

**General part
Bachelor's examination rules
of Jade Hochschule
Wilhelmshaven/Oldenburg/Elsfleth**

Approved by the office of the president of Jade Hochschule
Wilhelmshaven/Oldenburg/Elsfleth
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Based on Section 44 para. 1 Lower Saxon university act (NHG) from 26 February 2007, last amended by Article 4 of the law from 15 June 2017 (Nds. GVBl. p. 172) the following general part (part A) of the examination rules for the Bachelor courses of the Jade Hochschule Wilhelmshaven/Oldenburg/Elsfleth were decided in the following version upon resolution of the board of the department of architecture on 28 November 2017, construction geoinformation health technology on 17 October 2017, engineering on 11 July 2017, Management Information Technology on 26 September 2017, seafaring and logistics on 10 October 2017 and business on 13 June 2017:

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Section 1 **Scope of application**

(1) ¹The general part of the examination rules (part A) contains course-of-studies-comprehensive provisions for all Bachelor's courses of Jade Hochschule Wilhelmshaven/ Oldenburg/ Elsfleth. ²It applies in connection with the examination rules of a course of studies (part B) that stipulate the provisions of the examination rules part A as applicable for that course of in a corresponding section.

(2) ¹The special course-of-studies-specific part of the examination rules (**part B**) stipulates the structure of the studies, the regular study time, the university degree to be awarded, the type, number and requirements as well as processing time of the results necessary for passing of the Bachelor's exam, the preliminary admission to the modules and the Bachelor's exam. ²Furthermore, it stipulates the total time scope of the teaching events and the admission to the Bachelor's thesis if not all modules have been passed yet.

Section 2 **Goal of the studies**

¹The Bachelor's exam forms the end of the studies that qualifies for a profession. The examination is to determine whether the student has acquired both the necessary method competence and the qualification concerning the professional field, in order to independently work in the professional fields of activities across the technical and subject-comprehensive interrelations and on a scientific basis. ²More details on the objectives can be stipulated in **part B**.

Section 3 **Graduation**

¹After successful completion of the studies, the Bachelor's degree is awarded. ²The university will issue a certificate with the date of the grade sheet for this. ³The degree awarded is stipulated by **part B**.

Section 4 **Scope of studies and regular study time**

(1) The regular study time of the respective Bachelor's course of studies, including the Bachelor's thesis and the colloquium, as well as any practice phases, is stipulated in **part B**.

(2) ¹Depending on the regular study time, at least 180 ECTS credits, at most 240 ECTS credits must be achieved. ²The work load for full-time studies is assumed to be 1,500 to 1,800 working hours per study year. ³One credit thus corresponds to a work effort of the student of 25 to 30 hours. ⁴The work effort per credit is stipulated in **part B**.

(3) ¹If the regular study time of the respective Bachelor's course is four years, the Bachelor's examination is preceded by an interim examination. ²It is to determine whether the student has acquired the content and method basics of the specialisation and a systematic orientation in order to continue the studies with success. ³For more details, see **part B**.

(4) The studies are built and organised so that they can be completed within the regular study time - but at the latest six months after its end.

(5) ¹The student may complete the studies or a study phase in part-time upon application, provided that **part B** of the respective examination rules provides for this. ²For more details, see **part B**.

Section 5 **Structure of the studies**

(1) ¹The studies have a modular structure. ²The modules are rounded off in subject and time and are self-enclosed study units that lead to a partial qualification referring to the respective study target.

(2) ¹Modules may be made up of various teaching and learning forms (e.g. lectures, seminars,

exercises, projects, internships, excursions, operating internships, individual self-studies). ²They typically take one, but no longer than two semesters. ³The work effort connected to a module may also cover the lecture-free time.

(3) The designation, work effort and results to be achieved in a modules are recorded in the respective module catalogue in **part B**.

Section 6 Requirements of the studies, credits, study design

(1) ¹The studies are made up of mandatory, mandatory elective and electric e modules. ²Which modules belong to a subject course and their status is stipulated in **part B**.

a) **Mandatory modules** must be passed successfully by the student.

b) A specific number of **mandatory electives** must be chosen by the student from a number of modules and must be passed successfully.

c) ¹The student can additionally complete further modules as **elective modules** in the scope of free modules capacities. ²No credits are awarded for elective modules. ³They are not considered in determination of the total grade. ⁴Upon the student's application, passed elective modules can be listed in a confirmation.

(2) ¹Modules are compacted with one or several examination or study results (Section 7). ²**Part B** may determine that multiple modules are summarised into a meta module.

(3) Credits are assigned for successful completion of a modules according to Section 6 paragraph 1 items a) and b) at the amount stipulated in the module catalogue.

(4) It is recommended that the student complete the modules in specific sequence determined by the corresponding annex to the subject-specific provisions in **part B**.

Section 7 Examination results, study results and examination advance results

(1) ¹An **examination result** is assessed and can only be repeated within limitations (Section 11 paragraph 2). ²**Part B** stipulates whether an examination result is graded or assessed as "passed"/"not passed" and what weighting it will have in the final grade.

(2) ¹A **study result** can be repeated any number of times, can be graded or only assessed as "passed" or "not passed". ²The result is not part of the further calculation of grades.

(3) ¹A **pre-examination result** is required for admission to an exam; this means that the exam can only be taken when the pre-examination result has been documented. ²A pre-examination result can be repeated any number of times, can be graded or only assessed as "passed" or "not passed". ³The result is not part of the further calculation of grades.

Section 8 Forms of examinations

(1) ¹The following forms of examinations (examination result, study result, pre-examination result) can be rendered according to the proviso of the special part of the examination rules (**part B**):

- Written test
- Oral exam
- Research paper
- Design

- Presentation
- Compilation and documentation of computer programs
- Exam on the computer
- Experimental work
- Folder
- Project report
- Practice report
- Practical professional exercise
- Course

work

(2) ¹A **written test** requires processing of a specific suitable task with the common methods of the subject in a limited time, with previously determined tools and under supervision. ²The processing time is stipulated in **part B**.

(3) ¹The **oral exam** takes place before two examiners (collegial examination) or before one examiner and an expert assessor as a single examination or as a group examination for up to five students at the same time. ²Assessors must be heard before the grade is determined. ³The essential objects of the exam, the evaluation of the result and the relevant considerations of the evaluation decisions must be recorded. ⁴The record must be signed by the examiners (or the examiner and assessor). ⁵The oral exam usually takes 30 minutes per student. ⁶In the scope of the oral exam, tasks to be treated in writing can be set as well at an appropriate scope if this does not impair the character of the exam.

(4) ¹A **research paper** means the independent written processing of a subject-specific or subject-comprehensive task within a specified period of time. ²In suitable cases, the examiner can specify that the developed solutions must be explained orally in a manner that is typical for the professional work.

(5) A **design** comprises processing of a subject-specific or subject-comprehensive task in concept and design under special consideration of the planning aspects.

(6) ¹A **presentation** is an oral presentation with subsequent discussion of an independently and deepened treatment of a subject-specific or subject-comprehensive topic and evaluation of relevant literature. ²A written elaboration may be part of the presentation.

(7) ¹The **compilation and documentation of computer programs** usually comprises

1. description of the task and its differentiation
2. development of theoretical prerequisites for processing of the task, in particular selection of suitable methods under involvement and assessment of relevant literature
3. phrasing of the algorithms used in a suitable programming language
4. testing the program with several exemplary data records and review of the results for accuracy
5. the program documentation, in particular with indication of the methods used, the descriptions of the solution path, the program protocol (source program) and the result protocol
6. presentation of the program

(8) In a **test at the computer**, tasks must be processed directly on the computer within a specified period of time.

(9) An **experimental work** comprises the theoretical preparation, set-up and execution of an experiment, and the written or oral presentation of the work steps, the test process and the results of the experiment, as well as their critical consideration.

(10) ¹A **folder** is a collection of works and experiences of a module compiled in the course of a semester (for example presentations, written tasks, artistic work, designs, written tests, work compiled on the computer). ²This must be handed in at the test date.

(11) ¹A **project report** means the connected text or media presentation of the issues, issue analysis and results of a projects and the working methods used. ²The project report is to be explained in a manner that is typical for the professional work. ³Contribution to the project may be included in the assessment.

(12) ¹A **practice report** should show that the student is able to connect studies and practice based upon didactically method-related instructions and contribute to making the experience and results usable for teaching. ²It also usually comprises the following:

1. a selection of the relevant preparatory literature
2. a description of the place where the internship took place
3. a description of the tasks performed during the internship and the result achieved.

(13) A **practical professional exercise** comprises the solution of a practice-related task in a manner that is typical for the profession and the explanation and presentation of the path to solution.

(14) **Course work** means a lecture-accompanying result chosen by the examiner according to paragraphs 4 to 10.

(15) Other examples may be stipulated in **part B** if they are appropriate and equivalent to the examination forms according to paragraphs 2 to 14 in terms of requirements and procedures.

(16) ¹Suitable forms of examinations may be admitted in the form of **group work** by the examiner. ²Upon the examiner's application, the examination committee may decide that exams are only rendered in the form of group work. ³The individual's contribution to be assessed as examination or study result must meet the requirements to be posed to the exam, and be clearly distinguishable and assessable on its own as an individual examination or study result, based on sections, page numbers or other objective criteria.

(17) ¹If the examiners can choose from several examination forms, the examination form must be disclosed at the latest when the lecture starts. ²**Part B** may stipulate that the examination form must be disclosed at the start of the semester already.

(18) ¹If the student credibly presents that he or she is unable to complete the result wholly or in part in the prescribed form due to longer-term or permanent disability or health impairment or due to the protection provisions of the maternity protection act, the examination committee is to enable her or him to complete the results with a longer processing time or by equivalent results in a different form or by the admission of technical help, tools or assistance. ²Submission of a medical certificate may be required for this. ³The application according to sentence 1 shall generally be submitted to the examination committee when signing up for the examination. ⁴Measures to compensate for disadvantages must not affect the evaluation of study and examination results and must not be recorded in result records and grade sheets.

Section 9

Sign-up deadlines, examination periods, study deadlines

(1) ¹The student must apply for admission to the exam for every examination and study result within the periods stipulated by the examination committee (**sign-up for the exam**). ²The examination committee determines the form, location and period of application for the admission. ³It shall publish all deadlines stipulated by it for the university public.

(2) ¹Students have the option to step down from a sign-up for an exam up to a date stipulated by the examination committee. ²The examination committee determines the form and location where withdrawal is to be declared. ³**Part B** may have deviating provisions on withdrawal by absence. ⁴Withdrawal from repeat examinations is only possible according to the proviso of Section 14.

(3) ¹The examination committee specifies the periods for taking the exams at the start of each semester. ²It stipulates the issue and hand-in times for time-specific exams and dates for written tests. ³For all examination forms, except for written tests, the examination committee may assign

this task to the examiners.

(4) ¹Those students shall be admitted to the exams, as far as this part and **part B** of the examination rules does not stipulate anything additional or deviating, who are matriculated in the corresponding course of studies and who have completed the exams required for admission.

(5) ¹The examination committee shall decide about the admission to exams. ²Admission shall be reduced if the admission requirements are not met. ³A special notice shall only be issued if admission is refused.

Section 10

Evaluation of the examination results and modules, formation of grades

(1) ¹The individual results of the exams according to Section 7 shall be evaluated by the respective examiners (Section 13 paragraph 1). ² Section 8 paragraph 3 shall remain unaffected. ³Written results shall generally be assessed within four weeks after handing in. ⁴The results of the exams shall be disclosed in a suitable manner within a period determined by the examination committee.

(2) ¹The following grades shall be used for grading of results:

1.0; 1.3	very good	a particularly outstanding result
1.7; 2.0; 2.3	Good	a result considerably above the average requirements
2.7; 3.0; 3.3	Satisfactory	a result that corresponds to the average requirements in all respects
3.7; 4.0	Sufficient	a result that has deficits but still meets the minimum requirements
5.0	not sufficient	A result that no longer meets the requirements due to considerable deficits.

(3) ¹If the exam is assessed by two examiners, the grade of the exam shall be calculated from the average of the individual grades stipulated by the examiners. ²The grade shall be:

Up to an average of	1.50	very good
at an average above	1.50 to 2.50	Good
at an average above	2.50 to 3.50	Satisfactory
at an average above	3.50 to 4.00	Sufficient
at an average above	4.00	not sufficient

³The averages shall be calculated under consideration of the first two decimal digits behind the decimal point; any further digits shall be removed without rounding.

(4) ¹If a module exam is made up of multiple exams, the module grade shall be calculated from the average of the grades formed according to paragraphs 2 and 3 for the individual examination results (decimal digit with two decimal digits) with a weighted average based on credits, except if **part B** of the examination rules stipulates any specific weighting. ²The grade sheet shall indicate the module grade in accordance with paragraphs 2 and 3. ³If a meta module is formed according to Section 6 paragraph 2, the meta module grade shall be calculated from the modules according to sentence 1. ⁴**Part B** shall determine whether the modules assigned to the meta module are to be indicated in the grade sheet as well.

(5) When forming the total grade, paragraphs 2 to 4 shall apply accordingly.

(6) The evaluation and major considerations of the evaluation decision shall be documented in a suitable manner and included in the examination documents.

(7) ¹The overall grade shall be indicated in the grade sheet as a relative ECTS grade if at least twenty final results from the past four semesters are present. ²Calculation takes place with reference to the total number of the successfully completed Bachelor's exams of the respective last four semesters based on the following table:

A	the best... 10%	Excellent
B	the next 25%	very good
C	the next 30%	Good
D	the next 25%	Satisfactory
E	the next 10%	Sufficient

³If less than twenty final results have been achieved in the last four semesters, the grade sheet shall include a foot note indicating the lack of a basic population for indication of a relative ECTS grade.

Section 11 **Passing, failing, repeating examination results**

(1) ¹An **exam** shall be passed in the result has been graded at least with "sufficient" or "passed". ²If an examination result is assessed by two examiners, the exam shall only be passed if both have assessed the result at least with "sufficient" or if both have assessed the result as "passed". ⁴A **module** shall only be passed if all examinations required for it have been passed. ⁵If an exam of a module is not passed in the last possible repetition, and the associated module therefore is not passed, and if **part B** does not stipulate any compensation for that module, the student will be exmatriculated.

(2) ¹Exams not passed may be repeated twice (repeat examination). ²If **part B** stipulates this, a second repeat examination performed as a written test may only be assessed as "not passed" (5.0) after an oral supplementation exam. ³An oral supplementation exam shall be excluded if evaluation of the repeat examination is based on Section 14.

(3) Passed exams cannot be repeated.

Section 12 **Examination committee**

(1) ¹The dean of studies shall perform the tasks according to Section 45 paragraph 3 sentence 1 NHG. ²She or he or the office charged by her or him shall keep the examination files. ³According to Section 10 paragraph 2 of the basic rules of the Jade Hochschule Wilhelmshaven/Oldenburg/Elsfleth, the department board may, upon the suggestion of the dean of studies, form an examination committee to assist her or him in performing examinations. ⁴Several examination commissions may be formed; in this case, the department shall stipulate the courses of studies for which they are competent. ⁵If no examination committee is formed, all tasks assigned to the examination committee or the chairperson of the examination committee in these examination rules shall be the dean of studies' task.

(2) ¹The size and composition of the examination committees shall be determined by the department board. ²The chairperson and deputy chairperson must be members of the university teachers' group; they shall be elected by the department board. ³Student members shall only have a consulting vote in decisions about the evaluation and crediting of results and study times. ⁴The basic rules shall stipulate the term of office of the members of the examination committee.

(3) ¹The chairperson of the examination committee shall, notwithstanding Section 22, public decisions of the examination committee, in particular admission to exams, dates and deadlines, as well as examination dates and sign-up deadlines, legally bindingly in a suitable manner. ²Provisions under data protection law shall be observed in this.

(4) ¹The examination committee shall pass its resolutions with the majority of the valid votes cast. ²In case of a tie, the vote of the chairperson shall be decisive. ³The examination committee shall

have a quorum when the majority of its members, including the chairperson or deputy chairperson and one other member of the university teachers' group are present.

(5) ¹The examination committee shall pass its rules of procedure. ²A record shall be kept about the meetings of the examination committee. ³The essential objects of discussion and the resolutions of the examination committee shall be recorded.

(6) ¹The examination committee may transfer rights revocably to the chairperson and deputy chairperson. ²The chairperson shall prepare resolutions of the examination committee and execute them. ³She or he shall report to the examination committee concerning her or his work.

(7) ¹The meetings of the examination committee shall not be public. ²The members of the examination committee and their deputies shall be subject to official secrecy. ³If they are not in public service, they shall be committed to secrecy by the chairperson.

(8) The members of the examination committee may participate in all exams, except for consultation and disclosure of the results.

Section 13 **Examiners, assessors**

(1) ¹The examination committee shall appoint the examiners as well as the assessors. ²Examiners must be such members and associates of the Jade Hochschule Wilhelmshaven/Oldenburg/ Elsfleth or other universities who are charged with the independent representation of the examination subject. ³Where required, this shall also apply if the authorisation for independent teaching was only granted for a partial area of the examination subject. ⁴Teachers for special tasks and persons experienced in professional practice and training may be appointed to take exams in suitable examination areas. ⁵Persons appointed as examiners or assessors must at least have the qualification to be determined by the exam, or an equivalent one.

(2) ¹At least one examiner shall be appointed for the evaluation of examinations. ²Two examiners shall be appointed for the respective last repeat examination. ³Section 8 paragraph 3 shall remain unaffected.

(3) ¹Students may suggest examiners for taking oral exams that are not taken during their studies and for the Bachelor's thesis, notwithstanding the provision in paragraph 4. ²The suggestion is to be accepted unless there are any important reasons or unreasonable burden for the suggested person. ³The suggestion shall not found any claim.

(4) ¹As far as exams are taken during the studies, the teacher authorised to take exams in accordance with paragraph 1 sentences 2 to 4 shall be the examiner without special appointment. ²This shall also apply if examinations are taken in connection with such lectures for which several teachers are responsible. ³If there are more teachers authorised to take examinations than are required for taking the exam, the examiners shall be appointed by the examination committee.

(5) ¹The examination committee shall ensure that the students receive the names of the examiners no later than two weeks before the date of the respective exam.

Section 14 **Exceeding of deadlines, omissions, withdrawal, order violations**

(1) ¹A result shall be deemed assessed as "not sufficient" if the student

a) has not withdrawn in time and does not appear to the examination without important reasons or misses a hand-in date, or

b) withdraws from the exam after commencement of the exam without important reasons.

(2) ¹The reasons asserted for withdrawal or omission shall be reported to the examination committee or the office charged by it in writing **without delay** and credibly explained. ²Otherwise, the corresponding examination shall be deemed assessed as "not sufficient". ³In case of illness a medi-

cal certificate shall be submitted **without delay**, including information that the examination committee requires to determine the ability to take the exam, and which generally must not be issued any later than on the day of the examination. ⁴Upon the examination committee's request, an official medical report shall be submitted if the illness is not obvious. ⁵If the reasons are accepted, the examination attempt shall be deemed not taken.

(3) ¹If the student tries to influence the result of her or his exam by fraud or use of unapproved tools, if she or he contributes to fraud or interferes with the proper process of the exam, or if intellectual property of others is violated for the purpose of deliberate fraud or published material of third parties is used without indication of the sources/authors, and submitted as own results (plagiarism), the respective result is assessed as "not sufficient" (5.0) or "not passed"; the student may be excluded from continuation of the exam by the respective examiners. ²The decision shall be made by the examiners and recorded in the file.

(4) If any violations only become known after the end of the exam and the student has not completed her or his studies yet, the exam shall also be assessed as "not sufficient" (5.0).

(5) The student shall be heard before a decision is made.

Section 15 **Crediting of study times, examination results and credits**

(1) Study times, study and examination results in the same or a related Bachelor's course in the Federal Republic of Germany shall be credited for corresponding results upon application, without determination of equivalence.

(2) ¹Study times, study and examination results in a different course of studies at a university in the Federal Republic of Germany or a university of the signatory states of the Convention of Lisbon shall be credited if there are no essential differences from the study and examination results to be completed at the university. ²The burden of evidence that an application does not meet the corresponding prerequisites shall be with the examination committee.

(3) ¹Study times, study and examination results completed at a foreign university outside of the signatory states of the Convention of Lisbon shall be credited if the university or the course of studies is properly accepted or accredited in accordance with the legal provisions of the respective country and the applicant documents that the results essentially corresponding to the requirements and competences taught in the chosen course of studies in content and scope. ²Deviating crediting provisions based on agreements with foreign universities shall not be affected.

(4) Competences acquired outside of universities shall be credited for up to half of the credits intended for the course of studies if the examination committee finds that these competences are equivalent to the modules of the studies in content and level and can replace them.

(5) Study times, study and examination results in state-recognised correspondence courses or state-subsidised facilities of correspondence studies shall be subject to paragraphs 1 and 2 *mutatis mutandis*.

(6) ¹If examination results are credited, the grades shall be taken over or converted where there are any grades and the grading systems are comparable, or where there is any agreement with the foreign university. ²If there are no grades or if the grading systems are not comparable, the note "passed" shall be included. ³As far as there are the corresponding agreements with foreign universities, conversion shall be admissible as well. ⁴Crediting may be marked in the grade sheet.

(7) ¹Applications for crediting of study and examination results should be filed when starting the studies. ²After the examination proceedings have started, crediting for such study and examination results shall no longer be possible. ³The application shall be addressed to the examination committee. ⁴A decision on the application shall usually be made within four weeks. ⁵The deadline shall commence when all documents required for the decision are present.

Section 16 **Bachelor's exam**

(1) The Bachelor's exam comprises:

1. Modules that are completed during the studies
2. the Bachelor's thesis, including the colloquium.

(2) ¹**Part B** stipulates the manner and scope of the exams with which the modules are completed.

²It may also stipulate that a colloquium for the Bachelor's thesis according to paragraph 1 no. 2 is not required.

Section 17 **Admission to the Bachelor's thesis**

(1) Students shall be admitted to the Bachelor's thesis if they have passed the modules of the Bachelor's exam required in accordance with **part B** and have been matriculated at the Jade Hochschule Wilhelmshaven/Oldenburg/Elsfleth for the corresponding course of studies at least in the last semester before signing up for the Bachelor's thesis.

(2) ¹**Part B** may permit admission to the Bachelor's thesis in deviation from this even if not all modules of the Bachelor's exam have been passed yet. ²This requires that subsequent completion of the missing results can be expected within one semester without impairing the Bachelor's thesis.

(3) ¹The application for admission to the Bachelor's thesis shall be filed in writing within the sign-up period stipulated by the examination committee in accordance with Section 9 paragraph 1.

Section 18 **Bachelor's thesis**

(1) ¹The Bachelor's thesis is to show that the student is able to process a task from the specialisation of the respective course of studies independently on a scientific basis during a stipulated period of time. ²The type and task of the Bachelor's thesis must correspond to the goal of the studies (Section 2) and the processing time. ³The Bachelor's thesis may be completed in the form of a group work. ⁴Section 8 paragraph 16 shall apply mutatis mutandis. ⁵If nothing different is stipulated in **part B**, the Bachelor's thesis shall be submitted in written form. ⁶**Part B** stipulates how many copies of the Bachelor's thesis are to be handed on and the content and scope, if applicable, for a separate summary of the Bachelor's thesis to be submitted as well.

(2) ¹The subject of the Bachelor's thesis may be stipulated by each and every member of the group of professors of the department to which the course of studies is assigned. ²With the examination committee's consent, the subject may also be stipulated by a professor who is not a member of this department. ³It may also be stipulated by other persons authorised to take the examination in accordance with Section 13 paragraph 1; in this case, the second examiner must be a professor. ⁴Section 13 paragraph 2 shall remain unaffected.

(3) ¹**Part B** may stipulate that the final thesis may be completed in a foreign language, provided that the examiners agree.

(4) ¹The subject shall be issued by the examination committee. ²Upon application, the examination committee shall ensure that the student will receive a subject for the bachelor's thesis in time. ³At issuing of the subject, the examiner who has designated the subject (primary examiner) and another examiner (secondary examiner) shall be appointed. ⁴The student shall be supported by the primary examiner in completing the thesis.

(5) ¹The subject of the Bachelor's thesis may only be returned once within the first three weeks of the processing time. ²**Part B** stipulates the processing time for the Bachelor's thesis. ³There (**part B**), extension of the processing time, up to a total duration of 6 months, may be provided for.

(6) ¹If the maximum total duration of the processing time in accordance with paragraph 5 sentence 3 is exceeded due to accepted permanent inability to take examinations for a period of at least 20 percent of the processing time, the examination attempt shall be deemed not taken. ²Upon the student's request a new subject will be provided. ³Upon the examination committee's request, an official medical report shall be submitted if the inability to take examinations is not suf-

ficiently documented by a specialist physician's certificate or is not obvious.

(7) ¹The time for handing in the Bachelor's thesis shall be recorded in the file. ²In the Bachelor's thesis, the student shall represent in writing that she or he has completed the thesis - or in group work the correspondingly marked part of the thesis

- a) independently,
- b) has not used any other tools or sources than those cited,
- c) has marked any sections of the thesis that have been taken over from other sources verbatim or accordingly as such, and
- d) has not submitted the thesis - except for a double or joint degree - in the same or a similar form in any other examination proceedings in or outside of the country, or as final thesis at any other university.

(8) ¹The Bachelor's thesis shall be preliminarily assessed by the examiners before the colloquium, usually within four weeks after its submission. ²Section 10 paragraphs 2, 3 and 5 shall apply *mutatis mutandis*. ³**Part B** may stipulate a separate weighting and evaluation of the Bachelor's thesis and the colloquium; in this case, the Bachelor's thesis shall be assessed finally instead of preliminarily, deviating from sentence 1.

Section 19 Colloquium

(1) In the colloquium the student shall document, based on a discussion of the Bachelor's thesis and in a technical discussion, that she or he is able to treat tasks from the area of the specialisation independently on a scientific basis across subjects and in a problem-specific manner.

(2) ¹Students shall be admitted to the colloquium if the required modules of the Bachelor's exam have been passed and the Bachelor's thesis has been preliminarily assessed as at least "sufficient" by an examiner.

(3) ¹The colloquium shall be performed together by the examiners of the Bachelor's thesis as a single exam or group exam. ²The primary examiner shall be the chairperson. ³The colloquium usually takes 30 minutes per student. ⁴The colloquium shall be public within the university, except for the consultation and disclosure of the examination results. ⁵Upon request of the examinee, the audience is to be excluded.

(4) ¹Every examiner shall form a final grade for the Bachelor's thesis with the colloquium from her or his preliminary grade for the Bachelor's thesis and the result of the colloquium. ²The average of the grades stipulated this way shall result in the evaluation of the Bachelor's thesis with colloquium that is relevant for the Bachelor's exam. ³Section 10 paragraphs 2, 3 and 5 shall apply *mutatis mutandis*.

(5) ¹If **part B** stipulates separate weighting and assessment of the Bachelor's thesis and the colloquium, the examination committee may appoint dedicated examiners for the colloquium as well. ²The appointed examiners shall in this case form a final grade for the Bachelor's thesis and for the colloquium each, deviating from paragraph 4. ³Weighting of the grades for the total result of the Bachelor's thesis with colloquium shall in this case be determined according to the proviso of **part B**. ⁴Section 10 paragraphs 2, 3 and 5, Section 11 paragraph 1, Section 20 paragraph 2 and Section 21 paragraph 2 shall apply *mutatis mutandis*.

(6) Apart from this, Section 8 paragraph 3 shall apply *mutatis mutandis*.

Section 20 Passing, failing of the Bachelor's exam, repeating

(1) ¹The Bachelor's exam shall be passed if all modules and the Bachelor's thesis with colloquium have been passed.

(2) ¹The total grade for the Bachelor's exam shall be the average of the grades, weighted by cred-

its, for the modules stipulated for this in **part B**, provided that **part B** of the examination rules does not stipulate any special weighting, and the Bachelor's thesis with colloquium. ²**Part B** may stipulate special weighing of the Bachelor's thesis with colloquium. ³Calculation of the total grade shall consider the module grades calculated according to Section 10 paragraph 4 sentence 1 (decimal figure with two decimal digits). ⁴The grade sheet shall indicate the total grade determined in this manner, subject to application of Section 10 paragraph 3, with the grades "very good", "good", "satisfactory" or "sufficient", and the calculated result shall additionally be indicated in brackets with two decimal digits.

(3) ¹At a total grade of 1.00 to 1.30, the student shall receive the predicate "with distinction" for particularly outstanding results. ²The predicate shall be recorded in the grade sheet.

(4) The Bachelor's exam shall be finally not passed if a module or the Bachelor's thesis with colloquium is assessed as "not sufficient" or deemed assessed as "not sufficient" repetition is no longer an option.

(5) ¹The Bachelor's thesis may be repeated once if assessed as "not sufficient" or deemed assessed as "not sufficient"; a second repetition shall be excluded. ²However, the subject for the repeat attempt may only be returned if this option has not been used in the first thesis already.

Section 21

Bachelor's grade sheet and Bachelor's certificate

(1) ¹The student shall receive a grade sheet with the result of the passed Bachelor's exam without delay. ²The grade sheet shall include at least the following information:

- the university
- the department with site of studies
- the course of studies
- the subject of the Bachelor's thesis
- the grade of the Bachelor's thesis, including the colloquium
- the list of the modules relevant for the final grade, including grades
- the total grade
- the mandatory modules
- the mandatory elective modules

(2) ¹The grade sheet shall include the date on which the last exam has been passed. ²It shall be signed by the chairperson of the examination committee. ³**Part B** may stipulate that the student will, upon request, receive a translation into the English language or, in case of integrated courses of studies according to DAAD, the official language of the country of the cooperating university. ⁴The grade sheet shall include a Diploma Supplement in the English language. ⁵**Part B** may stipulate that the student will, upon request, receive a Diploma Supplement in the German language or, in case of integrated courses of studies according to DAAD, the official language of the country of the cooperating university.

(3) ¹At the same time as the grade sheet, the student shall receive a certificate with the date of the grade sheet. ²It shall certify the awarding of an academic degree in accordance with **part B**. ³the certificate shall be signed by the department management and by the chairperson of the examination committee, and applied with the university seal. ⁴**Part B** may stipulate that the student will receive a translation into the English language upon request.

(4) ¹If the Bachelor's course of studies is finally failed, the student shall receive a confirmation of the results achieved by her or him, including all failed attempts or a confirmation of all passed results, issued by the examination office. ²This shall apply accordingly if students who have competed parts of the course of studies leave Jade Hochschule Wilhelmshaven/Oldenburg/Elsfleth.

Section 22

Viewing the examination and study files

¹The students shall be allowed to view the written exams, the comments of the examiners and the examination records after completion of each exam upon request if this is required. ²The application shall be addressed to the examination committee. ³It shall determine the place and time for viewing. ⁴The respective examiners are to allow the student to view their written examinations in the scope of a subsequent discussion of the examination.

Section 23 **Invalidity of the examination results, withdrawal of the Bachelor's degree**

(1) ¹If fraud was committed during an exam and this fact only becomes known after the grade sheet has been handed over, the examination committee may subsequently correct the grades for the exams in which the student committed fraud accordingly and declare the exam wholly or partially "not passed".

(2) ¹If the prerequisites for admission to an exam were not met without any intent of fraud on the student's side, and if this fact only becomes known after provision of the grade sheet, this deficit shall be remedied by passing of the exam. ²If the student wilfully acquired the admission unrightfully, the examination committee shall decide under observation of the statutory provisions concerning withdrawal of illegal administrative acts.

(3) ¹The student shall be given the opportunity to discuss the matter with the examination committee before a decision is made.

(4) ¹The inaccurate examination grade sheet shall be withdrawn and replaced by an accurate grade sheet or certification in accordance with Section 21 paragraph 4. ²With the inaccurate examination grade sheet, the Bachelor's certificate shall be withdrawn as well if the exam is declared "not passed" (5.0) due to fraud. ³A decision according to paragraphs 1 and 2 shall be excluded once a period of five years has passed after the date of the examination grade sheet.

Section 24 **Individual decisions, objection procedure**

(1) ¹Negative decisions and other burdening administrative acts that have been made according to these examination rules must include written reasons and legal remedy information, and must be disclosed according to Section 41 of the Administrative Procedures Act. ²Objection to decisions within the meaning of Section 8 a paragraph 3 sentence 1 number 1 of the Lower-Saxony execution law concerning the administrative court rules may be filed with the examination committee within one month after receipt of the notice in accordance with Sections 68 et seqq. of the administrative court rules.

(2) ¹The examination committee shall usually decide about the objection within three months. ²As far as the objection is targeted against an evaluation of one examiner, the examination committee shall decide upon review in accordance with paragraph 3.

(3) ¹If the student provides specific and substantiated objections to examination-specific evaluations and technical assessments of an examiners, the examination committee shall submit the objection to this examiner. ²If the examiner changes the evaluation as requested, the examination committee shall remedy the objection. ³Otherwise the examination committee shall review the decision based on the statement of the examiner, in particular for whether:

1. the examination proceedings have not been performed properly or
2. evaluation took place on a wrong basis or
3. generally applicable evaluation principles were not observed or
4. an acceptable solution logically founded on relevant arguments was assessed as wrong or
5. the examiner was guided by external considerations.

⁴This shall apply accordingly if the objection is targeted against several examiners.

(4) ¹As far as the examination committee does not already remedy the objection at this stage of the proceedings in case of violation in acceptance with paragraph 3 sentence 3 numbers 1 to 5 or if there are any specific and substantiated objections to evaluations and technical assessments without the examiner changing her or his decision accordingly, the exams shall be assessed anew by other examiners who have not been involved with taking this exam before, or the oral exam shall be repeated. ²The new assessment may not reduce the examination grade.

Section 25 **Transfer rules**

(1) Parts B of Bachelor's examination rules in force shall be adjusted to this Part A within a period of one calendar year after publication of these upon entering into effect of this Part A of the Bachelor's examination rules at Jade Hochschule Wilhelmshaven/Oldenburg/Elsfleth.

Section 26 **Entering into effect**

(1) These rules shall enter into effect upon publication in the gazette of Jade Hochschule Wilhelmshaven/Oldenburg/Elsfleth and shall apply for the first time each with the respective changed Part B of the Bachelor's examination rules.