



Hochschule für Medien
Kommunikation und Wirtschaft
University of Applied Sciences

H M K W

RSTPO-BACHELOR

BASIC STUDY AND EXAMINATION REGULATIONS

of all study programs awarding the degree of *BACHELOR OF ARTS* (B. A.) resp.
BACHELOR OF SCIENCE (M. Sc.) by

**HMKW HOCHSCHULE FÜR MEDIEN,
KOMMUNIKATION UND WIRTSCHAFT**

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Preamble

- 1) Based on the *Berlin Higher Education Act* („Berliner Hochschulgesetz“, abbr. „BerlHG“) in its version from July 26, 2011 (GVBl. 378 ff.), and based on its own „Constitutional Statutes“ („Grundordnung“, abbr. „GO“), *HMKW Hochschule für Medien, Kommunikation und Wirtschaft* enacts the following *Basic Study and Examination Regulations – Bachelor* („Rahmenstudien- und -prüfungsordnung, Bachelor“, abbr. „RStPO-Bachelor“) for study programs which award the degree of a *Bachelor of Arts* (B. A.) resp. *Bachelor of Science* (B. Sc.).
- 2) The numbering of the chapters of this document runs parallel to the numbering of the chapters of the *Basic Study and Examination Regulations – Master* (RStPO-Master) for study programs which award the degree of a *Master of Arts* (M. A.) resp. *Master of Science* (M. Sc.), to keep the numerous cross-references between these two basic regulatory documents easily comprehensible.

I General Topics

§ 1 Scope of the statutes

- 1) The herewith enacted *Basic Study and Examination Regulations* (RStPO-Bachelor) implement the general provisions and procedures for all study programs of HMKW which award the degree of a *Bachelor of Arts*, taking into account academic and higher educational didactic developments as well as professional requirements, esp. of communication and media related companies and institutions. Among other things, it provides the general framework for admittance and examination procedures in all phases of graduate studies at HMKW, from the admittance to regular module examinations to the final Bachelor’s examination.
- 2) These *Basic Study and Examination Regulations – Bachelor* are supplemented by the *Admittance Regulations for Bachelor Programs* (ZgS-Bachelor) at HMKW.
- 3) The *Basic Study and Examination Regulations – Bachelor* are the foundation on which the respective specific *Study and Examination Regulations* (StPO-Bachelor) and curricula for each Bachelor’s study program are built. These specific regulations establish the respective subjects, their weighting by ECTS Credit Points, and the structure and chronology of the modules of all graduate study programs at HMKW.

§ 2 Goals of undergraduate studies

- 1) The goal of all undergraduate programs of HMKW which award the degree of a *Bachelor of Arts* or *Bachelor of Science* is to convey scientific as well vocational theoretical knowledge and practical skills
- 2) The ability to apply scientific and vocational methods and insights, which is acquired in all Bachelor’s study programs of HMKW, should lay the ground, in form of professional and personal competencies, for a further academic career or entry into a professional employment.

§ 3 Compensation for disadvantages, parental leave, care period

- 1) In regard to all study related activities of HMKW’s Bachelor’s programs, a strict committal and adherence to the requirements of equal rights and opportunities has to be maintained. Possible disadvantages caused by physical impairments and any discriminations because of ethnicity, religious creed, sexual preferences or other criteria have to be counteracted upon actively. In particular, all curricular and study related require-

ments and demands have to be designed in a way which allows them, in principal, to be mastered by every student, without exception.

- 2) All legal regulations with regard to maternity protection, parental leave and care periods must be observed, when it comes to supporting individual study paths and to planning examination dates, modes and durations.

II Duration of Studies and Study Achievements

§ 4 Form and duration of studies

- 1) HMKW's Bachelor's programs are offered in two alternative forms:
 - The two non-dual study forms named *classic* and *classic + ('classic-plus')* lead exclusively to the academic degree of *Bachelor of Arts* or *Bachelor of Science*.
 - The *dual* form of study leads to the academic degree of *Bachelor of Arts* or *Bachelor of Science* as well as to a professional qualification according to BiBB, whereby there are two variants:
 - In the *cooperative* ('kooperativ') model, a three-semester in-company training is completed parallel to the course, which ends with a regular IHK vocational final examination.
 - The *inter-company* ('überbetrieblich') model requires, in addition to studying, a two to three semester practical phase in the form of an internship or in-company training (according to BBiG), as well as attending additional vocational training that prepares for admission to the so-called 'external examination' of the Chamber of Commerce (IHK).
- 2) All *classic*, non-dual bachelor's degree programs can, depending on demand, be offered in part-time form in addition to the usual full-time form. In part-time studies, lessons also take place in the evenings and on weekends. *Classic+* and dual study programs, on the other hand, are usually only offered full-time.
- 3) The undergraduate programs of HMKW that lead to the degree of *Bachelor of Arts* or *Bachelor of Science* have the following standard study periods and maximum lengths of stay in the different study forms:

			standard period	max. length
<u>classic</u> programs	classic	full-time *	6 semesters	10 semesters
	"	part-time	8 semesters	12 semesters
	classic	full-time **	7 semesters	11 semesters
	"	part-time	9 semesters	13 semesters
	classic+ ('classic-plus')		7 semesters	11 semesters
<u>dual</u> programs	dual inter-company	with a 2-semester practical phase	8 semesters	12 semesters
	"	with a 3-semester practical phase	8 semesters	12 semesters
	dual cooperative	with a 3-semester practical phase	8 semesters	12 semesters

* applicable to all Bachelor's study programs with the exception of "BA Gamedesign and Interactive Media"

** applicable only to the Bachelor's study program "BA Gamedesign and Interactive Media"

This information includes the periods of compulsory practical phases and final examinations. The exact standard study period of the different types of study are specified in their special Study and Examination Regulations. In justified exceptional cases, extensions of the standard period of study and the maximum length of stay can be specified for certain study groups. However, the total amount of ECTS credit points specified for the respective courses may not be changed.

- 4) If the maximum length of stay is exceeded, the student will be de-registered ex officio (see § 6 ZgS-Bachelor). In the case of protracted and medically attested illnesses or other serious reasons, the relevant examination board can determine exceptions to this rule in individual cases.
- 5) HMKW's Bachelor's programs can be offered not only in German, but also in English as instruction and work language, depending on the demand situation at a location. English-language courses are in any case only a

variant of the German-language course, not an independent, different course. Therefore, the same curricula, module manuals and other regulations apply to the different language variants of the respective degree program. Regardless of the language of instruction and working, written and oral examinations, including the final examination (work and colloquium), can also be taken in the respective other language after consultation with the lecturers.

§ 5 Content of the study programs

- 1) The structure of the study course as well as the structures and contents of the individual study sections are specified in the program-specific Study and Examination Regulations and in their curricula on the basis of this Basic Study and Examination Regulation, in the form of schedules, module plans, etc. The module plans are to be supplemented by module manuals containing more detailed information on mandatory and optional content and learning objectives as well as literature recommendations, etc.
- 2) In all Bachelor's programs of HMKW, one ECTS credit point (according to the European Credit Transfer System) corresponds to approx. 30 workload hours (= 30 hours of 60 minutes each). The total number of credit points that must be acquired in order to achieve the study objective depends on the respective type of study:

			standard period	ECTS credit points
<u>classic</u> programs	classic	full-time *	6 semesters	180 CP
	"	part-time	8 semesters	180 CP
	classic	full-time**	7 semesters	210 CP
	"	part-time	9 semesters	210 CP
	classic+ ('classic-plus')		7 semesters	210 CP
<u>dual</u> programs	dual inter-company	with a 2-semester practical phase	8 semesters	210 CP
	"	with a 3-semester practical phase	8 semesters	210 CP
	dual cooperative	with a 3-semester practical phase	8 semesters	210 CP

* applicable to all Bachelor's study programs with the exception of "BA Gamedesign and Interactive Media"

** applicable only to the Bachelor's study program "BA Gamedesign and Interactive Media"

The ECTS credit points in the rightmost column each include the integrated practical phases as well as the writing of the Bachelor's thesis and the Bachelor's colloquium as the final examination, which are necessary for the award of the Bachelor's degree.

- 3) All undergraduate courses at HMKW include practical phases. The content and learning objectives of the practical phases are determined by the university. They serve the respective overarching course objective and are recorded in written, binding form in the module sheets for the practical phases as part of the module handbooks.
- 4) The *non-dual* course of study can extend over 6 or 7 semesters of standard study time, depending on the course:
 - Both 6- and 7-semester *classic* courses of study contain a one-semester, more precisely 24-week practical phase. At least 20 weeks of this phase must be spent as an industrial placement, while the remaining 4 weeks can be devoted to writing the 'practice paper' (see § 18).
 - The *classic+* ('*classic-plus*') course comprises 7 semesters, but is based on a classic 6-semester course and conveys exactly the same curricular content as this one.
 - a) In contrast to the classic course, the classic+ course contains a 2-semester, more precisely 48-week practical phase instead of a 1-semester one. At least 44 weeks of this phase must be spent as an industrial placement, while the remaining 4 weeks can be devoted to writing the 'practice paper' (see § 18).
 - b) In addition, the classical+ course includes in its first 4 semesters in addition to the regular course modules optional 'practical work lessons', based on the respective professional profiles of the vocational training according to BBiG (Vocational Training Act), each amounting to at least 4 hours per week.

- 5) The *dual* course of study is only offered as a variant of 6-semester classic courses (not 7-semester) and is possible in two 8-semester forms:
- In the *cooperative* ('*kooperativ*') form of study, the students sign a training contract with a company in which they can carry out activities that cover the competency goals of the respective degree program. Co-operative dual students complete a regular classic course of study, which comprises six full-time semesters, supplemented by two more semesters due to the training periods in the company. Their standard period of study in accordance with Section 4 (3) of these regulations is therefore a total of eight semesters, including the practical time in the training company.
 - In the *inter-company* ('*überbetrieblich*') form of study, no training contract, but an internship contract is signed with a company. The students are therefore not at the same time trainees of a company, but complete an internship or several internships in one or, if necessary, in several companies as an integral part of their studies and necessary prerequisite for achieving the respective degree.
- Regardless of the two or three semester internship (as an apprenticeship or internship), a total of 210 ECTS credit points are earned in the inter-company as well as in the cooperative dual study form.
- 6) Cooperative or inter-company *dual* students fulfill the same curriculum as *non-dual, classic* students. However, they have to complete a longer company internship or regular company training.
- The duration of training in the *cooperative* ('*kooperativ*') dual study form is 3 semesters. According to BBiG, a three-year training can be shortened to half the time if the trainee has a university entrance qualification and has also acquired sufficient training-relevant skills, which is the case in HMKW's dual study programs. In consultation with the responsible Chamber of Commerce and Industry ('IHK'), the training integrated into the cooperative dual course of study can last for a year and a half, i. e. it can be shortened to 3 semesters.
 - The duration of the internship of the inter-company ('*überbetrieblich*') dual study form is also normally 3 semesters. It is possible, however, to shorten the internship by one semester to a total of 2 semesters, provided that this does not jeopardize the achievement of the intended professional competence goals of the degree and does not impair the basic chances of success in entering the first job market. Due to the different requirements of the respective IHKs for admission to the 'external examination' of the respective vocational training, the following regulation applies: The curriculum of the dual inter-company study currently requires an internship of at least 2 semesters in Berlin and at least 3 semesters in Cologne and Frankfurt. If the examination admission conditions of the IHKs change in the future, an adjustment of the regulation may be necessary.
- 7) In any case, the practical phase must be integrated into the qualification profile of the respective degree program, i. e. the subject specific and methodological competences acquired in the internship or training company must be an integral part of the competency goals of the course. Pursuing a conjunction of theoretical and practical competencies, the practical phase is accompanied and supervised by a lecturer. To control quality and success ECTS credit points are awarded for internships or trainings, regardless of their duration, usually on basis of a term paper ('practice paper', see § 18) in which a specific topic, which is relevant for the respective study program and connected to the internship or vocational training, is reflected upon and analyzed in a critical, scientifically guided perspective. Successful completion of the practical phase is a mandatory prerequisite for achieving the respective degree in both classic and dual variants of all Bachelor's degree programs of HMKW.

III Examination Bodies and Examiners

§ 6 Examination bodies and examinations in the course of studies

- 1) The examination bodies of HMKW are:
- the '*General Examination Board*' ('*Allgemeiner Prüfungsausschuss*', abbr. '*APA*'), installed in Berlin as the highest decision-making organ, and its respective local instances at each branch of HMKW (currently: Cologne, Frankfurt).

- the ‚*Examination Offices*‘ which are in charge of the implementation and administration of all examination related affairs.
- 2) These bodies are responsible for the proper and duly implementation of all examinations in all stages: before admittance to the program, during the study program, and after completing the program. They have to guarantee, in particular, that the regulations of all forms of examinations are observed and that, e. g., all candidates are informed, with proper preparation time, about the names of the examiners, the modes of the examination and the relevant dates, including submission deadlines of term tests.
 - 3) The admittance or non-admittance to a Bachelor’s program of HMKW is decided upon by the *relevant Examination Board*, based upon the results of a study specific assessment and selection procedure. All legal conditions and general procedure descriptions of the admittance procedure are provided by the ‚*Admittance Regulations*‘ for Bachelor’s programs (§ 2 ZgS-Bachelor) as well as by the supplementary descriptions of the assessment and selection process of the respective Bachelor’s program.
 - 4) With the exemption of the initial admittance and the final Bachelor’s examination, all other examinations are bound to specific modules. Five modes of examination exist:
 - *Term tests* usually take place in special ‚*examination weeks*‘ directly after the end of the lecture period.
 - Module examinations in the form of *presentations* are taken regularly within the teaching sessions of the respective module.
 - Submission dates of *term papers* and *project results* are set individually by the lecturers of the respective modules.
 - *Oral tests* usually take place at the end of the lecture period within the respective module sessions.
 - *Portfolio exams* are cumulative, made up of partial exams (‘portfolio elements’) of the four types of examination just mentioned above.
 Further details are provided in division VI of these ‚*Basic Study and Examination Regulations*‘.
 - 5) The study program ends with writing a ‚*Bachelor’s Thesis*‘ and defending it in a ‚*Bachelor’s Colloquium*‘. This final examination should demonstrate the candidate’s ability to analyse a complex, comprehensive and advanced problem-oriented topic of her/his specialized field of interest and to develop independently insights and solutions based on scientific methods, complying with academic and formal standards, within a restricted time-frame. If the final examination is passed, the student is awarded the academic degree of a ‚*Bachelor of Arts*‘ resp. ‚*Bachelor of Science*‘, and she/he is entitled to hold the title of the same name.

§ 7 Examination Board and Examination Office

- 1) In accordance with the ‚*Constitutional Statutes*‘ (Grundordnung) of HMKW, *each Examination Board* consists of five persons, representing three member bodies:

<i>number</i>	<i>Group</i>	<i>Elected by ...</i>
3	Professors	... the Academic Senate, which furthermore elects one of these three as chair of the board, and another one as deputy chair
1	Research assistants	... the plenary assembly of all research assistants of HMKW
1	Students	... the Student’s Council („AStA“: „Allgemeine Studierendenvertretung“)

For each of these three groups – professors, research assistants, students – the respective elective body (Academic Senate, research assistant plenary, Student’s Council) elects at least one deputy member. If the chair of the board can not attend a meeting, she/he shall appoint the vice chairperson of the group of professors for the respective meeting.

- 2) The term of office of all members of the *Examination Boards* and their resp. deputies is two years. Re-elections are possible.
- 3) An *Examination Board* constitutes a quorum, if the majority of its members is present and if the majority of those present are professors. Decisions of the board need the majority of all valid votes delivered. Abstention

tions count as non-votes. If a majority of votes is not given because of abstentions, the vote of the chair of the board decides.

- 4) The competences of the *Examination Boards* lie in the field of operative controlling as well as decision-making. For all administrative procedures and decisions related to examinations they function as the court of appeal. They analyze periodically the development of examination results and study durations, and offer recommendations to amend the *Basic* and the *Special Study and Examination Regulations*.
- 5) Furthermore, the *Examination Boards* guarantee the proper and duly implementation of all examinations at HMKW, by monitoring the adherence of all examinations to the regulations of these basic framework regulations, of the *Admittance Regulations*, and of the *Special Study and Examination Regulations* of the respective study programs. The boards are responsible for the observance of all academic, didactic, and organizational quality standards, related to examinations. They control, in particular, the proper allocation of examiners, the compliance of all enrolments with the respective admittance regulations, the timely communication of examination dates, forms and results, and the proper documentation and archiving of examination documents.
- 6) In particular, the *Examination Boards* have to decide upon
 - the admittance to Bachelor's programs (§§ 1 and 2 ZgS-Bachelor)
 - the recognition of study and examination achievements (§ 9 RStPO-Bachelor)
 - the passing or failing of examinations (§ 13 RStPO-Bachelor)
 - the consequences of violations of examination directives (§ 15 RStPO-Bachelor)
 - the admittance to the final examination (§ 19 RStPO-Bachelor)
- 7) All members of the *Examination Boards* have the right to attend all examinations. The head of an *Examination Board* binds all its members to the obligation to maintain confidentiality.
- 8) The *Examination Office* consists of an administrative employee resp., if required, of several administrative employees, who support(s) the *respective Examination Board* in implementing all examination related procedures. These include in particular the planning and communication of examination dates and rooms, the documentation of examination results and the archiving of term tests and papers and other examination documents.

§ 8 Examiners

- 1) Examinations which take place during the course of the study program (practical, written, or oral) can be taken by one examiner. In standard cases, the examiner will be the (main) lecturer of the module, the successful completion of which has to be proven by the examination.
- 2) In accordance with § 32 sect. 2 BerlHG, a person is authorized to take the examination, if she/he owns a qualifying certificate which is at least equivalent to the degree awarded by the respective study program. Therefore, each examiner in charge of admittance examinations, module examinations, as well as final examinations of a Bachelor's program of HMKW must at least hold a Bachelor's degree or a similar higher study degree (awarded by a university or university of applied sciences). If this demand is not overridden by other reasons, the examiner should have acquired teaching experience related to the subject(s) of the examinations. As exemption of the rule, examiners of module examinations can be persons with no teaching experience, in accordance with § 32 sect. 2 BerlHG.
- 3) If an examiner is no longer a lecturer of HMKW, her/his authorization as a regular examiner at HMKW is maintained up to one year.
- 4) All examiners and other attendants of examinations are obliged to maintain confidentiality according to § 7 sect. 7 of this RStPO-Bachelor. All examiners are independent in their assessing and examination activities.

IV Acknowledgements and Admittance

§ 9 Acknowledgements of study achievements

- 1) The *Examination Board* decides upon the admittance to a study program and the acknowledgement of study and examination achievements. The acknowledgement of times of studies and of study or examination achievements at universities within or outside the scope of our constitutional statutes presupposes a written application, which must be submitted to the Examination Board not later than at the end of the first study semester at HMKW. The acknowledgement decision is based on the ECTS *European Credit Transfer System*. In case of applications of recognition of study or examination achievements from foreign universities, the *„Zentralstelle für ausländisches Bildungswesen“* (‘Central Institution for Foreign Educational Systems’) can be consulted.
- 2) The decisive factors for the recognition of study achievements at German, European or Non-European universities are
 - the ‘Convention on the Recognition of Academic Qualifications in the European Region’ from 04/11/1997 (the ‘Lisbon Recognition Convention’, in effect in Germany since 10/01/2007), as well as,
 - in case of achievements from non-European countries, the equivalence agreements, endorsed by the ‘Standing Conference of the Ministers of Educational and Cultural Affairs’ (‘Kultusministerkonferenz’, abbr. ‘KMK’) and the ‘German Rector’s Conference’ (‘Hochschulrektorenkonferenz’, abbr. ‘HRK’).

For applications of recognizing study achievements from Germany or other European or non-European countries, the burden of proof is inverted, in accordance with Article III.3 sect. 5 of the *Lisbon Recognition Convention*: To deny a recognition, HMKW must prove that the study achievements from the other university differ significantly from the achievements, which are demanded by the curriculum of its own respective study program.
- 3) Chapters 1 and 2 of this paragraph apply to the crediting of internship semesters and the course work achieved in this way.
- 4) When recognizing academic and non-academic achievements, the *Examination Board* has to comply with all provisions of § 23a BerlHG. Furthermore, when it comes to decide on motions regarding the non-equivalence of these achievements, the mutual resolutions of the ‘Standing Conference of the Ministers of Educational and Cultural Affairs’ (‘KMK’) and the ‘German Rector’s Conference’ (‘HRK’) have to be observed. The appropriate number of ECTS credit points which can be acknowledged, is determined by the respective competent examination board. For non-university achievements from vocational training and professional activities the restriction applies that a maximum amount of 50 % of the total of ECTS credit points, which have to be acquired in the respective study program, can be recognized.

§ 10 Admittance to examinations

- 1) The relevant Examination Board decides upon the admittance to module examinations in the course of the study program and to the final examination (Bachelor’s examination). If the requirements for an admittance are not met, the admittance to the examination is prohibited.
- 2) To be eligible for admittance to a module examination presupposes being enrolled into the respective study program at HMKW and not having lost the right to be examined in the respective program or in a similar program at HMKW or at another university. If necessary, the Examination Board can call for a relevant clearance certificate from the candidate.
- 3) For quality assurance reasons, students are obliged to attend all classes of their respective Bachelor’s program at HMKW. This applies irrespectively of whether a module awards ECTS credit points with or without examination.
 - For study programs resp. modules which are *not online-based*, a 50% rule applies. If a student missed more than 50% of the mandatory time of attendance in a module, the admission to the examination or

recognition of the credit points has to be denied. In this case, the student can submit a written application to the relevant Examinations Board to be admitted to the examination anyway or, in the case of modules without examinations, to receive the credit points anyway. The application must explain the reasons for the absences in detail. The relevant Examination Board examines the application and decides whether the student can not be admitted to the examination and has to repeat the module or if he/she is admitted to the examination resp. if the credit points can be awarded with or without additional requirements. Admission or recognition is only possible if the student is not responsible for the reasons for the absences. Even in this case, it must be checked whether it is possible to ensure that the respective competence goals of the module can be achieved. If this possibility is not guaranteed in the opinion of the Examination Board, no examination admission or recognition of credit points may take place.

- For *online-based* study programs resp. modules, this 50% rule does *not* apply. Here, the *specific Study and Examination Regulations* define the respective attendance rules which have to be adhered to.
- 4) A concretization of this compulsory attendance regulation, analogous to the 25%-tolerance-rule for classes of Bachelor's programs (§ 3 RStPO-BA), is not given for Bachelor's programs, though. Nevertheless, the relevant Examination Board has to consider, if required in individual cases, whether the non-attendance rate of a module is too high to admit a student to an examination or to recognize ECTS credit points without violating basic standards of quality assurance.
 - 5) In cases of high absentee rates, the admittance to an examination or the recognition of credit points is possible only if the student herself is not responsible for the non-attendance. Each of these cases demand proof that the respective competence goals of the module in question can still be reached. If this cannot be guaranteed in the opinion of the Examination Board, the admittance to the respective examination or the recognition of the respective credit points are prohibited.
 - 6) A doctor's certificate proves, that a student is not responsible for a non-attendance. Yet, the following provisions apply:
 - a) The original doctor's certificates must be submitted – copies and digital formats (PDF etc.) are acceptable only as preliminary information.
 - b) Doctor's certificates must be submitted to the Examination Office not later than on the third day after the start of the illness or, in general, after the certified first appearance of the reason for the incapacity to work. For follow-up certificates this rule applies for the third day after the first certified following day of the occurrence of the incapacity to work. The word 'day' is to be understood in this context as 'workday', i. e. Monday till Saturday (Sunday does not count as workday). If e. g. a student falls ill on a Tuesday, the certificate must be delivered not later than next Friday. And if a Thursday is the first day of absence, the certificate must be delivered on next Tuesday, at the latest. The document may be submitted personally or as a registered letter (the date on the out stamp counts as the day of delivery). Alternatively, the certificate can be scanned and sent to the Examination Office via E-Bacheloril as a PDF-document not later than on the third day, and the original document can be delivered in person on the first day of recovery and coming back to the university.
 - c) In accordance with the rules and regulations for panel doctors with regard to certificates of incapacity to work, backdated certificates may only be accepted, if the start resp. follow-up day of the illness or, in general, of the incapacity reason, which is stated on the certificate, does not date back longer than two days before the issue date of the certificate.

Exemptions of rules b) and c) are only possible, if the student him-/herself is not responsible for the delayed issue of the doctor's certificate.
 - 7) If the admittance to an examination or the recognition of credit points is denied because of a high non-attendance rate and if the module must therefore be retaken, this will not be registered as a 'failed try' to complete the module. In this case, HMKW cannot guarantee, though, due to schedule planning reasons, that the whole Bachelor's program can be completed in its standard period of study.
 - 8) All enrolled Bachelor's students are admitted to their practical phases (company internships or vocational trainings), regardless of their previous examinations.

V Examinations in the Course of the Study Program

§ 11 Types of examination

- 1) Module examinations exist as different types of term tests, term papers resp. practical work, presentations, oral tests or portfolio exams. For all modules of each study program, only one examination is allowed, to keep the overall examination load restricted. Exams can be conducted on-site in physical presence or via online media.
- 2) If students with physical impairments are disadvantaged by certain examination modes (room situation, time-frame, manual challenges, etc.), appropriate compensatory measures have to be taken. The compensation can take different forms, depending on the type of disadvantage: e. g. the provision of a different location for the examination or of supplementary aids, a higher rate of breaks or the extension of the time-frame, adjustments of the tasks which must be solved, etc. In each case it must be guaranteed, though, that the compensation measures do not lead to a lower aspiration level of the examination.
- 3) The same applies for compensation measures in other cases: When determining the quality levels of examinations and their formal procedures, a strict adherence to the principle of equal opportunities must be guaranteed. This applies esp. with regard to legal regulations and commitments to maternity protection, to parental leave and to care periods.

§ 12 Evaluation of examination performances and grading

- 1) The authorized examiners are responsible for the grading of individual examination performances. The following grading scale has to be applied in this process:

<i>grade</i>	<i>in words</i>	<i>meaning</i>
1.0 / 1.3	= excellent	an excellent accomplishment
1.7 / 2.0 / 2.3	= good	an achievement significantly above average
2.7 / 3.0 / 3.3	= satisfactory	an average achievement
3.7 / 4.0	= sufficient	a flawed achievement, which still satisfies the expectations
5.0	= failed	an achievement, which is too flawed to pass

- 2) In addition to the absolute grading of examination performances, using the above mentioned numeric scale, the final Bachelor's Examination must be graded relatively, according to the ECTS scheme. This relative assessment must be based upon the following grades:

<i>grade</i>	<i>percentage of students</i>
A	10 % who passed with the best results
B	25 % who passed with the second-best results
C	30 % who passed with the third-best results
D	25 % who passed with the fourth-best results
E	10 % who passed with the fifth-best results
F	- failed – improvements are necessary for a recognition as sufficient
FX	- failed – major improvements are necessary for a recognition as sufficient

- 3) If an examination is taken by more than one examiner („collegial examination“), it is evaluated by the whole group of examiners, if no other arrangements are agreed upon. If no unanimous evaluation is found, the final grade is calculated arithmetically as the mean value of the individual evaluations.
- 4) All module grades are to be determined in accordance with the above mentioned absolute scale (section 1). In general, the following allocation table of verbal and numeric grades has to be applied:

<i>average of</i>	<i>grade</i>
up to 1.5 (incl.):	excellent
from 1.5 till 2.5 (incl.):	good
from 2.5 till 3.5 (incl.):	satisfactory
from 3.5 till 4.5 (incl.):	sufficient
from 4.1 (incl.):	failed

- 5) In addition to the grading of individual examination achievements, the expenditure of time necessary for all study and examination achievements is measured via ECTS credit points. In this calculation, only those study modules can be added up which are completed successfully by passing all their mandatory examinations. Additional ECTS credit points are awarded for the completion of the Bachelor's Thesis.
- 6) ECTS credit points can be awarded only for achievements which were evaluated with at least grade 4.0 In accordance with the scale given in sect. 1 of this § 12.

§ 13 Evaluation of examination performances and grading

- 1) The authorized examiners are responsible for the grading of individual examination performances. The following grading scale has to be applied in this process:

<i>grade</i>	<i>in words</i>	<i>meaning</i>
1.0 / 1.3	= excellent	an excellent accomplishment
1.7 / 2.0 / 2.3	= good	an achievement significantly above average
2.7 / 3.0 / 3.3	= satisfactory	an average achievement
3.7 / 4.0	= sufficient	a flawed achievement, which still satisfies the expectations
5.0	= failed	an achievement, which is too flawed to pass

- 2) In addition to the absolute grading of examination performances, using the above mentioned numeric scale, the final Bachelor's Examination must be graded relatively, according to the ECTS scheme. This relative assessment must be based upon the following grades:

<i>grade</i>	<i>percentage of students</i>
A	10 % who passed with the best results
B	25 % who passed with the second-best results
C	30 % who passed with the third-best results
D	25 % who passed with the fourth-best results
E	10 % who passed with the fifth-best results
F	- failed – improvements are necessary for a recognition as sufficient
FX	- failed – major improvements are necessary for a recognition as sufficient

- 3) If an examination is taken by more than one examiner ('collegial examination'), it is evaluated by the whole group of examiners, if no other arrangements are agreed upon. If no unanimous evaluation is found, the final grade is calculated arithmetically as the mean value of the individual evaluations.
- 4) All module grades are to be determined In accordance with the above mentioned absolute scale (section 1). In general, the following allocation table of verbal and numeric grades has to be applied:

<i>average of</i>	<i>grade</i>
up to 1.5 (incl.):	excellent
from 1.5 till 2.5 (incl.):	good
from 2.5 till 3.5 (incl.):	satisfactory
from 3.5 till 4.5 (incl.):	sufficient
from 4.1 (incl.):	failed

- 5) In addition to the grading of individual examination achievements, the expenditure of time necessary for all study and examination achievements is measured via ECTS credit points. In this calculation, only those study modules can be added up which are completed successfully by passing all their mandatory examinations. Additional ECTS credit points are awarded for the completion of the Bachelor's Thesis.
- 6) ECTS credit points can be awarded only for achievements which were evaluated with at least grade 4.0 In accordance with the scale given in sect. 1 of this § 12.

§ 14 Pass/Fail, re-examinations

- 1) A module examination is classified as *passed*, if it is graded as ‚sufficient‘ (4.0) or better. A module examination is classified as *failed*, if it is graded as ‚failed‘ (5.0). A module examination is classified as *finally failed*, if it is graded as ‚failed‘ (5.0) and if no further re-examination is allowed (see section 4 of this paragraph).
- 2) If a candidate failed an examination or if her/his Bachelor's Thesis was graded as ‚failed‘, she/he is informed about the conditions (date, size etc.) of the re-examination or rewriting of the thesis, if applicable.
- 3) In accordance with § 30 sect. 4 BerlHG, failed module examinations can be retaken at most twice. Re-examinations of already passed modules are not permitted. The difficulty level of re-examinations must be equal to the difficulty level of the respective first, failed examination. In general this implies the same type (term test, presentation, term paper resp. practical project or oral test) as the first, failed examination. Re-examinations have to be scheduled in a timely manner after information about the failed result of the previous examination was provided, and an appropriate preparation time must be granted, which is usually between two and five weeks.
- 4) If even the second re-examination, hence, the third examination of one and the same module in total, was finally evaluated with grade ‚failed‘ (5.0), a further re-examination or repeating of the module is not permitted, and the student must be exmatriculated according to § 6 sect. 2a ZgS-Bachelor.
In case of a third and last examination of a module, which decides upon continuing or terminating the entire study program, a second examiner must be called in.
 - In the case of the oral examination forms 'oral examination' and 'presentation', a second examiner must be present in each case
 - Written 'examinations' and 'papers' which are not rated at least as 'sufficient' in the third and last attempt, must also be graded by a second examiner.For the common determination of grades in this case, § 20 para. 7 of these regulations applies analogously.
- 5) The Bachelor's program is completed successfully, if all module examinations which are mandatory according to the study regulations, and the Bachelor's examination are passed successfully. The Bachelor's examination is passed successfully, if the Bachelor's Thesis and the Bachelor's Colloquium are evaluated at least with the grade ‚sufficient‘.

§ 15 Omissions, withdrawals, violations, deceptions, plagiarism

- 1) If a candidate misses a mandatory examination date without cause, or if she/he withdraws after the examination has already started, the respective examination achievement has to be graded as ‚failed‘ (5.0). The same applies, if a written or practical examination achievement is not submitted within the predetermined time. In justifiably suspected cases, the *Examination Board* reserves the right to call for a doctor's certificate of a medical officer.
- 2) In case of a missing of or withdrawal from an examination after its start, the candidate has to report and explain the reasons in written form to the *Examination Office* immediately. The *Examination Office* transfers this explanatory document to the *Examination Board*. In case of an illness of the candidate the *Examination Board* reserves the right to call for a medical doctor's certificate. If the *Examination Board* acknowledges the reason, the candidate receives an information in written form, and a new examination date is set.

- 3) The examiners or proctors can expel any candidate from the examination, who disturbs the proper conduct of the procedures. The decision upon the expulsion, including its type and extension, has to be placed on record. The respective examination achievement of the expelled student has to be graded as ‚failed‘ (5.0). In grave cases of disturbances the *Examination Board* can expel the candidate even from subsequently following examinations. The candidate can appeal for a re-evaluation of decisions according to section 1 of this paragraph by the *Examination Board* within 14 days. Incriminating decisions are to be passed on to the respective candidate immediately, in written form, including a justification and details of remedies available.
- 4) If a candidate tries to influence the results of the examination by fraudulent means or unauthorised aids, the examiner or proctor has to place this on record. Depending on the severity of the deception, the candidate can be expelled from further attending the examination. The *Examination Board* decides if the examination achievements, which were delivered until the time of observing the deception, can be accepted as valid or not, since they already could have been delivered fraudulently. If they cannot be accepted as valid, the whole examination achievement has to be graded as ‚failed‘ (5.0).
- 5) If a student includes into her/his term papers, presentations or other examination achievements text or other media from third parties, literally or almost literally, without identifying this as a citation, thus pretending these third party achievements were his/her own, a case of plagiarism is given. If an examiner observes such a fact or she/he has a justified suspicion of plagiarism, the *Examination Office* must be informed immediately. The examiner has to deliver a juxtaposition of the incriminated and the original third party sections. If the examination document contains numerous incriminated sections, a selection of particularly obvious sections is sufficient. The *Examination Office* forwards these informations to the *Examination Board*.
- 6) The *Examination Board* has to examine each forwarded case of suspected plagiarism. If it comes to the conclusion that indeed parts of a paper or other work are plagiarised, the respective student has to be informed, and she/he is entitled to appeal against the decision within seven days. If the *Examination Board* decides to reject the appeal, the examination achievement has to be graded as ‚failed‘ (5.0). The student has to be informed about this decision in written form, including a justification and details of remedies available. All further regulations are equivalent to those regarding cases of deception, as described in section 3 of this paragraph.
- 7) In severe cases of deception, and if a student tries to deceive for the third or more time, the *Examination Board* can decide that the respective student has to be exmatriolated. This decision requires a diligent assessment of each individual case, after giving the respective student the opportunity to explain and justify his/her actions. The final decision has to be submitted to the student immediately, in written form, including an explanation and details of remedies available.

VI Module Examinations

§ 16 Term tests, term papers resp. practical projects, presentations

- 1) In term tests, the candidates should prove their ability to analyze complex problems of the respective study field on an advanced level and to develop adequate solutions, using only authorized aids, within a restricted time-frame. Term tests are written usually in two ‚examination weeks‘, immediately after the lecture period of 16 weeks per term. Only one examination per day and a maximum of three examinations per week should be assigned – exemptions of this rule are possible in justified cases. Term tests are proctored or unproctored, and they can be conducted on-campus or online.
 - a) Term tests written on-site shall be proctored. As a rule, their length shall be between one and a half and three hours. The examiner decides on the admission of aids.
 - b) Online examinations that require supervision (usually via video conferencing software) may only be conducted in compliance with the data protection rules according to DSGVO (German GDPR). In any case, an alternative form of examination that does not require online supervision must be offered. They also re-

quire a written declaration of consent from the examinees to the respective form of supervision, in which the alternative form of examination is explicitly referred to. Their duration should also generally be between one and a half and three hours.

- c) 'Take-Home Exams' are a special form of online exams: they are conducted unsupervised and as open-book exams, i.e. aids of any kind, with the exception of contacting third parties, are permitted. More details on this are regulated by a handout.
- 2) In term papers, projects, as well as in presentations, the candidates should prove their ability to analyze comprehensive complex problems of the respective study field on an advanced level, to develop adequate solution strategies, and to communicate properly the analytic and problem solving process in written or oral form, complying with academic and formal standards. Esp. in creative study programs, examinations can be designed as practical rather than written or oral tasks.
 - 3) Module examinations in form of term tests, projects or presentations are assigned normally only by one examiner, and the examination result will be evaluated by this one authorized person. Where justified, esp. if the examination bundles different subjects together, the examinatory assignments can be composed and evaluated by several examiners.
 - 4) Group examinations as term papers or projects, presentations or oral examinations are only permitted if it is guaranteed, that the individual achievements of each candidate are clearly delimitable and assessable.
 - 5) The results of term tests, term papers and project results as well as presentations must be communicated to the student usually not later than six weeks after their submission resp. presentation. The examiner(s) have to return the original examination documents, with corrections, annotations and grades, to the university administration usually after not more than six weeks for archiving purposes – this correction period can be extended only in justified cases. All relevant documents of examinations (term tests, term papers, protocols of oral tests, documentations of practical projects etc.) have to be kept in the university archive for at least 10 years.

§ 17 Oral tests, Portfolio exams

- 1) *Oral* examinations take place in physical presence or online. As a rule, they last between 15 and a maximum of 60 minutes and are taken by the respective teacher of the module being examined, if necessary as a collegial examination also by two or more examiners (for the final oral examination see § 21). The examinations are to be recorded or alternatively recorded, provided that the student to be examined agrees to a recording. Oral tests can be given as individual or group examination. A necessary condition of group examinations is, that each individual achievement of candidates can be uniquely identified and evaluated. Oral tests, incl. the Bachelor's Colloquium, are open to the attendance of other university members, if the respective candidate does not reject. The right to rejection does not apply to examiners, other attending persons of the examination, or members of the *Examination Board*. The admittance of attendants applies only to the presentation and questioning of the candidate, not, if applicable, to the discussion between the examiners about the grade which should be given and to the communication of the grade to the candidate.
- 2) *Portfolio* examinations are another uniform form of examination, which cumulatively consists of several partial achievements, which have been continuously provided as 'portfolio elements' in the course of the module. The examination grade is composed of the partial achievements according to pre-defined percentages, and none may be required alone to pass the examination (the elements must be compensable, i. e. none must necessarily be 'passed' for module success). Portfolio achievements may include, but are not limited to: written assignments (drafts, term papers, posters, etc.), tests (including multiple choice tests), papers, and practical work in/with a variety of media. In any case, it must be ensured that the portfolio elements do not lead to an overall unreasonably high examination load.

§ 18 Exams of the Practical Phase

- 1) While the practical phase of the *classic* course only takes one semester (24 weeks), a practical phase of at least two or three semesters must be completed as part of the *dual* course, depending on the requirements of the responsible IHK as an internship or training. The practical phase of the *classic* course is credited with 30 ECTS credit points, the practical phase of the *dual* course with 60 credits.
 - The practical phase of both types of study ends with the same module-related performance review: both the module examination of the one-semester internship as part of the classic course and the internship or training that must be completed two to three semesters as part of the classic plus or dual course consists of a practical work (see sect. 3 below).
 - As an additional form of ungraded quality control, so-called 'learning transfer protocols' are to be written in the internships resp. professional trainings that are to be completed as part of the -plus or dual degree program, unlike in the internships of the classical program.
- 2) The 'learning transfer protocols' are term papers in which the students describe and analyze study specific topics in the light of how they are implemented and dealt with in their internship or training company (e. g. the news desk in editorial offices, in UX departments, on marketing and PR, on personnel development, etc.). They reflect on how methodical and technical competencies they acquired in their previous semesters can be applied in the everyday company life they experience(d). Dual students have to write this term paper in the first half of their practical phase. The work is graded, and one third of their grade is included in the overall grade for the practical phase in total.
- 3) The 'practice paper' is a term paper in which practical experiences that have been made in the course-specific activities in the internship or training company are reflected and evaluated on the basis of a specific task and problem. It is written in the second half of the practical phase or immediately after it has been completed, and two thirds of the grade of the practice paper is included in the overall grade for the practical phase. In the practice paper, students should demonstrate that they can independently identify problems from exemplary practical areas of their study program related activities and develop constructive solutions. In justified exceptional cases, the responsible examination board can decide to check the success of the practical phase by means of a written exam instead of a practice paper.
- 4) The students to be examined are free to choose the supervisor for the practice paper and, in the case of dual studies, their learning transfer protocols. The two papers can be supervised by one and the same person or by two different people. In any case, the supervisors must be authorized to take exams in accordance with Section 8, Paragraph 2 of this RStPO-Bachelor. They support the students in all phases, from finding a topic to advice on content and formal issues. They evaluate the papers according to the specifications (on the ECTS grading scales, etc.), which apply to term papers as module examinations (see § 16).
- 5) In coordination with their supervisors, the students determine the topic of their practice paper and, in case of the dual course of study, the fields of action to be described and analyzed in their learning transfer protocols.
 - Learning transfer protocols must be submitted to the examination office in the first half of the practical phase.
 - The registration form for the practice paper must be submitted to the examination office before the end of the practical phase. It must include the topic of the work, the start and end date of the internship or vocational training and the name of the supervisor of the paper. The required scope of the practice paper, regardless of the duration of the practical phase, is no less than 20 pages of continuous text (i. e. without cover sheet, lists, etc.). When determining the duration of the practice paper, it must be taken into account that the last (classic course) or penultimate (dual course) semester usually begins immediately after the end of the internship/training, in which the Bachelor's thesis (*classic* studies) or first the IHK examination and then the Bachelor's examination (*dual* studies) must be completed. The latest deadline for submitting the practice paper is therefore in classic as well as in dual studies: the end of the 12th week after the official end of the practical phase. Upon justified request the supervisor can grant an extension of the duration of the practice paper by a maximum of two weeks. The paper must be handed over to the supervisor in

printed form before the deadline for submission. At the same time, it must be sent to the examination office in printed and digital form (PDF).

- 6) Learning transfer protocols and practice papers are 'term papers' in the sense of Section 16 (2) of these regulations. Due to their special status 'at the end of the one- or multi-semester practical phase, the following special rules apply to practice papers:
- If a practice paper is assessed as "insufficient", it must be repeated on a new topic to be determined by the examinee. The student to be examined can again freely choose the supervisor of the second practical thesis, provided that she/he is authorized to examine in accordance with Section 8, Paragraph 2 of this RStPO-Bachelor. The second try can therefore be supervised by the same person as the first one or by a different person. A completed registration form must also be submitted to the examination office for the second try. Since there is less time involved in repeating a practice paper, the maximum processing time for the work after registration is set at six weeks, regardless of the duration of the practical phase. The second paper is graded completely independently of the first (all grades on the ECTS grading scale can therefore be achieved).
 - If the second practice paper is also assessed as "insufficient", a third practice paper can be written in accordance with the principle of the possibility of repeating module examinations twice, for which all the rules on supervision, processing time and assessment as to the second practice paper apply. If this third exam, the last chance to pass the practical phase, does not lead to at least a "sufficient" result, this module is finally not passed and the student has to be exmatriculated according to § 6 Sect. 2a ZgS-Bachelor become.

VII Bachelor's Examination

§ 19 Examination parts, examiners, admittance

- 1) The Bachelor's examination consists of the Bachelor's thesis and the final Bachelor's colloquium. It serves as evidence of scientific and professional methodological and specialist competence, as prerequisite for the acquisition of the professional qualification of the respective degree: The bachelor's examination is intended to ensure that the student to be examined has the ability to apply scientific and professional methods and knowledge and has the methodological, technical and personal skills required for entry into professional life.
- 2) The Bachelor's Thesis has to be evaluated by two examiners, who are determined by the *Examination Board*. Usually these two persons also are the examiners of the Bachelor's Colloquium as concluding oral test. In her/his application form for admittance to the Bachelor's Examination, the candidate can make a proposal for his/her preferred examiners (see the next section). These proposals do not establish a right to be accepted, though. In each case, the 'first examiner' of the Bachelor's examination must be a professor of HMKW. The 'second examiner' can be a member of an external company, in which the candidate conducts practical studies in connection with her/his studies, provided the external examiner fulfills the requirements listed in § 8 sect. 2 of this document. In cases in which the first and second examiners have different opinions about the adequate planning and organizing of the Bachelor's examination, the first examiner can override the second one. All provisions of § 20 sect. 7 with regard to diverging grading votes of the first and the second examiners apply. If the first examiner agrees, the second examiner can function as 'main examiner' of the Bachelor's thesis. The main examiner serves as the preferred person to support and advise the candidate in all subjects related to the Bachelor's Examination, and she/he has to write the official 'examination evaluation' (expert report).
- 3) Before starting to write her/his Bachelor's Thesis, the candidate has to submit an application form for admittance to the Bachelor's Examination to the *Examination Office*. This application form has to include proposals on the subject of the thesis as well as its starting and prospective end date. Furthermore, the candidate can suggest in this form who should function as first and second examiner and as main examiner of her/his Bachelor's Thesis and thus, by default, of the concluding oral examination, if applicable.

- 4) The *Examination Board* decides upon the admittance or non-admittance to the Bachelor's examination. Requirements for admittance are:
- to be enrolled in the respective study program at HMKW,
 - not to have lost the right to be examined in the respective study program or in a similar program,
 - to prove that a minimum of 150 ECTS credit points have been reached (i. e. 20 Credit Points, approx. 12 %, below the total of 180 Credit Points which are awarded in the Bachelor's program, without taking into account the Bachelor's Examination which is credited with 10 ECTS points). Proof of at least 180 credit points is required for Bachelor's Degree programs that provide a total of 210 credit points.
- 5) If all prerequisites for admittance to the Bachelor's Examination are met, the *Examination Board* decides upon the acceptance or rejection of the submitted proposals on the subject, on extended submission dates, if applicable, and on the examiners. If a proposal is rejected, the candidate has to be informed immediately, in written form, including an explanation of the negative decision. An appropriate deadline has to be set for delivering a new subject, if the proposed one is rejected (usually two weeks). Optionally, suggestions for reformulating the subject can be given. This notification has to be placed on record.
- 6) If the proposed subject is accepted, the candidate has to be informed by the *Examination Office* immediately about the following:
- the accepted subject of the Bachelor's Thesis
 - the name of the first and second examiners, and who of these two persons is the main examiner
 - the date of the start of the Bachelor's Thesis: This is the day of delivery of a written notification of the acceptance of its subject
 - the date of the planned submission of the completed Bachelor's Thesis
- This notification has to be placed on record.
- 7) After acceptance of the subject of the Bachelor's Thesis by the *Examination Board* and after placing it on record, the candidate can return it once within a period of two weeks. In this case, the candidate must submit a new subject proposal to the *Examination Board* within another period of two weeks.
- 8) If not all mandatory or mandatory optional modules are completed when starting to write the Bachelor's Thesis, a deadline has to be set for the candidate, until when she/he has to prove that all required module examinations are completed successfully. This deadline should not be scheduled later than two semesters after the start date of the Bachelor's Thesis. The *Examination Board* can decide upon exemptions of this rule, e. g. in case of a severe illness. If the necessary module examinations are not completed successfully within the determined time-frame, the current Bachelor's Thesis has to be declared as invalid. In this case, a new thesis must be written, on a new subject.
- 9) A date for the Bachelor's Colloquium as conclusion of the Bachelor's Examination can only be set when all ECTS credit points of all mandatory and mandatory optional modules are attained, i. e. the total of all credit points which are necessary for the completion of the study program, minus those credit points which are awarded through successful completion of the Bachelor's Thesis.

§ 20 Bachelor's Thesis

- 1) The subject of the Bachelor's thesis can be determined in cooperation with a company in which the student to be examined has completed his / her course-specific practical phase or in which he / she has carried out or is carrying out study specific activities.
- 2) For Bachelor's theses that have been graded at least with the grade "sufficient", 10 ECTS credit points are awarded. The standard period for writing the Bachelor's thesis is 8 weeks. The student to be examined can, however, request a longer processing time in their application for admission, if plausible reasons are given, but this may not exceed 16 weeks in total. The topic, the task and the scope of the Bachelor's thesis are to be limited in such a way that the deadline for processing the topic and submitting the final paper can be met. The extent of the Bachelor's thesis should generally be around 50 to 70 pages of continuous text (without cover sheet, directory pages, appendices, etc.), whereby falling below the minimum of 50 pages is only permissible in particularly justified cases. Bachelor's theses in the design department are an exception, as

they also contain practical work – the special Study and Examination Regulations for these courses provide more information. In the case of group work (see Sect. 8 of this paragraph), the minimum extent of the work is increased in an appropriate ratio, which is to be determined by the supervisor of the thesis. As a guideline, in the case of collectively prepared Bachelor's theses, the expected minimum length increases by approx. 40 pages for each additional person.

- 3) It is possible to extend the processing time for the Bachelor's thesis a maximum of two times by a maximum of 4 weeks each, whereby the maximum processing time of 16 weeks may not be exceeded.
 - a) A candidate who has not already been approved for the maximum processing time of 16 weeks with his admission can submit an initial application during the processing phase to extend the processing time by a maximum of 4 weeks, provided that the maximum processing time of 16 weeks are not exceeded as a result. This first application for an extension does not have to deliver a reason, and the Examination Office will always issue a permit.
 - b) If the student to be examined finds that even the extended processing time does not suffice, she / he can submit a second application to extend the processing time by a maximum of another 4 weeks, provided that the maximum processing time of 16 weeks is not exceeded as a result. However, this application must contain a comprehensible reason why the extension is necessary. The application must be submitted to the examination office at least one week (seven days) before the end of the first extension period. The respective responsible examination board decides on the acceptance or rejection of this second and last application for extension. If the application for a second extension is rejected, the thesis must be submitted within the first extension period.
- 4) In case of a severe illness or other exceptional circumstances, which necessitate a longer interruption of the writing process of the Bachelor's Thesis without fault of the student, the *Examination Board* has to decide if the writing of the thesis can be continued after the interruption, even if the maximum permissible time of writing will be surpassed, or if the student must submit a proposal for a new subject and start over again, without counting the discontinued first try of completing a thesis in time as a 'failed attempt'. This applies to all Bachelor's programs of HMKW.
- 5) If a Bachelor's Thesis is not submitted in time, it must be evaluated with the grade 'failed'. If the maximum number of tries to complete a thesis is not yet exceeded, a new Bachelor's Thesis must be written.
- 6) Three copies of the completed Bachelor's Thesis must be submitted to the *Examination Office* before the authorized writing period expires. The date of submission must be placed on record. In addition to the printed copies, the Bachelor's Thesis must be submitted to the *Examination Board* also digitally, on CD-ROM, DVD or a similar data carrier. *Study and Examination Regulations of not online-based* consecutive study programs can define different provisions regarding possible forms of submission. Together with the Bachelor's Thesis, the candidate has to submit a signed affidavit of having authored the thesis independently, of not having used any other sources and aids than those who are stated in the thesis, and of having marked and referenced all citations and paraphrases as such. Included into the Bachelor's Thesis must be all attachments, which are necessary for its evaluation. In the case of quantitative or qualitative empirical theses, these are, particularly, data sets, transcripts, guidelines for interviews etc. The Bachelor's Thesis must contain all attachments which are relevant for its evaluation and grading. This requirement includes in particular the underlying records of quantitative empirical theses resp. transcripts, guidelines for interviews etc. in qualitative empirical theses.
- 7) The evaluation and grading of the Bachelor's Thesis should be finished within a period of six weeks after its submission. In accordance with § 33 sect. 3 BerlHG, it shall be guaranteed that the evaluation is delivered to the *Examination Office* and that the Bachelor's Colloquium can be carried out subsequently within a period of three months after submission of the Bachelor's Thesis. This period can be extended by the amount of time which is necessary to acquire ECTS credit points which are possibly still missing, to attain the total of all credit points designated for the study program minus the credit points which are awarded by completing the Bachelor's Thesis.
- 8) If the evaluations of the two examiners differ by not more than two grade steps on the ECTS scale, the first examiner decides upon the final grade, taking into account the differing evaluation of the second examiner. If

the evaluations of the two examiners differ by more than two grade steps (i. e. by at least one full grade) and no consensus between the two can be reached, the *Examination Board* appoints a third examiner. The same applies, if the Bachelor's Thesis is evaluated with grade 'failed' only by one examiner. After the evaluation of the third examiner is submitted, the arithmetic average of the three grades is calculated and rounded to the ECTS grading scale, as final grade. If the distance between the calculated grade and the next lower grade on the scale is equal to the distance between the calculated grade and the next higher grade on the scale, the next lower grade is set as the final grade of the thesis.

- 9) Bachelor's theses written jointly by two or more people are permitted only under the following conditions, as a 'group examination':
 - a) It must be justified why a collaboration is conducive to solving the respective research question.
 - b) It must be explicitly stated how it is ensured that for each member of the examination group her/his individual contribution to scope and content of the joint result can be determined.

§ 21 Bachelor's Colloquium

- 1) The candidate defends her/his Bachelor's Thesis after its submission in a concluding oral examination – exemptions of this rule are possible, see above § 19 sect. 1. In this expert discussion subjects and results of the respective Bachelor's Thesis are reflected upon and substantiated. Furthermore, questions concerning the respective study field shall be discussed which do not relate directly to the Bachelor's Thesis of the candidate.
- 2) Prerequisite of admittance to the Bachelor's Colloquium is a preliminary evaluation of the Bachelor's Thesis as at least 'sufficient'. The Colloquium shall take place usually within four weeks after the preliminary evaluation of the Bachelor's Thesis as at least 'sufficient'.
- 3) The colloquium is usually conducted by the two examiners of the Bachelor's Thesis. If the colloquium is conducted by only one examiner, she/he must be a professor of HMKW. Furthermore, a competent proctor must be present in this case. Both, individual or group examinations are possible. Group examinations are only permitted if it is guaranteed that the individual achievements of each candidate are clearly delimitable and assessable. The standard duration of the colloquium is 45 to 60 minutes. Bachelor's Colloquia are open to all members of HMKW; the relevant regulations of § 17 sect. 3 of this document apply. Non-members of HMKW are permitted as attendants of the examination if and only if examinee and all examiners give their permissions.
- 4) The evaluation of the colloquium is given with equal rights by both examiners. In case of a difference between the two gradings, their arithmetic average, rounded to the absolute ECTS grading scale, is determined as final grade of the colloquium. For additional regulations, § 17 ('Oral tests') applies. Immediately after the colloquium, both examiners inform the candidate about her/his grade of this final part of the Bachelor's Examination.
- 5) By passing the colloquium, the Bachelor's Examination as a whole is passed.

§ 22 Evaluation and repetition of the Bachelor's Examination

- 1) The grade of the Bachelor's Examination is calculated by dividing the double-weighted grade of the Bachelor's Thesis and the single-weighted grade of the Bachelor's Colloquium by three, and rounding the result to the ECTS grading scale. For study programs *without* a Bachelor's Colloquium as a concluding oral examination, the grade of the Bachelor's Thesis is identical with the grade of the Bachelor's Examination in total. Additionally, § 12 ('Evaluation of examination performances and grading') of this document applies.
- 2) The Bachelor's Thesis and the Bachelor's Colloquium are evaluated independently, and both parts must be passed, to complete successfully the whole Bachelor's Examination:
 - a) If the Bachelor's Thesis is not evaluated with a grade of at least 'sufficient', the admittance to the Bachelor's Colloquium must be denied.

- b) If the Bachelor's Colloquium is not evaluated with a grade of at least ‚sufficient‘, the whole Bachelor's Examination must be evaluated as ‚failed‘.
- 3) If the whole Bachelor's Examination is evaluated with the grade ‚failed‘, it can be repeated only once, a second repetition is not permitted (in accordance with § 30 BerlHG). For the repetition of the Bachelor's Examination the regulations of §§ 19 till 21 of this basic regulatory document apply (an application of admittance to the examination must be submitted, including a proposal for a new subject etc.).

VIII Graduation

§ 23 Certificates, documents

- 1) After successfully completing the Bachelor's Examination, the candidate receives four graduation documents, usually within two weeks:
 - a) the *Bachelor's Document* („Urkunde“), confirming the successful completion of the study program
 - b) the *Bachelor's Certificate* („Zeugnis“), registering the result of the Bachelor's Examination
 - c) the *Transcript of Records*, listing all passed modules and their grades
 - d) the *Diploma Supplement*, delivering general information about the study program
- 2) After successfully completing the Bachelor's Examination, the candidate receives a *Bachelor's Document*, which entitles her/him to hold the academic title ‚Bachelor of Arts‘ resp. ‚Bachelor of Science‘. This Bachelor's Document is signed by the rector and bears the stamp of the university. The issuing date of this document is the day of successfully passing the Bachelor's Colloquium or, for study programs without a final oral examination, the day on which all provisions for awarding the respective study degree are accomplished.
- 3) In addition to the Bachelor's Document, the candidate receives a Bachelor's Certificate about the passed Bachelor's Examination. This certificate registers the subject and the grade of the Bachelor's Thesis, the grade of the Bachelor's Colloquium and the overall grade of the Bachelor's Examination. The final Bachelor's Examination grade is calculated by adding the double-weighted grade of the Bachelor's Thesis and the single-weighted grade of the Bachelor's Colloquium, dividing the sum by three and rounding the result to the grade on the ECTS grading scale nearest to the quotient. The Bachelor's Certificate is signed by the rector, and it bears the stamp of the university. The issuing date of this document is the day of successfully passing the Bachelor's Colloquium or, for study programs without a final oral examination, the day on which all provisions for awarding the respective study degree are accomplished.
- 4) Usually within two weeks after finishing the Bachelor's Examination the candidate receives a complete *Transcript of Records (ToR)*. This document registers all modules completed successfully by the candidate and their respective grades, inkl., if applicable, the number of re-examinations. The ToR also lists the average grade of the total of all modules with the exception of the Bachelor's examination, with a weighting of these grades relative to the amount of ECTS credit points awarded by the respective modules. This average grade is not rounded off, but given as a single-digit floating point number, with all further decimal places cut off after the first one.
- 5) Furthermore, the ToR registers the overall study grade, which is calculated by multiplying the overall grade of all modules with the exception of the Bachelor's Examination, weighted relative to the amount of ECTS credit points awarded by the respective modules, with 0.75, and adding to this product the further product of 0.25 and the grade of the Bachelor's Examination. The resulting grade is not rounded off, but given as a single-digit floating point number, with all further decimal places cut off after the first one.
- 6) For further information about the *Diploma Supplement*: see the attachment.

§ 24 Retrospective disqualification of examination achievements

- 1) If a candidate perpetrated deception, including plagiarism, in regular module examinations or in the Bachelor's Examination, and if this fact is detected only after issuing the Bachelor's Document and Certificate, the *Examination Board* can change the respective grades retrospectively and it can declare these examinations as ‚failed‘. Provided that the respective examination is not already the last valid try to pass a module, the candidate can repeat the examination, as long as the maximum number of tries is not exhausted.
- 2) If it transpires after issuing the Bachelor's Document and Certificate for a candidate that she/he actually did not fulfill all requirements for being admitted to the Bachelor's Examination, without any intention of deception by the candidate, this defect is overridden by the fact of successfully passing the examination. If, on the other hand, it can be proved that the candidate committed deceptive or fraudulent acts to receive the admittance to the Bachelor's Examination, the *Examination Board* decides upon further legal actions.
- 3) Before decisions are taken according to sect. 1 and 2 of this paragraph, the respective candidate has the right to declare her-/himself in regard to the affair. The time limit for decisions according to sect. 1 and sect. 2 sentence 2 is a period of five years after issuing the examination documents. After expiration of this period, no further decisions of the *Examination Board* in cases of retrospectively detected acts of deception and fraud are valid. If a decision has to be corrected retrospectively within this period, though, the incorrect examination documents have to be withdrawn, and new documents with corrected results are issued.
- 4) If the *Examination Board* decides upon declaring an examination retrospectively as ‚failed‘, according to sect. 1 or sect. 2 sentence 2 of this paragraph and within the time limit given in section 3, the Bachelor's degree has to be denied, and the Bachelor's Document and Bachelor's Certificate, which were issued based on wrong assumptions, have to be withdrawn.
- 5) If a candidate's degree has to be denied retrospectively in accordance with sect. 1 of this paragraph, and if the deception or fraud relates to regular modules, not the Bachelor's Examination, and if the candidate passes successfully the respective re-examination(s), the Bachelor's Examination has not to be repeated. In this case the candidate receives, after successfully passing the re-examinations,
 - a new Bachelor's Certificate and a new Bachelor's Document with an updated issuing date and
 - a corrected version of the Transcript of Records and the Diploma Supplement.

§ 25 Appeals and access to examination files

- 1) The candidate can appeal against her/his examination results in written form at the *Examination Office* within four weeks after receiving them. The informal application for objection must contain the confirmation that a conversation with the respective teacher took place beforehand, which did not dispel the concerns about the grade, or that an unsuccessful attempt was made to contact the teacher regarding a discussion about the grading. In this case the candidate has to be granted access to the examination files, the related expert reports and examination protocols within reason.
- 2) The *Examination Board* decides upon the acceptance or rejection of the appeal.

IX Concluding Provisions

§ 26 Inception

- 1) This version of the *Basic Study and Examination Regulations for Bachelor's programs* at HMKW replaces the last version of the RStPO-Bachelor of HMKW from November 10, 2019.
- 2) It will be published at HMKW and takes effect on October 01, 2020 for all Bachelor's students, who are already enrolled at this date or who will be enrolled after this date.

ATTACHMENT

1 Diploma Supplement (DS)

After successfully passing the Bachelor's Examination, each graduate of the study program receives a *Diploma Supplement* (DS) in its currently valid version, in addition to the Bachelor's Document and Certificate. All informations given in this additional document are determined in the so called 'European diploma supplement model', which is currently structured into the following eight sections:

1. Personal information
2. Achieved qualifications
3. Information about the level and duration of the qualifications
4. Information about the content of the study program and the achieved results
5. Information about the purpose of the qualifications
6. Additional information
7. Certification of the Diploma Supplement
8. Information about the national system of higher education

The DS contains information about the degrees of higher education and respective learning outcomes and qualifications, delivered in English (and in a German version), in a Europe-wide uniform way. It is issued as attachment to the official documents of HMKW confirming the successful completion of the respective Bachelor's study program. Its purpose is to provide transparency and to increase the chances of graduates on the European job market.

2 DS-Muster

-[see further attachment]