submit proposals for their supervisor, whose willingness must be attested to on the form. The Board of Examiners can limit the amount of supervisory work required of individual lecturers to ensure a uniform distribution of work among staff.
- (11) Group work is generally permitted with appropriate topics. The prerequisite is that the partial performance of each candidate corresponds to the type and scope of one independent thesis, and this performance can be evaluated based on objective criteria that allows for a clear demarcation.
- (12) The final thesis must be accompanied by a list of used sources. The candidates must also submit a declaration to be attached to the thesis that they produced the work independently and without the use of any sources other than those specified, and that all sources were transcribed literally or analogously from published or unpublished writings, and consequently recognised as such. A further declaration is to be submitted with the work that it has not, not even in part, been prepared for another examination.
- (13) The Bachelor dissertation or Master's dissertation must be submitted on time as two tightly bound copies and in a digital format to the examination management. If the Bachelor dissertation is not submitted on time and in the correct form, it will be graded "fail" (5.0).
- (14) The period of dissertation evaluation should not exceed four weeks.
- (15) The disputation (defence) of the Bachelor thesis or Master's thesis is to be performed during a colloquium focused on the subject of the thesis. The colloquium is to determine whether the student is able to explain the procedure and results of the thesis independently, and has sound knowledge in the relevant field as well as the required presentation and communication skills.
- (16) The candidate or candidates (two to a maximum of three students per colloquium) shall summarise the essential aspects of their work in a 15 minute presentation. At its conclusion, an oral examination / discussion shall take place with the examination commission members.
- (17) The final oral examination performed as part of a Master's programme is to focus on the subject area of the thesis as well as the content of the Master's programme. The final examination is to determine whether the student possesses methodological expertise in the subject area of the Master's programme, whether this qualifies them for scientific work within the related field of work, and whether they are able to

independently and critically evaluate their thesis in a broader professional context. Following the presentation, a discussion / oral examination shall be carried out with the commission members.

- (18) The examination commission shall be composed of the first supervisor and a knowledgeable assessor (possibly the second supervisor). Both are equal in terms of assessment and the allocation of grades.
- (19) The colloquium is open to internal university members unless a candidate objects to this or applies for a "non-disclosure notice" for their thesis topic. The deliberation of the examination commission and the awarding of the grade shall be performed in camera.
- (20) The final examination is passed if both the written exam (Bachelor or Master's thesis) and the oral exam (colloquium) are graded as at least "sufficient" (4.0).

§ 21 Admission to the final examination

- (1) Any student enrolled in a Bachelor or Master's programme at the bbw University of Applied Sciences and who has applied in advance to participate may take part in the relevant course's final examination.
- (2) Entry to the written final examination in the Bachelor programmes of bbw University of Applied Sciences shall occur once all examinations from the basic studies taught during the first four semesters have been passed, and at least 130 credit points have been acquired according to the examination schedule of the specific Study and Examination Regulations. In justified cases, the Board of Examiners may waive this requirement. The Study and Examination Regulations may stipulate that the application requires proof that additional provisions have been successfully completed.
- (3) Entry into the written examination of the Master's programme at bbw University of Applied Sciences is granted once at least 78 credit points have been acquired according to the specific Study and Examination Regulations. In justified cases, the Board of Examiners may waive this requirement. The Study and Examination Regulations may stipulate that the application requires proof that additional provisions have been successfully completed.
- (4) Entry into the oral examination is permitted when:
 - a. all modules of the programme and
 - b. the thesis have been successfully completed.

§ 22 Marking and final grade

- (1) The course is successfully completed once:
 - a. the minimum number of credit points provided for in the Study and Examination Regulations have been acquired,
 - b. all modules have been graded as at least "sufficient" (4.0) and
 - c. the final examination has been graded as at least "sufficient" (4.0).
- (2) The final grade is the weighted arithmetic mean of the differentially calculated module grade and the grade of the final examination. The weighting corresponds to the proportion of ECTS to the total number of differentially calculated examinations.
- (3) Two decimal places are utilised when determining the mean value in accordance with

para. 2; all other decimal places are removed without rounding. The final grade shown on the graduation certificate is a mean rounded to one decimal:

- up to 1.5 = very good
- from 1.5 to 2.5 = good
- from 2.5 to 3.5 = satisfactory
- from 3.5 to 4.0 = sufficient
- more than 4.0 = fail.

- (4) The ECTS grading system is shown on the certificate in addition to the German grading system:

ECTS Grade	Percentage of successful students normally achieving the grade	Munich Grade	Definition
A	10	0,7 - 1,3	Excellent: outstanding performance with only minor
B	25	1,7 - 2,3	Very good: above the average standard but with some errors
C	30	2,7 - 3,3	Good: generally sound work with a number of notable errors
D	25	3,7	Satisfactory: fair but with significant shortcomings
E	10	4	Sufficient: performance meets the minimum criteria
FX	-	4,3	Fail: some more work required before the credit can be rewarded
F	-	4,7 - 5,0	Fail: considerable further work is required

§ 23 Certificate, transcripts and the diploma supplement

- (1) A transcript shall be issued immediately after the final examination has been passed. The transcript contains the grades of all the course-related examinations, the module grades, the grade of the final examination, and the final grade. The transcript bears the date of the day on which the last examination was taken.
- (2) If the final examination is conclusively failed or deemed as conclusively failed, the examination management will issue a written notification containing information about available legal remedies. At the request of the candidate, the examination management shall provide a statement containing a list of all the examinations undertaken and the associated grades while indicating that the final examination was conclusively failed. These provisions shall apply mutatis mutandis in the case that a course of study is terminated.
- (3) The transcript referred to in para. 1 and the statement mentioned in para. 2 are to be signed by the Chair of the Board of Examiners.
- (4) The diploma supplement provided is to facilitate and improve the evaluation and ranking of academic degrees for both study and professional purposes. Along with personal details, a diploma supplement contains the following information: type of degree obtained, status of degree-awarding institution of higher education, detailed information about the study programme in which the degree was acquired (e.g. access prerequisites, study requirements, study history, etc.)

§ 24 Official document of the academic degree

- (1) Along with the transcript, the graduate shall receive a Bachelor or Master's certificate with the date of the award. The awarding of the academic degree shall be bestowed in accordance with § 12.
- (2) The certificate is to be signed by the Rector or by the Director of Studies, and bear the seal of the bbw University of Applied Sciences.

§ 25 Entry into Force

Following approval from the Senate Department for Education, Youth and Science, these Framework Study and Examination Regulations shall take effect on the day after their publication.

This version replaces the Framework Study and Examination Regulations from 29.10.2013.

Berlin, 27.03.2015