

**General Examination Regulations for the Bachelor Degree
at the University of Kaiserslautern
from December 22, 2005**

On the basis of § 7(2) no.2 and § 86 (2) no.3 of the Higher Education Act from July 21, 2003 (GVBl. p.167), BS 223-41, the department councils of the following departments:

Mathematics	on
Physics	on
Chemistry	on
Biology	on July 26, 2005
Computer Sciences	on November 24, 2004
Mechanical and Process Engineering	on
Electrical and Computer Engineering	on January 12, 2005
Architecture/Spatial and Environmental Planning /Civil Engineering	on January 10, 2007
Social Sciences	on
Business Studies, Economics and Law	on

The following translation of the General Examination Regulations for the Bachelor Degree is provided here only to give students a better understanding of the contents of the original German document. Only the German version is legally binding.

have agreed to the following General Examination Regulations for the Bachelor Degree at the University of Kaiserslautern. The Ministry of Science, Continuing Education, Research and Culture authorized this set of examination regulations in writing in December 7, 2005, Az: 15225 Tgb.Nr. 111/05 The regulations are hereby published.

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Forward regarding language usage

Under Article 3 Clause 1 of the Basic Law, men and women have equal rights. All masculine and feminine terms referring to people and functions in these statutes apply to men and women in the same way.

§ 1 Scope of the general regulations for the Bachelor degree

(1) The general examination regulations for the Bachelor degree at the University of Kaiserslautern include the general rules of procedure which apply to all Bachelor examinations held at the University of Kaiserslautern.

(2) The examination regulations stipulate the subject-specific prerequisites for the participation in the examinations as well as the examination requirements. In particular, they stipulate

1. the designation of the Bachelor degree,
2. the number of subject-related semesters in which the studies and the Bachelor examination as a rule can be completed in full (standard period of studies),
3. the period of time for registering for the examination or for taking the Bachelor examination,
4. the prerequisites for admission to the Bachelor examination and parts of the Bachelor examination as well as the acquisition of prerequisites for admission and the possibility to repeat the examination in addition to the possibility of an oral supplementary examination in cases where a written examination has been failed,
5. the examination contents and the scope of the required courses (compulsory and required electives) for successful completion of the course of studies,
6. for each module §3(2) the scope of the compulsory and required elective courses, the credits to be acquired, the examinations and any required coursework for this,
7. the form of the examinations,
8. the duration of the examination as well as the determination of the total result of the examination.

(3) The details of the subject-specific examination regulations may deviate from the general examination regulations for subject-specific reasons.

§ 2 Purpose of the Bachelor examination

The Bachelor examination should ascertain whether the candidate has acquired theoretical and practical knowledge in his/her subject and whether he/she can apply this knowledge in order to independently carry out corresponding professional tasks and knows how to handle the acquired knowledge both critically and responsibly.

§ 3 Structure of the course of studies and the examination

(1) The Bachelor course of studies is comprised of a number of compulsory modules and if necessary one or more required electives as well as the Bachelor thesis. The studies are completed when the final part of the Bachelor examination has been passed.

(2) A module consists of one or more courses. Courses are, in particular, lectures (with or without an associated *Übungen* "exercise courses"), tutorials, practicals, projects and seminars. A module may also include supervised independent study.

§ 4 Structure of the examinations, examination deadlines

(1) The Bachelor examination consists of the module examinations during the time of study (*studienbegleitenden Modulprüfungen*), the Bachelor thesis and, in accordance with the subject-specific

examination regulations, the oral final examination. The module examination is comprised of an examination which includes the subject material of all the courses in the module. Course achievements may be required (examination prerequisites). The subject-specific examination regulations can in well-founded cases stipulate that module examinations consist of a number of examination performances or, through the credit of examination-relevant coursework, be adjusted. The module examinations are held in oral and/or written form. (§ 9 and § 10.)

(2) The type and scope of coursework and examinations are stipulated in the subject-specific examination regulations. The coursework and examination achievements may be acquired and certified only if the students are enrolled at the University of Kaiserslautern in the course of study to which the coursework and examinations belong; § 67(4) Higher Education Act (*Frühstudierende*) remain unaffected.

(3) The subject-specific examination regulations set the time periods within which the module examinations and, if necessary, the oral final examination should be taken and when the Bachelor thesis should be completed. These time limits are determined in accordance with the subject-specific examination regulations in such a way that all of the examinations can be completed within the regular period of study (§1 (2) no.2). The examinations can be taken before the fixed deadlines have passed, provided that the necessary achievements for admission to the examination according to the subject-specific examination regulations are established.

(4) When granting a "free attempt" (*Freiversuch*) (§ 18), extensions and interruptions will not be taken into account in determining the duration of the subject-specific studies and other periods of study which are relevant for the keeping of a mandatory deadline for the entry to or taking of an examination, as long as they were a result of:

1. collaboration in officially established committees of a university, a student organization or student affairs (*Studierendenwerkes*),
2. illness, disability or other reasons, which are out of the students control, or
3. pregnancy or rearing of a child

In the case of number 3, time periods must taken be under consideration which amount to at least the time periods for parental leave according to § 3, § 4, § 6, and § 8 of the *Mutterschutzgesetz* as well as the corresponding periods in the *Bundeserziehungsgesetz*. Furthermore up to two semesters of study abroad considered relevant according to the regulations are not to be counted; this does not apply to periods of study abroad that are to be done according to the subject-specific examination regulations. It is the responsibility of the student to establish proof of points 1 and 2.

(5) The special concerns of disabled students as to the protection of their equality of opportunity are to be taken into consideration.

§ 5 Credit point system, study achievements

(1) Each module examination is provided with credits which correspond to the approximate amount of time normally spent by the student for attending all courses that are mandatory for the module, the preparation and follow-up of the curriculum, the examination preparations and the taking of the examination or all of the examinations and coursework required in the modules. The same holds true for the Bachelor thesis and the oral final examination. The credits are allocated after successful completion of the module examination, the Bachelor thesis or the oral final examination. The total amount of work for the curriculum of one semester is on average 30 credit points. The standards for the assignment of the credit points comply with the European Credit Transfer System (ECTS).

(2) For each candidate registered for the examination a credit point account will be set up for the successful results and a minus point account for the mistakes. Upon the passing of a module examination, the Bachelor thesis or the oral final examination, the corresponding number of credits will be credited to the credit point account. In the case of a failure of a module examination, the corresponding number of credits

will be added as minus points to the minus point account. If the module examination consists of several examinations or examination-relevant coursework, then in the case of failure of an examination or examination relevant coursework, the corresponding minus points will be added to the minus point account. The number of minus points is proportionate to the amount of time needed for the underlying coursework and the completion of the examination in accordance with Clause 1(1). The candidate is allowed to access his/her accounts.

(3) A course achievement through successful participation in a course is yielded if upon the performance review a satisfactory performance (grade 4,0), at least, has been achieved. Such performance reviews can be comprised of several parts and consist primarily of written examinations, oral examinations, reports, colloquia, presentations and written homework. In addition, the subject-specific examination regulations can stipulate that course achievements be certified only if the student regularly attended the courses. Regular attendance is fulfilled if the student was present at all of the planned individual sessions held by the instructor during the semester. In well-founded cases, regular participation can still be certified even if the student missed up to two individual sessions, but at the most four session hours in the semester.

(4) The subject-specific examination regulations set the number of credits necessary for passing the Bachelor examination. In addition, they set the number of minus points up to which admission to a first or second retake of a module examination is possible. This number of maximum admissible minus points corresponds to the number of credits for all of the necessary module examinations. If the admissible number of minus points is exceeded, the entitlement to take the examination is lost.

(5) If the subject-specific examination regulations do not call for restrictions on admissions due to minus points, then the administration of minus points may be dropped.

§ 6 Examination board and examination office

(1) The department council sets up an examination board for examination matters. As far as the administration of matters concerning the examination is concerned, the examination board will be supported by the departmental examination office or by the university examination office when the department has entrusted the examination administration to it.

(2) The examination board has seven members. The Chair, the Vice-chair and the other members are appointed by the department councils from the circle of university teachers, academic members of staff, non-academic members of staff and students in the ratio of 4:1:1:1. The Chairperson and his/her Vice-chair must be tenured professors. If there is a tied vote, the Chair has the casting vote. When taking a vote on examinations and examination-relevant coursework, § 25(5) of the Higher Education Act is to be used. The term of office for the student member is one year, while the remaining members have three-year terms.

(3) The examination board watches that the general examination regulations for the Bachelor and the subject-specific examination regulations are observed. The examination board reports regularly to the department on the development of the examination and study periods including the actual time spent for producing the Bachelor thesis. The board also makes suggestions as to reforms to the curriculum and subject-specific examination regulations and discloses the distribution of the module grades and the final grades. The report is to be disclosed in a suitable manner by the department.

(4) The examination board is to ensure that the coursework and examinations can be completed within the scheduled period of time. For this purpose, the candidate should be informed in good time both about the type and amount of coursework and examinations involved within the framework of a module and the dates by which they are to be completed. The candidate is to be informed about the starting date (*Ausgabezeitpunkt*) and the submission date for the Bachelor thesis. The respective retake dates for each course assignment and examination are to be announced to the candidate.

(5) The members of the examination board have the right to attend all of the course examinations and module examinations.

(6) The examination board meetings are not public. An examination office representative participates in the examination board meeting in an advisory capacity. The members of the board, the examiners and the assessors are bound to maintain official secrecy. If they are not civil servants they are to be obliged to maintain secrecy by order of the Chairperson.

(7) The examination board may entrust some tasks to the Chair and the examination office.

§ 7 Examiners and assessors

(1) The Bachelor examination will be held by subject examiners. The examination board appoints the subject examiners. The appointment of the subject examiners can be entrusted to the Chair.

(2) The subject examiners are university teachers representing the respective subject area. If there are not enough university teachers available, then retired professors, honorary professors, lecturers with qualifications (*Habilitation*), scientific and artistic staff members with tasks as defined by § 56(1) Sentence 2 of the Higher Education Act, teachers for special purposes as well as temporary lecturers can be appointed as subject examiners by the examination board. Provided there are no compelling reasons to require a deviation, they must have worked in the subject area at an institution of higher education in a teaching capacity on their own authority and independently.

(3) The subject examiner(s) set the examination tasks, hold the examinations and determine the grades.

(4) The Chair of the examination board ensures that the candidates are informed of the names of the subject examiners in good time. In a case in which an examination has been failed and (a) the examiner has left the University of Kaiserslautern and thus no longer offers the course in question but nevertheless still offers the examination for the course and (b) another examiner offers both the course and examination in question, the student can suggest which of the two examiners administers the retake.

(5) The subject examiner appoints the assessors. Persons to be appointed as assessors must themselves have passed the respective Bachelor examination or *Diplom* examination or a comparable examination. The assessor takes the minutes at the oral examination and invigilates the written examination and may be given the task of doing the preliminary corrections of the written examination work. They have the right to bar candidates from continuing the examinations for disturbances during the examination.

(6) Section 6(6) Sentences 3 and 4 apply to subject examiners and assessors accordingly.

§ 8 Recognition of study periods, course achievements and examination results

(1) Study periods, course achievements and examination results in the same course of studies at an institution of higher education in Germany will be transferred without previous ascertainment of equivalence, provided that the programme of studies is accredited. The transfer of parts of the Bachelor examination can be refused if more than half of the module examinations or the Bachelor thesis is to be transferred.

(2) Study periods, course achievements and examination results in the same courses of study which are not accredited and are recognized in other courses of study are recognized provided that equivalence is ascertained. Equivalence is to be ascertained if the study periods, course achievements and examinations correspond in substance to the Bachelor degree programme strived for at the University of Kaiserslautern as far as content, scope and requirements are concerned. Equivalence is not to be ascertained by way of schematic comparisons, but by overall consideration and assessment. In the case of recognition of study periods, course achievements and examination results from outside Germany, the agreements on equivalence approved by the Conference of the Ministers of Education and the German Universities Association are to be observed as well as agreements in the framework of university and college partnerships.

(3) If the student intends to study abroad and have the course achievements and examination results from abroad subsequently recognized, then he/she should meet with the Chair of the examination board before

the beginning of the period of study abroad and discuss the possibility of having the course achievements and examination results recognized.

(4) In regards to study periods, course achievements and examination results from state-approved correspondence courses, multimedia-supported course achievements as well as achievements of *Frühstudierende* (§67(4) Higher Education Act), Clauses 1 and 2 apply accordingly. Moreover, Clause 2 also applies to periods of study, course achievements and examination results at other educational institutions, especially state or state-approved professional academies (*Berufsakademien*) as well as technical colleges and schools of engineering and military colleges (*Offiziershochschulen*) of the former East Germany.

(5) If the coursework and examinations stipulated by the relevant examination regulations are successfully completed within the framework of a probationary period of studies (*Probestudium*) at the University of Kaiserslautern, then these achievements will be transferred when the student changes from the probationary period to the core studies (*Fachstudium*). The period of time for taking the remaining examinations of the Bachelor examination is determined by the examination board.

(6) Relevant career-oriented activities which meet the demands of the department's regulations for students on placement are counted towards the period of necessary career-oriented training according to the subject-specific examination regulations.

(7) If course achievements and examination results are recognized, the grades are to be adopted and included in the determination of the total grade provided that the grading systems are comparable. This applies accordingly for the recognition of credits. If the grading systems are not comparable, the grade "pass" will be used. A note of the recognition will be made on the certificate.

(8) If the conditions of Clauses 1-5 are met, there is a legal right to recognition. The recognition of study periods, course achievements and examination results from Germany takes place through official channels. The procedure for recognizing the Bachelor examination is initiated by the examination office. For this purpose the candidate presents to the examination office the necessary documents which he/she has received up to this point in another course of study or at another institute of higher education in which the grades, the credits and the dates of all of the examinations are given. From the documents it must be clear which module examinations and examination-relevant coursework have been failed or retaken. The documents must be issued by the institution of higher education at which the examinations were taken. The recognition decision is made by the examination board. It may seek an expert opinion from the subject specific representative.

(9) In the recognition procedure all of the candidate's course achievements and examination results, both passed and failed, to which there are the same kind of coursework and examinations in the corresponding Bachelor examination at the University of Kaiserslautern, are to be taken into consideration. Examination relevant coursework or an examination being attempted at the University of Kaiserslautern is to be considered a first time retake, if it has previously been failed at another institution in the same type of module as the Bachelor examination. If an examination-relevant course assignment or examination has been retaken at another institution and failed, the application for admission to the Bachelor examination at the University of Kaiserslautern will be treated as an application for admission to the second retake.

(10) Additional regulations may be included in the subject-specific examination regulations.

§ 9 Oral examinations

(1) In the oral examination, the candidate should show that he/she has a coherent understanding the relevant contexts of the field and is capable of putting specific problems into those contexts. The oral examination should, furthermore, ascertain whether the candidate has achieved a fundamental understanding in the relevant field according to the status of his/her studies.

(2) Oral examinations are administered by at least two examiners (*Kollegialprüfung*) or by one examiner in the presence of one expert assessor.

(3) The oral examination may be held as an individual or group examination (max. four candidates) and lasts from a least 15 minutes up to a maximum of 60 minutes per candidate. If the examination is held as a group examination, the candidate may request from the subject examiner to take the examination as an individual examination. If the necessity arises from the examination questions to include graphics or calculations, then these are part of the oral examination. Before determining the grade, the examiner will consult the other examiners and assessors who were present in the examination. The results are announced to the candidate after each oral examination.

(4) Minutes are to be kept of the course of each oral examination, from which the essential topics and the result of the examination follow.

(5) At each oral examination, students from the corresponding department may be present as observers after requesting permission from the examination board, provided that none of the candidates voices opposition against it when registering for the examination. The subject examiner makes decisions on such requests for permission, which must be submitted to the examination office three weeks before the examination, according to the space available. Candidates with the same examination date are not permitted as observers. If the administration of the examination in accordance with the regulations is jeopardized, the exclusion of students may still occur during the examination. At the request of a female student, the central women's representative or the department's women's representative may attend the oral examination. The public character of the examination does not extend to the subsequent consultation and announcement of the examination result.

(6) If the candidate substantiates in a plausible way his/her inability to take all or part of the examinations in their planned format due to prolonged or permanent physical disability, the Chair of the examinations board must permit the examination to be completed within an extended time period or permit an equivalent examination in another format to be taken. For this, a doctor's certificate or a health certificate from a medical officer must be submitted upon request. The same applies to coursework assignments.

(7) Course achievements which are also used in determining examination grades (*prüfungsrelevante Studienleistungen*) must be equivalent to an examination in terms of standards and scope.

§ 10 Written examinations (*Klausurarbeiten*)

(1) A written examination in the form of a "*Klausur*" is understood to be the written work on a set of questions determined by the subject examiner using the common subject-specific methods in a limited amount of time, invigilated, and typically with limited auxiliary materials. The examination is a least one hour and at most four hours long.

(2) As a rule, the written examination papers are assessed by one examiner. If the assessment of a written examination paper by only one examiner would lead to the examination requirements not being met, then the examination is to be assessed by a second examiner as well. When the assessment is carried out by two examiners, the grade is calculated from the arithmetic mean of the two assessments. Section 16(2) Sentences 5, 6 and 7 apply correspondingly. The assessment process should not exceed four weeks. If the retake of the written examination takes place within that same examination period, the examination results are to be announced at the latest two weeks before the retake date (otherwise four weeks before the retake date).

(3) The candidate may view the assessment by using his/her registration number in the appropriate way on the web pages of the responsible examination office.

(4) The subject-specific examination regulations can provide for an oral supplemental examination being offered for failed written examinations (*Klausurarbeiten*). This supplemental examination is in principle held as an individual examination and should last between 15 and 45 minutes. The oral supplemental examination simply determines if the candidate receives a grade of 4,0 or worse. An oral supplemental examination is ruled out if the assessment "*nicht ausreichend*"/fail is based on §19 (2) and (5).

(5) The examiner determines which auxiliary material may be used for the examination. A list of acceptable auxiliary material is provided at the same time as the announcement of the examination date.

(6) Section 9 (6) and (7) applies accordingly.

§ 11 Bachelor thesis

(1) The Bachelor thesis is a written examination. It serves to demonstrate that the candidate can independently solve a well-defined problem from his/her subject in a predetermined time frame. The subject, type of problem and scope of the Bachelor thesis is to be limited by the supervisor in such a way that the deadline to complete the work can be met. Section 9 (6) applies accordingly.

(2) The Bachelor thesis is assigned, supervised and assessed by a university teacher from the department. The thesis is, as a rule, assessed by a second subject examiner as well. If a Bachelor thesis is assessed by the supervising university teacher as receiving a grade worse than 4,0, the thesis must be assessed by a second subject examiner, who is appointed by the Chair of the examination board. If the Bachelor thesis is assessed by the second subject examiner as at least being "*ausreichend*"/sufficient, then yet another subject examiner is to be appointed by the examination board. This examiner is to definitively assess the Bachelor thesis within the framework of both of the assessments available. If the Bachelor thesis is definitively assessed by two subject examiners, then §16(2) Sentences 3, 5, 6 and 7 apply accordingly. An academic collaborator may be included in the scientific supervision. When possible, the wishes of the candidate should be taken into consideration both with regard to the choice of supervisor as well as regarding the subject of the Bachelor thesis. Should the Bachelor thesis be assigned and supervised by a university teacher or qualified university lecturer (*habilitiert*) from the University of Kaiserslautern who does not belong to the department responsible for the Bachelor course of studies in question, the choice must be approved by the examination board beforehand. In this case an additional supervisor from the circle of university teachers from the department responsible for the Bachelor course of studies in question collaborates and also assesses the Bachelor thesis. With the consent of the Chair of the examination board, the Bachelor thesis work is also allowed to be carried out outside the University, provided that a university teacher from the department in charge of the Bachelor course of studies in question can supervise.

(3) The subject of the Bachelor thesis is officially assigned to the candidate by the supervisor by way of the examination office. The date of assignment is to be put on record at the examination office. The subject-specific examination regulations stipulate the earliest possible assignment date.

(4) Upon the candidate's request, the examination board will ensure that the candidate receives a subject for the Bachelor thesis in time.

(5) The period of time from the assignment of the subject to the candidate until the submission of the Bachelor thesis is set by the subject-specific examination regulations. The regulations also set the period of time for which the Chairperson of the examination board can, in individual, well-grounded cases, maximally extend the deadline, in accordance with Sentence 1. The candidate is allowed to return the subject of the thesis only once and only within the first two weeks of the time allowed for completion of the thesis.

(6) The Bachelor thesis can be written in English or German. The language of choice is to be declared upon enrolment for the Bachelor thesis. An abstract in German and English is to be added to the Bachelor thesis.

(7) The Bachelor thesis may be produced as group work. Each candidate's contribution, which is to be assessed as an individual examination, must be clearly identifiable and assessable based on specified sections, page numbers or other objective criteria, and it must meet the requirements under Clause 1. Upon submitting the Bachelor thesis, the candidate is to assure in writing that he/she wrote the thesis independently and used no other sources or auxiliary material than those indicated.

(8) The Bachelor thesis is to be submitted to the examination office in due course, and the date of submission will be noted on the thesis. Afterwards the thesis is to be passed on to the supervisor and, as a rule, to a second subject examiner for assessment. If the Bachelor thesis is not turned in on time, it is considered as "*nicht ausreichend*"/fail (5,0). The assessment process should not exceed four weeks.

(9) A Bachelor thesis graded as "not sufficient"/"fail" or which is considered as a "fail" may be attempted once again with the issuance of a new subject. The subject of the Bachelor thesis must be assigned at the latest one month after the notification of the "fail" of the Bachelor thesis. The return of the Bachelor thesis subject in the period of time named in Clause 5, Sentence 2 is only permissible if the candidate did not make use of this possibility when writing the first Bachelor thesis. It is not possible to make a third attempt.

§ 12 Oral final examination

(1) If the subject-specific examination regulations call for an oral final examination, the prerequisite for admission is the passing of all the module examinations of the Bachelor examination.

(2) The subject-specific examination regulations stipulate the subject matter and the appointment of the examiners for the final examination. The regulations can call for a colloquium as part of the final examination.

(3) An oral final examination receiving the grade "not sufficient" (fail) or is considered as a "fail" may be retaken one time. The retake must be taken within one month of the notification of the first "fail". The candidate is to be notified in writing of the date for the retake. A third attempt at the examination is not allowed.

(4) Section 9 (2-6) apply correspondingly.

§ 13 General participation prerequisites and admissions procedure

(1) The prerequisites for taking the Bachelor examination are:

1. enrolment at the University of Kaiserslautern as a student in the course of studies in which the examination is to be taken and in the semester corresponding to the examination date. Students on leave may not take the examination.
2. the entitlement to take the examination in the same course of studies at an institution of higher education in Germany shall not have been lost.
3. the fulfilment of the requirements of the subject-specific examination regulations for the corresponding course of studies.

(2) The participation in the examination may only be denied if:

1. the prerequisites in Clause 1 have not been fulfilled;
2. the documents are incomplete or have not been submitted on time;
3. the candidate is taking part in an examination process in the same or in another course of studies;
4. the candidate has no more possibility to do the examination or the examination-relevant coursework which is required for passing the Bachelor examination because of retakes counted according to § 17(1) Sentence 4, 5, and 6.

§ 14 Registration, required supporting documents

(1) The written registration for the module examinations, Bachelor thesis, as well as, if need be, for the oral final examination is to be directed to the examination board and submitted to the examination office. The registration is to take place within the period of time announced by the examination office for each

semester. One may also register over the Internet (website of the examination office in charge) if the examination office has made such an option available.

(2) The following documents are to accompany the registration if they have not already been received by the examination board:

1. proof of the participation prerequisites mentioned in § 13(1).
2. a statement from the candidate about whether he/she has lost the right to take an examination in the same course of studies at an institution of higher education in Germany or if he/she is in an examination process in the same or another course of studies.
3. a statement from the candidate about whether, and if necessary, how often and in what modules or examination subjects he/she has already failed examinations and examination-relevant coursework in the same course of studies or in other courses of study at an institution of higher education in Germany.

(3) If it is not possible for the candidate to supply the documents in the way indicated, the President of the University of Kaiserslautern may permit the proof to be given in another way.

(4) The examination board decides on the refusal for a candidate to participate in a part of the Bachelor examination. The decision for refusal may only be made based on the reasons mentioned in § 13(2). The candidate is to be informed in writing of the refusal to participate at the latest two weeks before the beginning of this part of the Bachelor examination.

(5) The subject-specific examination regulations may provide additional regulations.

§ 15 Examination dates

(1) The dates of the individual examinations will be established by the examination office in agreement with the subject examiner. In the case of written examinations the dates will be announced on the website of the respective examination office in the middle of the current lecture period.

(2) Two examination dates per year are provided for each examination. Compulsory courses in which examination-relevant coursework is to be produced must be offered at least once a year.

(3) Examinations are primarily held in the lecture-free period. When registering, the candidate may present suggestions for dates for the oral examinations.

§ 16 Grading of examinations and examination-relevant coursework

(1) The grades for the individual examinations and course assignments relevant to the examination are determined by the respective subject examiner. For grading the individual parts, the following grades are to be used:

1,0; 1,3	=	excellent (<i>sehr gut</i>)
	=	an outstanding result
1,7; 2,0; 2,3	=	good (<i>gut</i>)
	=	a result considerably above average
2,7; 3,0; 3,3	=	satisfactory (<i>befriedigend</i>)
	=	a result which is average in meeting the requirements
3,7; 4,0	=	sufficient (<i>ausreichend</i>)
	=	a result which, despite its deficiencies still meets the minimum requirements
5,0	=	fail (<i>nicht ausreichend</i>).

(2) A module examination is considered as having been passed if it and all of the pre-examination work that goes with it have been graded as being at least “sufficient”. If a module examination is composed of a number of examinations and examination-relevant coursework, each examination and all examination-relevant coursework must be passed. In this case, the module grade is calculated from the arithmetic mean of the grades for the individual examinations and coursework, unless the subject-specific examination regulations provide a different regulation. If one examination makes up the module examination, then the grade that that examination receives is, at the same time, the module grade achieved. The module grade is:

with an average	up to 1,5	very good (<i>sehr gut</i>)
with an average	above 1,5 up to 2,5	good (<i>gut</i>)
with an average	above 2,5 up to 3,5	satisfactory (<i>befriedigend</i>)
with an average	above 3,5 up to 4,0	sufficient (<i>ausreichend</i>)
with an average	above 4,0	fail (<i>nicht ausreichend</i>)

When determining the module grades, only the first decimal place behind the comma will be taken into account. All further places will be deleted without rounding.

(3) For determining the final grade, Clause 2 Sentences 3,5, 6 and 7 apply correspondingly. A weighting of the grades for the module examinations and the Bachelor thesis is stipulated in the subject-specific examination regulations.

§ 17 Retaking of examinations and the Bachelor thesis

(1) All parts of compulsory module examinations which have been failed or are considered to have been failed must be retaken one time if the number of minus points has not been exceeded. All parts of required elective module examinations (*Wahlpflicht-Modulprüfungen*) which have received the grade “fail” or which are considered to have been failed may be retaken one time if the number of permissible minus points has not been exceeded. If the student decides not to retake a failed required elective module examination, then he/she must instead take a different required elective module examination within the period of six months after the failure. A failed alternative required elective module examination is to be regarded as a failed retake. It may only be retaken once or be replaced by a different required elective module examination one time. Failed examinations or examination-relevant coursework in the same course of studies at another institution of higher education in Germany are to be counted as a failed attempt (*Fehlversuch*) in calculating the permissible number of retakes and are to be added with the corresponding number of minus points to the minus point account. Failed examinations and examination-relevant coursework in modules or examination subjects of a different course of study at an institution of higher education in Germany which essentially correspond to those in the same course of studies are also to be counted as failed attempts (*Fehlversuche*), as long as equivalent or lesser demands were made in order to pass them. The retake of a passed examination is not possible; § 18 (“free attempt”/ *Freiversuch*) is unaffected by this.

(2) The first and a second retake of a module examination are to be taken within six months each. In well-founded cases, the subject-specific examination regulations may provide for longer periods of time, however, not more than one year and nine months altogether for the first and second retake. If the deadlines for the retake of an examination are missed, the examinations missed are considered as failed.

(3) A first or second retake of a module examination may only take place if the permissible number of minus points has not yet been exceeded. If the subject-specific examination regulations do not call for restriction on admission based on minus points, then the subject-specific examination regulations must stipulate to what extent module examinations or parts of module examinations may be retaken a second time. A third attempt to write the Bachelor thesis is not allowed.

(4) If the candidate receives the grade “fail” or is considered to have failed individual module examinations upon the second retake, then the candidate has lost his/her eligibility to take examinations regardless of the number of permissible minus points. The Chair of the examination board informs the candidate in writing about this matter including legal advice.

(5) For the retake of the oral final examination, § 12 (3) applies, for the repeat of the Bachelor thesis, § 11 (9) applies.

§ 18 “Free attempts” (*Freiversuch*)

(1) Each examination taken in the last year of the regular period of study counts as not having been taken in cases of first-time fails, if (a) all of the credits were already received which are required for a schedule of studies conforming with a standard period of studies up until the beginning of the last year of the standard period of study and (b) the remaining parts of the Bachelor examination have already been taken or may still be taken with the standard period of study (“free attempt” *Freiversuch*). A free attempt (*Freiversuch*) at the Bachelor thesis will not be granted. A *Freiversuch* is not possible for examinations which have been failed due to cheating or other behaviour in contravention of the regulations.

(2) An examination passed in a free attempt (*Freiversuch*) may be retaken once to improve the grade on the next respective examination date. If an improved grade is not achieved, then the grade achieved in the first attempt remains valid.

(3) If the subject-specific examination regulations call for an oral final examination in which the subject-matter is not restricted to the subject of the Bachelor thesis, then the regulations may stipulate that a free attempt (*Freiversuch*) may only be granted for the oral examination.

§ 19 Absence, withdrawal, deception, violation of regulations

(1) A candidate may withdraw from an examination without specifying reasons if he/she informs the examination office in person or in writing one week at the latest before the examination date. The date of the postmark is decisive if the intention to withdraw is given in writing. A withdrawal under Sentence 1 is not possible if deadlines according to the respective subject-specific examination regulations oppose it.

(2) An examination is considered as failed (5,0) if the candidate does not withdraw in time, or if he/she is absent from an examination without convincing reasons, or if he/she withdraws after the start of the examination, or if he/she is not admitted to the examination because of unfulfilled examination prerequisites. Examinations are also considered to have been failed if the candidate does not take them within the period stipulated in the subject-specific examination regulations. The same applies if a written examination is not done within the preset time to complete it.

(3) The convincing reasons for absence or withdrawal to be given in accordance with Clause 2 must immediately be reported in writing and made plausible to the examination office. If the examination board accepts the reasons, then the absence or withdrawal will be seen as a punctual withdrawal according to Clause 1. In this case examination results that are already available from other subjects are to be counted. If absence or withdrawal occurs due to a candidate being ill, then this must be supported by a medical certificate. In cases of doubt, it may be required that the medical certificate presented be one from the doctor or medical officer named by the university. The illness of a child that is predominately in sole care of the candidate is deemed equivalent to a candidate’s being ill himself/herself.

(4) Not satisfying the examination prerequisites according to the subject-specific examination regulations does not release the candidate from his/her duty to withdraw in due course from the examination registered for.

(5) If the candidate attempts to influence the result of an examination by cheating or the use of unauthorized auxiliary material, then the examination concerned is to be regarded as a “fail” (5,0) A candidate who disturbs the course of the examination as it should run according to the regulations may be barred from the continuation of the examination by the presiding examiner or invigilator. In this case the

examination concerned is to be regarded as a “fail” (5,0). In serious cases, the examination board may bar the candidate from taking further examinations.

(6) Incriminating decisions are to be communicated immediately to the candidate in writing, substantiated, and are to include legal advice. The candidate must be given the opportunity for a hearing.

(7) The student is to submit a written declaration for written coursework (apart from written tests, “*Klausuren*”) that no other sources or auxiliary material have been used other than those mentioned. If it is proven that such a declaration was untruthful or if there are any other attempts to cheat or violations of the regulations in producing the coursework, then Clauses 5 and 6 apply correspondingly.

§ 20 Pass, fail of the Bachelor examination, certification of coursework and examination results

(1) The Bachelor examination is passed if all of the module examinations and the Bachelor thesis as well as the oral final examination, provided that it is called for in the subject-specific examination regulations, have been passed (at least “sufficient” 4,0). The subject-specific examination regulations may include additional regulations.

(2) The candidate has definitively failed the Bachelor examination if he/she

1. can no longer retake a module examination, the Bachelor thesis or the oral final examination,
2. has exceeded the number of permissible minus points,
3. did not take the second retake of a module examination with the stipulated time limit,

or

4. failed the second retake of a module examination.

The subject-specific examination regulations may state that the Bachelor examination has also definitively been failed if the credits have not been earned within a stipulated period.

(3) If the Bachelor examination has been failed or is considered as having been failed, then the Chair of the examination board will inform the candidate of this in writing and with that provide legal advice.

(4) A candidate who leaves the University of Kaiserslautern without receiving a degree, may, upon request and on presentation of the necessary supporting documents, be issued a certificate summarizing the candidate’s course achievements and examination results.

§ 21 Certificate (*Zeugnis*), Diploma Supplement

(1) When a candidate has passed the Bachelor examination, then he/she will promptly receive a certificate with the results, if possible within four weeks after passing the Bachelor thesis. The certificate includes the grades received for the module examinations, the Bachelor thesis, the oral final examination, if these are called for by the subject-specific examination regulations, and the final grade as well as the credits earned. Moreover, the certificate includes the subject of the Bachelor thesis and, upon the candidate’s request, the duration of his/her studies in the subject up until the conclusion of the Bachelor examination as well as the non-compulsory coursework and examinations (§ 23) and their grades. If a module examination was taken at an institution of higher education other than the University of Kaiserslautern and is recognized, then the name of the institution where the module examination was taken will be stated on the certificate. The same applies for examination-relevant coursework, if it is to be included on the certificate according to the subject-specific examination regulations. The subject-specific examination regulations can, in addition, allow that the names of the corresponding examiners be included on the certificate. In addition, the ECTS degree corresponding to the final grade is to be shown as well as the corresponding ECTS definition in accordance with the assessment scheme of the European Credit Transfer–System valid at the time.

(2) The certificate bears the date of the day on which the last examination was taken. The certificate is to be signed by the Chair of the examination board.

(3) The examination office issues a Diploma Supplement (DS) in German and English in accordance with the "Diploma Supplement Model" of the European Union/Council of Europe/UNESCO. The text coordinated between the "KMK" and "HRK" in the version valid at the time* is to be used as the portrayal of the national education system (DS-section 8). The Diploma Supplement includes, in particular, details about the university, the type of degree, the programme of studies, the prerequisites for admission, the course requirements and the schedule of studies as well as details about the German educational system (*Studiensystem*). At the request of the candidate, translations in English of the diploma (*Bachelorurkunde*) and the certificate will be given to him/her by the department in addition to the issuance of the Diploma Supplement.

§ 22 Bachelor diploma (*Bachelorurkunde*)

(1) After passing the Bachelor examination, the candidate will be issued a Bachelor diploma (*Bachelorurkunde*) at the same time as the certificate. The award of the academic Bachelor degree is certified therein.

(2) The diploma bears the date of the certificate. It is signed by the Dean of the department and the Chair of the examination board and has the seal of the *Land* affixed to it.

§ 23 Non-compulsory coursework and examinations

The consideration of non-compulsory coursework and examinations is only possible with the consent of the examination board as agreed with the subject examiner in charge of it. The results of these additional examinations will, at the request of the candidate, be entered on the certificate. They will not, however, be calculated in the final grade.

§ 24 Invalidity of the Bachelor examination

(1) If the candidate has cheated on coursework or on an examination and this fact first becomes known after the certificate has been issued, then the examination board can subsequently change the grades accordingly for the coursework or examinations on which the candidate cheated and can declare the examination as a whole or in part as having been failed.

(2) If the prerequisites for admission to the Bachelor examination were unintentionally not fulfilled and if this fact first becomes known after the issuing of the certificate, then this defect will be rectified by the passing of the Bachelor examination. If the candidate deliberately and wrongfully obtained admission, the examination board will make a decision in accordance with the Regional Administration Proceedings Act.

(3) The candidate is to be given an opportunity to make a statement before the decision is made.

(4) The incorrect examination certificate and the Diploma Supplement are to be taken away and, if need be, new ones are to be issued. Along with these documents, the *Bachelorurkunde* (Bachelor diploma) is to be taken away if the examination is declared as "failed" owing to an act of deception. A decision under Clause 1 and Clause 2 Sentence 2 is not possible after a period of five years after the date of the examination certificate.

§ 25 The candidate's right to obtain information

(1) The candidate can find out about the results (grades) on his/her coursework and examinations at the examination office before the completion of the Bachelor examination.

* The version valid at the time can be found at: <http://www.hrk.de> (keyword Diploma Supplement)

(2) Within one year after the completion of an examination period, the candidate will be granted access to his/her examination documents and the corresponding examiner's reports and comments as well as the minutes of the examination, upon written request to the examination board.

§ 26 Effective date

The general examination regulations for the Bachelor degree at the University of Kaiserslautern come into effect one day after their publication in the "*Staatsanzeiger*" for Rheinland-Pfalz. They are binding for a Bachelor course of studies as soon as the applicable subject-specific examination regulations for the corresponding course of studies have come into effect.

Kaiserslautern,

The Dean of the Department of Mathematics, Prof. Dr.

The Dean of the Department of Physics, Prof. Dr.

The Dean of the Department of Chemistry, Prof. Dr.

The Dean of the Department of Biology, Prof. Dr.

The Dean of the Department of Computer Sciences, Prof. Dr.

The Dean of the Department of Mechanical and Process Engineering, Prof. Dr.

The Dean of the Department of Electrical and Computer Engineering, Prof. Dr.

The Dean of the Department of Architecture/Spatial and Environmental Planning/Civil Engineering, Prof. Dr.

The Dean of the Department of Social Sciences, Prof. Dr.

The Dean of the Department of Business Studies, Economics and Law, Prof. Dr.

of the University of Kaiserslautern