

Non-official reference translation of the *Allgemeine Prüfungsordnung* [General Examination Requirements, hereafter, “GER”] for Bachelor’s and Master’s degree programs at the Ludwigshafen University of Business and Society

This reference translation includes:

- The GER from January 28, 2022 (published in the *University Gazette*, Edition 2, on January 28, 2022)
- The Amendment Order to the GER from August 3rd, 2022 (published in the *University Gazette*, Edition 20, on August 3, 2022)
- The Amendment Order to the GER from December 18th, 2023 (published in the *University Gazette*, Edition 04, on January 18th, 2024)
- The Amendment Order to the GER from February 1st, 2024 (published in the *University Gazette*, Edition 05, on February 1st, 2024)

Only the original texts published in the *University Gazette* of the Ludwigshafen University of Business and Society shall remain definitive and legally binding.

**General Examination Regulations (GER) for Bachelor’s and Master’s Degree Programs at
the Ludwigshafen University of Business and Society**

dated January 28, 2022

Pursuant to § 7 Paragraph 2, § 76 Paragraph 2, No. 6, Clause 2, as well as § 7 Paragraph 3 Sentence 2 of the *Hochschulgesetz* [Higher Education Act] in the version from September 23, 2020 (*Gesetz- und Verordnungsblatt* [Law and Ordinances Gazette], 2020, p. 461), last amended by law on July 22, 2021 (*Gesetz- und Verordnungsblatt* [Law and Ordinances Gazette], 2021, p. 453), and following recommendations from the departmental advisory councils of the Department of Management, Controlling, HealthCare; the Department of Marketing and Human Resource Management; and the Department of Services and Consulting on January 12, 2022, as well as from the Department of Social and Health Services of January 5, 2022, the Senate of the Ludwigshafen University of Business and Society passed the General Examination Regulations (GER) for Bachelor’s and Master’s Degree Programs on January 26, 2022.

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**Part One:
Scope**

§ 1 Scope

- (1) These General Examination Regulations (hereafter, GER or “these Regulations”) contain the General Regulations for Bachelor’s and Master’s degree programs at the Ludwigshafen University of Business and Society (hereafter: Ludwigshafen University). ²These Regulations govern all programs of study at Ludwigshafen University leading to a Bachelor’s or Master’s degree in conjunction with the Special Examination Regulations, which contain supplementary rules, including those specific to individual study programs. ³Degree programs with their own comprehensive examination regulations that were valid at the time these Regulations came into effect are exempted from Sentences 1 and 2.
- (2) In cases of incompatibility between the Special Examination Regulations and the General Examination Regulations, the provisions of the present General Examination Regulations shall apply. ²In deviation from Sentence 1, the provisions of the Special Examination Regulations shall take precedence over these General Examination Regulations, insofar as these present Regulations provide for this possibility.

**Part Two:
Pre-Requisites for Admission**

§ 2 Pre-Requisites for Admission

- (1) Students are eligible for a Bachelor's degree program if they hold a university entrance qualification as defined in Section 65 (1) or (2) of the *Hochschulgesetz* [Higher Education Act], and have not lost their right to take examinations for this field of study. ²For Bachelor’s degree programs in higher education, admission requirements as specified in Section 35 (3) of the *Hochschulgesetz* [Higher Education Act] shall apply. ³Individuals who have obtained the academic component of their qualification to study at a university of applied sciences may be admitted to dual-studies Bachelor’s degree programs.
- (2) To be admitted to a consecutive Master’s degree program in accordance with § 19 Paragraph 1 Sentence 4 of the *Hochschulgesetz* [Higher Education Act], students must have successfully completed a Bachelor's degree or an equivalent degree in the same or a related subject area, and have not lost their right to take examinations in that field for the Master’s degree program. ²In accordance with the Special Examination Regulations, graduates of degree programs in non-related fields may also be granted admission to a consecutive Master’s degree program that is specifically designed as a professional degree program in accordance with § 19 Paragraph 1 Sentence 4 of the *Hochschulgesetz* [Higher Education Act]. ³According to § 35 Paragraph 2 of the *Hochschulgesetz* [Higher Education Act], graduates of related or unrelated courses of study may be granted admission to a continuing professional education Master's degree program at an institution of higher learning if they have obtained at least one year of qualified, practical work experience after completing their first degree. ⁴The Special Examination Regulations stipulate whether the field of a previous course of study is considered related. ⁵A student may be admitted to a Master’s degree program in a continuing professional education degree program at an institution of higher learning even if they do not hold a first university degree qualifying them for the profession if, after satisfying the admission

requirements as defined in Section 65(1) or (2), they have attained at least three years of relevant professional work experience and have passed an aptitude test administered by the higher education institution that determines the equivalence of their professional experience with that of a completed undergraduate degree program; the aptitude test is governed by the Special Examination Regulations.⁶On a well-justified, case-by-case basis, up to three months of professional experience prior to fulfilling the admission requirements may be credited towards the requirement of having three years of professional activity, provided that it was relevant and performed at an appropriate level of qualification. ⁷In accordance with § 65 Paragraph 2 of the *Hochschulgesetz* [Higher Education Act], relevant further vocational training pursuant to the *Berufsbildungsgesetz* [Vocational Training Act] or the *Handwerksordnung* [Skilled Crafts Code] shall be credited towards the length of applicants' professional experience.

- (3) In divergence from Paragraph 2, Sentence 1 and Sentence 2, students who have not yet successfully completed a course of study leading to a Bachelor's or an equivalent degree but who can demonstrate that they will receive their degree within one semester of enrolling in the Master's program may also be admitted to a consecutive Master's program of study. ²This must be demonstrated by providing supporting documents (an overview of successfully completed and outstanding credits) by the end of the application period; the number of outstanding credits may not exceed 30; and applicants must also prove at the time of their application that they have already registered for their final thesis phase of the undergraduate degree program. ³In this case, the applicant's grade point average is taken as a provisional basis. ⁴If the student does not provide evidence of having earned their Bachelor's or equivalent degree by the end of their first semester of study in the Master's, their admission will become invalid and the student will be ex-matriculated; this legal consequence must be indicated in the written offer of admission.⁵For cases described here under Sentence 1, any other special pre-requisites of admission must also be proven within one semester of enrollment.
- (4) Admission to a dual-studies degree program requires a valid apprenticeship contract or, alternatively, a practical training contract. ²The details of this are specified in the Special Examination Regulations. ³In well-justified, exceptional cases, the Special Examination Regulations may stipulate that proof of this contract must be provided by the beginning of the first practical phase at the latest; in this situation, enrollment is provisional.
- (5) The Special Examination Regulations can govern additional pre-requisites for admission.
- (6) Admission cannot be granted to those who:
 - a) Are unable to provide documentation in support of the admission requirements for their chosen course of study, or
 - b) Have already definitively failed a required examination specified in the examination regulations in their chosen course of study at a university in the Federal Republic of Germany.
- (7) Applicants must declare whether and, if so, how often, they have already failed module exams in the same or other degree programs either in Germany or abroad; for double degree programs at another university in the same or another degree program, applicants must also immediately notify the Examination Committee in writing of the completion of examination procedures and/or their failure of module exams in this other degree program.

Part Three:
Objectives and Structure of Program of Study and Academic Degree

§ 3 Objectives of Program of Study

- (1) Bachelor's degree programs are foundational academic degree programs. ²The aim of these programs is to impart the fundamentals of science, methodological competence, and qualifications related to the professional field. ³The Bachelor's examination serves to determine whether students demonstrate comprehensive understanding of their subject, have acquired the thorough specialist knowledge necessary for entry into professional practice, and are able to work independently in their professional field on the basis of their academic knowledge and methods.
- (2) Master's degree programs are academic degree programs that generally build upon the specialized and interdisciplinary knowledge, skills, and methods acquired during the Bachelor's degree. ²Master's programs are dedicated to the unique challenges of scientific research, and accordingly, to pursuing specialized scientific studies. ³The aim is to provide students with the skills needed to enable them to conduct independent scientific work and successfully practice their profession. ⁴The Master's examination serves to determine whether students possess the necessary knowledge to enable them to integrate subject-specific contexts within an overarching theoretical context, to work independently in a scientific manner, and to appropriately apply these academic and scientific methods and findings in professional practice.

§ 4 Structure and Length of Program of Study

- (1) The program of study contains modules and a final thesis. ²A module is a self-contained unit scheduled and organized for teaching and learning academic content; it is successfully completed by passing the module's respective module examination. ³A module is defined more specifically by the skills to be acquired (learning outcomes), the courses that facilitate or accompany the learning process, the amount of time (workload) usually invested by students to learn these skills, and receiving credit for module performance. ⁴A module is generally 1–2 semesters in length. ⁵Modules are not meant to be combined with each other. ⁶The final thesis is a special module examination for which, in contrast to other module exams as defined in these Regulations, separate regulations apply.
- (2) The Bachelor's and/or Master's examination consists of module exams and the final thesis.
- (3) The Special Examination Regulations specify which modules are mandatory, and which are required elective modules. ²Mandatory modules are required to be completed by all students in the degree program. ³Required elective modules allow for students to specialize and pursue individualized areas of concentration.
- (4) The Special Examination Regulations defines the regular period of study.
- (5) The university ensures through its course and exam offerings that the regular period of study can be met, i.e. that especially the modules required for completing the degree and the associated module exams as well as the thesis can be completed in full and by the scheduled dates. ²This does not imply the right to complete the program within the regular period of study for an individual student.

- (6) The Special Examination Regulations regulate internship semesters, practical study periods and mandatory study periods abroad, insofar as they are part of the degree program.²Irrespective of this, studying abroad at a foreign university is also possible. ³The Special Examination Regulations may stipulate that students must have successfully completed modules to be designated in the examination regulations before commencing their period of study abroad. ⁴Before undertaking a study abroad program, a “Learning Agreement” should be obtained to ensure that the coursework performed abroad will be recognized for credit. ⁵The “Learning Agreement” may only include courses and exams that:
- a) Are essentially equivalent to the respective level of the student’s degree program (Bachelor’s or Master’s level).
 - b) Meet the educational objectives of the student’s program of study, and,
 - c) Are not on subjects that have already been or will be tested as part of a module exam.
- (7) Courses may be designed with the use of media or other methods so that they can be taken as self-study courses. ²Courses from other universities can be taken and integrated into the curriculum.
- (8) Courses do not necessarily have to take place in person. ²Video conferencing systems can be used to facilitate digital teaching and communication between instructors and students. ³This involves processing user data. ⁴The university’s data protection policy contains information on what data is processed in individual cases.
- (9) Students may take module examinations in modules other than those required for their degree program (additional subjects). ²If modules with a limited number of places are offered, students who are taking the module as an additional subject will be given lower priority.

§ 5 Module Descriptions

- (1) The Special Examination Regulations stipulate the number, type, and scope of the modules to be completed, as well as the type of module examination and number of credit points that can be earned.
- (2) The Departmental Council, or the appropriate committee designated in cooperative degree programs, decide on the complete description of all modules. ²Module descriptions are to be published and made accessible.

§ 6 Credit Point System

- (1) As proof of completion of module exams (Examinations and Credit for Other Academic Work § 15 Paragraph 1), the “European Credit Transfer and Accumulation System” (ECTS) is applied in accordance with these regulations and the Special Examination Regulations.
- (2) By passing a module exam or final thesis, the credit points assigned to each are earned; these credit points correspond to ECTS credits.
- (3) The number of credit points that can be earned in a module is determined by the average student workload required to attain and demonstrate the learning objectives and skills assigned to the module, including, if applicable, practical study phases within a module and completing an exam. ²One credit point represents a student workload of 25 to 30 hours according to the ECTS. ³As a rule, 30 credit points are assigned to a semester of study. ⁴Further details are contained in the Special Examination Regulations.

- (4) For part-time degree programs, the Special Examination Regulations specify the credit points per semester of study, in deviation from Paragraph 3, Sentence 3.

§ 7 Academic Degree

- (1) Upon successful completion of the degree requirements, the university awards:
- a) The academic title of “Bachelor of Arts” (B.A.) or “Bachelor of Science” (B.Sc.) for Bachelor’s degree programs;
 - b) The academic title of “Master of Arts” (M.A.) or “Master of Science” (M.Sc.) for consecutive Master’s degree programs
 - c) The academic title of “Bachelor of Arts” (B.A.), “Bachelor of Science” (B.Sc.), “Master of Arts” (M.A.), “Master of Science” (M.Sc.), or “Master of Business Administration” (M.B.A) for continuing professional education degree programs.
- as further defined by the Special Examination Regulations.
- (2) The university will issue a diploma for the academic degree awarded in each case.
- (3) With the successful completion of the final examination, the university can grant state recognition or issue a certificate granting permission to use a protected professional title on behalf of the competent authorities of the state of Rhineland-Palatinate, as specified in more detail in the Special Examination Regulations.

Part Four: Examination Procedures

§ 8 Examination Committee; Examination Administration

- (1) In order to carry out the duties prescribed by these Regulations and the Special Examination Regulations, the department responsible for the degree program must form an Examination Committee whose members and deputies are to be appointed by the respective group representatives in the Departmental Council. ²An Examination Committee has at least five voting members, including three members from university faculty, one member from a student group, and one member from a joint academic and non-academic staff group.³University instructors must constitute the majority on the Examination Committee.⁴The Examination Administration may appoint a person employed by it in an advisory capacity.⁵The Special Examination Regulations can specify further details.
- (2) The Examination Committee appoints a chair and at least one deputy chair from the university instructor group.
- (3) In deviation from Paragraphs 1 and 2, the Special Examination Regulations may stipulate that:
- a) The dean be appointed to the Examination Committee in place of a member of the university teaching staff.
 - b) The dean chairs the Examination Committee in situations with Letter a).
- (4) The Examination Administration organizes testing procedures according to the specifications of the Examination Committee. ² The Examination Administration maintains examination records.

- (5) The Examination Committee is responsible for ensuring that the statutory provisions and the rules of these Regulations and the Special Examination Regulations are complied with, and that all study and examination credits can be completed within the established time limits.²The Examination Committee must report regularly to the responsible departmental committee on the progression of examination proceedings, including the actual time taken to complete written theses, as well as the distribution of subject-specific and overall grades.³In addition, the Examination Committee may make suggestions to the committee responsible for the degree program for revising examination regulations.⁴The Examination Committee shall also make all decisions authorized to it by these Regulations and the Special Examination Regulations.
- (6) Members of the Examination Committee have the right to attend module exams.²This right does not extend to the deliberation, determination, announcement, and explanation of the grade, and for student committee members, this does not extend to exams in which they have or will themselves take during the same examination period.
- (7) The sessions of the Examination Committee are not public.²Members of the Examination Committee are bound by official confidentiality requirements of their public service role.³For members who are not public servants, they are sworn to confidentiality by the presiding committee chair.
- (8) The Examination Committee reaches decisions by a simple majority of votes; in the event of a tie in an open vote, the vote of the chair, or in the event of a proxy vote, that of the deputy chair, shall break the tie; otherwise, a tie shall be deemed a rejection.²A quorum – the minimum number of members needed to vote – for the Examination Committee is reached when a majority of their members, including at least two members of the university instructor group, are present.³Student members and members who do not meet the requirements of § 24 Paragraph 2 of the *Hochschulgesetz* [Higher Education Act] only have an advisory vote in the recognition and approval of exam results.
- (9) The length of term for members of the Examination Committee is three years, and one year for student members.²If a member leaves before the end of their term, a successor will be appointed to serve the remainder of the term.
- (10) The Examination Committee may delegate revocable powers in matters of day-to-day management to the chair.²Such functions to be delegated may include the appointment of examiners and assessors; handling applications for extensions to deadlines for coursework and examinations but also final theses; recognition and crediting of coursework and exams as well as practical phases and study abroad; placing students into higher semesters; examination issues for students studying abroad; registering and withdrawing from module exams; recognition of sick leave; and appointing second readers for final theses.³The presiding chair shall inform the Examination Committee as soon as possible of any decisions made.⁴Rejected decisions can only be made by the Examination Committee; insofar as a relevant decision-making procedure exists in comparable matters, the chair can also reject decisions.⁵Minutes of the meetings are kept by the Examination Committee.⁶The main subjects of discussion and the decisions made by the Examination Committee are to be recorded in the minutes.
- (11) Decisions made by the Examination Committee are to be communicated in writing to the student in question without delay.²Reasons must be given for any adverse decisions, and this must be accompanied by instructions on how to appeal.

§ 9 Recognition and Transfer Credit ¹ for Previous Work

- (1) Academic work completed at another institution of higher learning is generally granted transfer credit upon application, provided that, taking into account the modules to be recognized, at least one module examination will be or has been taken in the relevant course of study. ²Request for transfer credit of academic work must be submitted no later than before registering for the module exam for which the request is based. ³Transfer credit will not be granted if there are significant differences with regard to the knowledge and skills acquired. ⁴Should the petition for transfer credit be denied, the reasons must be communicated to the individual who submitted the application. ⁵Equivalence agreements approved by the Conference of the Ministers of Education of the Federal States of Germany (KMK) and the German Rectors' Conference (HRK) as well as agreements within the framework of university cooperation agreements must be observed in the transfer crediting process.
- (2) Equivalent knowledge and qualifications acquired outside of higher education settings can be recognized and credited for a maximum of half of the university degree. ²This recognition takes place only by request. ³A request for recognition must be made before registering for the examination of the module for which the request is based. ⁴Additional recognition criteria may be specified in the Special Examination Regulations or by the Examination Committee.
- (3) The Examination Committee decides on recognition and transfer credit. ²If academic work is recognized or transfer credit granted, grades – insofar as the grading systems are comparable – are carried over and included in the calculation of the overall grade. ³For grading systems that are not comparable, or for non-graded work, the remark of “passed” will be included and the module will not be included in the overall grade. ⁴In the transcript, a notation is made indicating transfer credit.
- (4) Placement in a semester of study is based on the documents submitted with the transfer credit application. ²On the basis of completed coursework from previous periods of study, the student is then placed in the appropriate semester after adding together the work eligible for recognition or transfer credit. ³Granting transfer credit occurs (upon request of the student) after enrollment. ⁴The same applies to the recognition of non-academic work.

§ 10 Appointment of Examiners and Exam Proctors

- (1) The Examination Committee decides on the appointment of the examiner and, in the case of oral examinations, proctors, as well as supervisors for written theses. ²Examiner functions can be limited to exams within certain sections of the degree program and subject areas. ³Appointments may be made for a limited period of time.
- (2) Only individuals who have acquired the academic qualification corresponding to the respective subject of the examination at a minimum, or an equivalent qualification, may be appointed as examiners. ²The following may be appointed as examiners:
 - a) University instructors,
 - b) Retired professors,
 - c) Acting professors,
 - d) Visiting professors,
 - e) Associate professors,

¹ Transfer credits refers to receiving credit for knowledge acquired at institutions of higher education. Recognition refers to receiving credit for competencies acquired outside higher education.

- f) Honorary professors,
- g) Scientific or artistic staff members with duties according to § 56 Paragraph 1 Sentence 2 or Paragraph 6 Sentence 4 *Hochschulgesetz* [Higher Education Act],
- h) Lecturers with special responsibilities,
- i) Adjunct instructors,
- j) Lecturers from foreign universities who possess a qualification equivalent to that of the group members specified in Section 24 (1) Sentences and (2) of the *Hochschulgesetz* [Higher Education Act], and
- k) University instructors within the framework of cooperative doctoral procedures.

³Insofar as an instructor is not authorized to teach independently, their appointment is only permissible if they are suitable and their function as an examiner is necessary for the exam to be carried out. ⁴In line with the purpose and nature of the exam, experienced individuals in professional practice and training may also be appointed as examiners in justified cases. ⁵Members do not need to be members or affiliates of the Ludwigshafen University of Business and Society.

- (3) Only those who have acquired the academic qualification corresponding to the respective examination subject at a minimum, or an equivalent qualification, may be appointed to proctor the examination.
- (4) The Examination Committee shall ensure that the names of the examiners are made known to the examinees in good time. ²Announcement by posting or issuing a notice online is sufficient.

§ 11 Organization of Examinations

- (1) Notwithstanding the responsibility of the Examination Committee according to § 8, the Examination Administration is generally responsible for organizing examination procedures. ²The organization of course-related assessments (e.g. presentations, papers, lectures, assignments, portfolio examinations or related subject-specific examinations) can be delegated to examiners.
- (2) Module examinations usually take place during specified examination periods. ²Examination periods, as well as the time and place of module exams and the written thesis, are to be announced in the form determined by the Examination Committee. ³Examination periods are set by the Examination Committee on the recommendation of the President; for course-related assessments, the examination period corresponds to the lecture period or the period in which the respective module is offered. ⁴For each examination period, the Examination Committee shall determine a registration and withdrawal period. ⁵Examiners are announced at the beginning of the registration period at the latest; the announcement of the exam date for a written test for a module examination should be made six weeks after the beginning of the lecture period at the latest, and otherwise, no later than two weeks before the examination date.
- (3) The type of module examination according to § 15 Paragraph 5 is regulated by the Special Examination Regulations. ²If alternate types of examinations are specified for a module in the Special Examination Regulations, the type of exam must be clearly specified and announced in an appropriate manner at the beginning of the module. ³ This determination is made by the Examination Committee.

- (4) The grading process for module exams is not to exceed six weeks. ²In the case of regular examinations, grading must be completed no later than one week before the start of the lecture period of the semester following the date of the exam. ³If the examination date is less than six weeks before the start of the lecture period in the following semester, regular examinations must be corrected six weeks after the date of the exam, in deviation from Sentence 2. ⁴For assessments with a submission date, the deadline must be set so that the assessment can be completed no later than one week before the start of the lecture period of the following semester. ⁵The Special Examination Regulations may call for shortened grading periods.
- (5) Examinees are to be informed of exam results by the Examination Administration without delay.
- (6) Decisions and other measures taken in accordance with these Regulations or the Special Examination Regulations, in particular, pertaining to examination dates and exam results, are to be communicated via an electronic examination administration system. ²The Examination Committee may decide that the aforementioned decisions and measures, with the exception of exam results, can be made public to the university. ³Data protection provisions are to be observed.

§ 12 Electronic Examination Management System

- (1) The responsibility for using online access to the electronic examination management system lies solely with the student; this system is used to electronically manage exam information, register and withdraw from module exams, and communicate exam results. ²The Examination Committee may issue more detailed rules on the particulars of these procedures.
- (2) If exam grades are posted online via the electronic examination management system, the grade shall be considered to have been announced no later than on the third day after the grade was posted in the electronic examination management system, unless the student has received their result beforehand. ²Students are obligated to use the electronic examination management system for these purposes.
- (3) Students are also responsible to regularly review information in the electronic examination management system for correctness and completeness to the best of their ability; transcription errors must be reported immediately to the Examination Administration unless the student is not responsible for the mistake. ²The Examination Committee determines what is valid.

§ 13 Access and Admittance to Modules and Module Examinations

- (1) All those who are enrolled in the relevant degree program may take examinations as defined in these Regulations and the Special Examination Regulations and may write the final thesis. ²The conditions for advancing to the thesis phase as described in these Regulations and in the Special Examination Regulations must be met. ³If the requirements as defined in Sentence 1 or 2 are not fulfilled, admittance shall be denied. ⁴Refusal of admittance must be communicated to the student in an appropriate manner.
- (2) Those who have passed the final Bachelor's or Master's examination of the degree program and those who already possess the qualification to be acquired through the degree program are not allowed to take exams. ²If students, according to § 4 Paragraph 8, take additional subjects from other courses of study at the university, they may still take module exams

associated with their additional subjects during the semester in which their last required module exam was successfully completed.

(3) In dual-studies degree programs, progression to the next semester will be denied if the student has not successfully completed their apprenticeship training or practical phases at the company, unless the student can present a new apprenticeship or practical training contract in accordance with § 2 Paragraph 4 Sentences 1 and 2 of these Regulations.

(4) Participation in module exams may not be made contingent upon passing other module exams. ²This does not apply to the final thesis, to practical phases completed in Germany or abroad that are tied to the curriculum, to study periods abroad that are a component of the curriculum, and to state examinations in degree programs that prepare students for entering into a regulated profession; further details are stipulated in the Special Examination Regulations.

(5) In well-justified, exceptional cases, admission to module exams can be made contingent upon the completion of a preliminary examination, or on having attending courses. ²If preliminary examinations or mandatory attendance are prescribed in accordance with Sentence 1, the modules concerned must be identified in the Special Examination Regulations. ³ Mandatory attendance is only permitted if it is deemed necessary for the achievement of the learning objectives. ⁴The attendance requirement is not considered to be fulfilled if:

- a) More than two sessions were missed in courses that meet once per week,
- b) More than four sessions were missed in courses that meet twice per week,
- c) More than 15% of the time for courses held on blocked dates is missed.

⁵ If the attainment of learning objectives calls for other levels of attendance, the Special Examination Regulations may stipulate different rules.⁶The Special Examination Regulations may require that make-up work to be performed for cases in which the maximum number of tolerated absences are exceeded.

(6) Students may be required to show official photo identification at the beginning of the exam.

§ 14 Registering and Withdrawing from Module Examinations

(1) Registration for and withdrawal from module examinations is to take place in writing or electronically in the form and by the date specified by the Examination Committee. ²Withdrawal without giving reason is possible at the further discretion of the responsible Examination Committee; the withdrawal period ends at the earliest with the end of the respective registration period. ³The Special Examination Regulations may stipulate further details.

(2) Registration for module examinations is possible before reaching the semester in which the examination is to be taken, in accordance with the Special Examination Regulations.

(3) If registration for a required module examination does not take place by the second semester after the semester in which the examination was originally to have been taken, in accordance with the Special Examination Regulations, this exam will be given a mark of “insufficient” (5.0) or “failed” for the first time; the Special Examination Regulations may stipulate rules deviating from this.

§ 15 Examinations and Credit for Other Academic Work

- (1) Module examinations comprise either exams or coursework. ²While exam grades are included in the calculation of the overall grade for the degree program, coursework grades are not included in the calculation of the overall grade point. ³Exams and coursework may take various forms of assessment, as outlined in Paragraph 5.
- (2) Examinations are graded module exams and the graded final thesis. ²Coursework refers to module exams that are graded with “pass” or “fail.” ³In addition, grading of coursework is also possible in accordance with the Special Examination Regulations, but this is not included in the calculation of the final grade.
- (3) By passing the module examination, students demonstrate that they have acquired the expected knowledge and skills of the module in question. ²A module should conclude with an accompanying examination; deviations are possible on a case-by-case basis for well-justified reasons.
- (4) Module examinations take place during the course of study. ²They can also be designed to accompany lectures.
- (5) Module examinations can be conducted as the following types of assessments:
 - a) Written assessments [written exams (Paragraph 6 and Paragraph 7), seminar papers or term papers (Paragraph 8), assignments (Paragraph 8), reports (Paragraph 9) and project work (Paragraph 12)],
 - b) Oral exams (Paragraph 10)],
 - c) Presentation, talk, or lecture (Paragraph 11), performance-based submissions (e.g., role play, video documentary, theatrical performance),
 - d) Active participation (Paragraph 13),
 - e) Portfolio review (Paragraph 14),
 - f) Subject-specific types of examinations in accordance with the Special Examination Regulations, or
 - g) A combination of the abovementioned examination assessment types.
- (6) An exam is a written test. ²In a written examination, the examinee must prove that they can solve tasks and work on problems in a limited amount of time using the common methods and tools of the respective subject area. ³The length of the exam should not be shorter than 60 minutes or longer than 240 minutes. ⁴The examiner decides whether assistive devices or materials may be used. ⁵A list of authorized assistive devices or materials must be communicated at the time when the date of the exam is announced. ⁶ The Special Examination Regulations may stipulate further details.
- (7) A take-home test is an exam that is not taken at the university but is taken by examinees at home. ²The purpose and scope of a take-home exam is analogous to the written exam in Paragraph 6; in particular, the take-home exam must be designed to take a minimum of 60 minutes and a maximum of 240 minutes to complete. ³In a take-home exam, the examinee should demonstrate that they are capable of independently applying knowledge, analyzing facts, and finding solutions beyond merely reproducing knowledge. ⁴Discussing and/or sharing examination tasks and possible solutions with others is not allowed. ⁵Examinees are to complete the take-home test within a period of 6 to 48 hours, to be determined by the examiner, after the test has been distributed. ⁶The administration and submission of the take-home exam are usually carried out via the university’s learning management system.

- (8) Seminar papers, term papers, and assignments are written forms of module examination. ²In an independent seminar paper or term paper, the examinee must demonstrate that they are able to work autonomously on a problem or topic for a limited period of time after brief technical instruction, usually in the context of a course, and that they can work independently on a topic using the common methods and tools of the module's respective subject area and present their results in an appropriate written form. ³The question or prompt for the written assessment should be designed in such a way that the time needed to complete this work does not exceed eight weeks. ⁴Seminar papers may include an oral presentation in addition to the written paper. ⁵In distinction to seminar or term papers, assignments are written evaluations of cases, tasks, or questions accompanying the course, usually up to five pages in length; in total, no more than four assignments should constitute the module examination. ⁶The time required for completing seminar papers, term papers, and assignments is determined by the examiner.
- (9) A report is a written examination reflecting on the activities of an internship either in Germany or abroad, or from a semester of studying abroad. ²The scope and submission date are determined by the examiner. ³ Further details can be specified in the Special Examination Regulations.
- (10) In an oral exam, the examinee must demonstrate that they recognize the implications of the subject being tested and is able to contextualize and understand specific issues in this field. ²Oral examinations are held before at least two examiners (cooperative examination) or before at least one examiner in the presence of an expert observer as a group examination with up to three examinees, or as an individual examination. ³Examiners are to discuss the results before determining the grade. ⁴For oral exams with observers, examiners must receive input from the observers before determining the grade. ⁵In a cooperative examination, the examiners assess the examination together; if the examiners arrive at different grades, the final grade is calculated as the arithmetic mean of the individual grades. ⁶Oral exams must be conducted for 15 minutes at a minimum, and for a maximum of 30 minutes per examinee. ⁷Key points and the grading of the exam are to be recorded in a protocol. ⁸Members of the university community may attend an oral examination as a spectator, provided that enough space is available and provided that they demonstrate a well-justified interest and no examinee objects; a justified interest exists especially in cases where the interested party intends to take the same examination soon. ⁹Students taking the same exam during the same exam period are not allowed to attend oral exams as spectators. ¹⁰Upon the request of an examinee, the Equal Opportunity Officer of the department or university is entitled to participate. ¹¹Upon request of an examinee with a disability, the university's representative for students with disabilities or chronic illness is authorized to participate. ¹²In well-founded cases, oral exams can also be conducted via video conferencing systems; the examinees must be informed of this at least four weeks before the examination date; if the examinees themselves do not have the necessary technology, they must be provided with an appropriately equipped space for the exam at the university.
- (11) In a presentation, talk, or lecture, the examinee must demonstrate that they can adequately address a topic or a problem in a limited amount of time using the common methods and tools of the respective subject area, and that they can convincingly present what they have concluded and discuss it with a knowledgeable audience. ²If a written component of this work is also required, both the written and oral parts are to be graded together.
- (12) In project work, the examinee must demonstrate that they can analyze a complex problem alone or in a team in a limited amount of time using the methods and tools of the respective

subject area, develop appropriate interdisciplinary concepts or approaches to solutions, and present these results in an appropriate written form. ²Project work may include an oral presentation in addition to the written paper. ³In all other respects, the provisions of Paragraph 8 shall analogously apply.

(13) Active participation is an examination format in which students' participation and engagement in the course is assessed.

- a) ²Through active participation, students must demonstrate that they have scientific competence, critical reflection, and discussion skills as well as social-communicative abilities that enable them to engage in discourse on technical topics with both subject area specialists and with people from outside the field, taking into account different points of view and interests. ³The examination format of "active participation" is only allowed in courses with learning objectives according to Sentence 2. ⁴It requires a planned group size of no more than 30 participants at the beginning of the semester. ⁵Active participation may include the completion of small exercises or homework assignments followed by an in-class presentation. ⁶The grading covers the duration of a series of courses, usually over one semester. ⁷This assessment format requires that students attend 50% of the courses at a minimum.
- b) ⁸If attendance is between 30% and less than 50%, the examiner decides whether it is possible to assess "active participation," and if not, the examination is deemed to be "failed" or given a grade of "insufficient" (5.0).
- c) ⁹If attendance falls below 30%, active participation will be graded as "failed" or "insufficient" (5.0).
- d) ¹⁰Inadequate attendance includes absences for which the student is responsible and absences for which the student is not responsible.
- e) ¹¹Examiners are to keep a log to evaluate attendance that must be used on a regular basis. ¹²In addition to this, an attendance list can be kept in which the student logs his or her own name and signature.
- f) ¹³If active participation for the third examination attempt is marked as "insufficient" (5.0) or "failed," the candidate is offered a final alternate exam by the examiner, which is to be assessed by two examiners.
- g) ¹⁴Active participation can be included for up to 50% of the module grade.
- h) ¹The Examination Committee is to determine the modalities for active participation in consultation with the respective university instructors. ¹⁶This exam format of active participation must be communicated to students no more than six weeks before the start of the lecture period.

(14) The portfolio review is a written examination that accompanies the course. ²In the portfolio, students should both reflect on their own learning progress and demonstrate that they possess subject-specific and interdisciplinary knowledge and skills. ³As a rule, a portfolio comprises no more than five smaller pieces, generally with a total length of a maximum of 30 DIN A4 pages. ⁴The particulars of the assessment, and the announcement of the individual pieces to be included in the portfolio, is to be made at the beginning of the course.

(15) Examinations referred to in Paragraphs 8, 9, 11 and 12 may be conducted as individual or group examinations. ²The examinee must demonstrate their ability to acquire and present scientific knowledge independently (individual examination) or in cooperation with others (group examination), and to recognize implications for society and professional practice. ³The examinee should master the contents and methods of the module and be able to apply the acquired knowledge, skills, and abilities on their own. ⁴For group examinations, the individual

contribution of each student must be evaluated as to whether it meets the exam requirements as an objectively definable, individual contribution that is assessable in its own right.

- (16) Examinations and other suitable subject-specific forms of examination may be computer-based. ²In such cases, the following must be ensured:
- a) Electronic data can be clearly attributed to individual examinees;
 - b) An examinee's work can be monitored for the use of supportive electronic aids, provided that the use of such electronic resources itself is not the subject of the examination.

³The exam must be designed to be conducted in such a way that the examinees are not disadvantaged to any significant degree by the way in which the examination is conducted and, more specifically, are informed in an appropriate manner about how the exam will be conducted before it begins. ⁴If other subject-specific forms of examination are computer-based, the details are to be regulated in the Special Examination Regulations.

- (17) The language of examinations is usually German. ²If the Special Examination Regulations provide for alternate examination languages, the examination language shall be announced in an appropriate manner by the beginning of the semester. ³Upon well-founded request by the student, an examination may also be taken in a language other than that specified in the Special Examination Regulations. ⁴In this case, it must be ensured at least two examiners have adequate proficiency in the requested language. ⁵This request does not constitute a legal right.

§ 16 Examinations with Objective-Response Formats

- (1) Examinations using an objective-response format (e.g. single-choice, multiple-choice answer formats) can be given for a maximum weighting of up to 50%.²Students must be informed by the beginning of the course as to which examinations or parts of examinations will have this objective-response format.
- (2) Points are awarded for each of the objective-response tasks. ²Together in the task description, it must state which point value is assigned to each task. ³Furthermore, as applicable, the tasks must indicate which number of correct answers is to be assigned which number of points.⁴The use of a bonus-penalty system that deducts points for incorrect answers is not permitted.
- (3) The exercises in the objective-response section must be checked in advance by the examiner and another person authorized to review for errors, consistency of content, and suitability. ²Before the exam, they will determine how the questions are to be scored and which answers will be accepted as correct.
- (4) The questions in the objective-response section must be clear and comprehensible, able to be answered unambiguously, and suitable for gauging the knowledge required in the respective subject area and for facilitating reliable results that reflect individual performance.
- (5) The examinee must indicate which of the answers presented in the objective-response choice tasks are correct or incorrect, whether responding in writing or electronically.
- (6) When creating the objective-response test section, the examiner must determine which of the following methods will be used to determine the overall result:
 - a) A partial grade is earned for both the items in the objective-response section and for the part of the test that is not objective-response based, with the weighting of each partial

grade determined in advance; the overall grade is then calculated based on the weighted average of the partial grades;

- b) Points are awarded both for the questions in the objective-response section and for tasks that are not of this type; the overall score is calculated based on the total points, which is converted into a grade using a comprehensible point-grading system, such as the table in Appendix 1.
- (7) The questions in objective-response sections must be reviewed by the examiner before individual grades are determined to confirm whether these questions meet the requirements specified in Paragraph 4; it is especially important to carry out a check to identify conspicuous patterns of errors. ²If this check reveals that individual items in the objective-response section are flawed, these must be disregarded when calculating individual grades; in unclear cases, the Examination Committee decides. ³When evaluating the items in the objective-response section, the total achievable score is to be reduced by the number of points from the faulty question(s). ⁴The reduction of points awarded for faulty question(s) shall not disadvantage examinees.

§ 17 Advancing to the Final Thesis

- (1) It is possible to already apply to advance to the final thesis phase before reaching the semester in which the thesis is to be completed according to the Special Examination Regulations. ²The Special Examination Regulations may make admittance to the thesis contingent on the number of credit points acquired from modules in the degree program.
- (2) Admittance to the thesis phase must be applied for in writing to the responsible Examination Committee. ²The deadline for submitting the application for admission to the thesis and the start of the processing period may not be more than 10 calendar days apart. ³The following documents must be included with this application:
- a) Evidence of fulfillment of the requirements referred to in Paragraph 1,
 - b) Proposed thesis topic,
 - c) A suggestion for a thesis supervisor,
 - d) Written confirmation from the proposed supervisor according to letter c) and
 - e) A declaration from the applicant that they have not definitively failed or been deemed to have failed the final examination in their chosen degree program at an institution of higher learning in the Federal Republic of Germany.
- ⁴The proposals according to letters b) and c) as well as the proof according to letter d) are not necessary if the student states that they have not found a thesis supervisor.
- (3) If the student has not find a supervisor, the supervisor and topic will be determined by the responsible Examination Committee. ²The examinee must be given the right to be heard on the selection of the topic; the right to propose a topic does not constitute a legal right to it. ³The topic is assigned by the chair of the Examination Committee; the date on which it is assigned is to be recorded.
- (4) The final thesis is considered to have received a grade of “unsatisfactory” (5.0) for the first time if the thesis-writing phase does not commence within one year after having been notified that the last required module examination was passed. ²The Examination Committee decides on exceptions to this. ³A thesis that has received a grade of “insufficient” can be repeated once. ⁴To repeat the thesis, students must re-register no later than two months after receiving notification of the decision that the first attempt was given a failing grade.

- (5) The Examination Committee decides on issues concerning admittance to the thesis phase.
²Admittance must be refused if the admission requirements are not met or if the Bachelor's or Master's examination in the chosen degree program at a university in the Federal Republic of Germany has been definitively failed.
- (6) The Special Examination Regulations may contain provisions that go beyond Paragraphs 1 and 2.

§ 18 Final Thesis

- (1) The final thesis (Bachelor's or Master's thesis) is an examination type.²It must be submitted in written form and may include an oral defense in accordance with the Special Examination Regulations.
- (2) The Bachelor's thesis should demonstrate that the candidate is able to work independently, professionally, and with scientific methods on a problem from their field of study within a specified period of time.
- (3) With the Master's thesis, the candidate should prove that they are able to work on a problem within the specified period of time using the methods of their field to develop an independent, scientifically founded analysis, to arrive at scientifically founded statements, and to present the results appropriately in terms of both language and form.
- (4) With the successful completion of the thesis, the following credits are awarded in accordance with the Special Examination Regulations:
 - a) For a Bachelor's thesis: at least 6 and a maximum of 12 credit points,
 - b) For a Master's thesis: at least 15 and a maximum of 30 credit points.
- (5) The time allocated to complete the written thesis work is
 - a) For a Bachelor's thesis: a maximum of 12 weeks,
 - b) For a Master's thesis: a maximum of 6 months,as further defined by the Special Examination Regulations. ²For part-time degree programs, the time allocated for completion may, in deviation from Sentence 1, comprise a maximum of 1.5 times the time periods defined there.
- (6) Upon request by the candidate, the Examination Committee may extend the time allowed for completion of the thesis by a maximum of six weeks (Bachelor's thesis) or two months (Master's thesis) if there is an compelling reason for which the candidate is not responsible ("good cause"). ²As a rule, good cause shall be deemed to exist in the event of illness, which must be reported immediately and proven by a note from a doctor in accordance with Section 20 (1). ³If the thesis encompasses practical or experimental work, the Examination Committee may, upon well-founded request, extend the time for completion beyond the extension periods specified in Sentence 1, but not more than double those time periods. ⁴Good cause can also exist if there are operational issues at companies where students work part-time or on work-study schemes as part of a dual-studies program according to § 20 Paragraph 3 and Paragraph 4 of the *Hochschulgesetz* [Higher Education Act]; such issues must be documented by submitting a statement from the company in question. ⁵If good cause exists according to Sentence 1, a new subject will be assigned in the event that the maximum extension period expires. ⁶The Special Examination Regulations may specify exceptions to Sentence 1 in the case of dual-studies, part-time, or continuing professional development

degree programs in accordance with § 20 Paragraph 3 and Paragraph 4 of the *Hochschulgesetz* [Higher Education Act].

- (7) The topic can only be changed once, and only within the first four weeks (Bachelor's thesis) or two months (Master's thesis) of the thesis period. ²In part-time degree programs that provide for extended time to complete the thesis, the deadline for changing the topic as defined in Sentence 1 can be extended by the corresponding factor. ³A new topic shall be agreed upon immediately, at the latest, however, within four weeks, and shall be entered into record; Section 17 (3) shall apply accordingly. ⁴In cases of having to repeat the written thesis, changing the topic according to Sentence 1 is only permitted if the candidate did not make use of this possibility during their first thesis attempt.
- (8) Students may propose a supervisor for their thesis. ²The Special Examination Regulations may stipulate that students can also propose their second examiner. ³Such proposals do not constitute a legal right.
- (9) The written thesis can be completed as group work. ²For grading purposes, the individual contribution of the student must be clearly distinguishable, as indicated with appropriate marking of section, page numbers or other objective criteria, so that it can be evaluated in its own right, and meet the requirements according to Paragraph 1 or 2. ³The Special Examination Regulations may prohibit the final thesis from being completed as group work.
- (10) The written thesis is to be assessed by two qualified examiners. ²The Examination Committee appoints the examiners for the written thesis and, if applicable, the examiners and possibly also observers if provided for in the Special Examination Regulations. ³The Examination Administration forwards the written thesis to the supervisor for assessment, and to the second examiner. ⁴Each issues a grade. ⁵One of the examiners must be a full-time professor, acting professor, senior professor, or lecturer with special responsibilities at Ludwigshafen University of Business and Society. ⁶In well-justified, exceptional cases, the Special Examination Regulations may stipulate that both examiners can be full-time professors, acting professors, senior professors, or lecturers with special responsibilities at a cooperating university.
- (11) The written thesis must be submitted in due time to the responsible Examination Administration (*StudierendenServiceCenter*) in a bound copy and in electronic form. ²The time and date of submission will be recorded. ³When handing in the thesis, the candidate must certify in writing that they have written the thesis on their own, have not used any sources or materials other than those indicated, and have not submitted the thesis in this or a similar form to any other university. ⁴The Special Examination Regulations may specify that two or more bound copies be submitted, with a minimum of one, and may specify the type of electronic file.
- (12) The duration of the thesis grading process should not exceed eight weeks.
- (13) The final thesis may include an oral defense as specified in more detail by the Special Examination Regulations. ²The oral defense is to be conducted either by two examiners or by one examiner and one expert moderator. ³At least one of the examiners must be a grader on the written thesis. ⁴The oral defense usually takes place two months after the thesis submission deadline; it is usually open to the university public. ⁵The regulations for oral examinations according to § 15 Paragraph 10 apply in the determination of grades. ⁶The thesis is only passed if both the written component of the thesis and the oral defense have received a grade of "sufficient" at a minimum; the weighting of both components for the overall thesis grade is to be set in the Special Examination Regulations. ⁷The results of the written

and oral components of the thesis will be announced by the examiner after the oral defense; the overall grade will be released via *StudierendenServiceCenter*.⁸The Special Examination Regulations may specify that the grade of the written thesis must be released by a specified time before the date of the oral defense.

- (14) A thesis that has received a grade of “insufficient” may be repeated once.² To repeat the thesis, students must re-register no later than two months after receiving notification of the decision that the first attempt was given a failing grade.

§ 19 Grading of Module Examinations and Final Thesis; Composition of Grades

- (1) The grades for the individual module examinations, including the written thesis and oral defense, are determined by the respective examiners or assessors.²The following marks are to be used for the grading of exam performance:

- 1 = very good = excellent performance,
- 2 = good = performance significantly above the average requirements,
- 3 = satisfactory = performance that meets average requirements,
- 4 = sufficient = performance that still meets the requirements despite deficiencies,
- 5 = insufficient = performance that no longer meets the requirements due to serious deficiencies.

³For more differentiated grading, intermediate values can be used by decreasing or increasing the grade by 0.3; the grades of 0.7; 4.3; 4.7; and 5.3 are not allowed.

- (2) If a module examination is not graded in accordance with the Special Examination Regulations, it shall be scored as “passed” or “failed”.
- (3) Module examinations shall be graded by one examiner alone, unless otherwise stipulated in these Regulations or the Special Examination Regulations.²If a module consists of several courses or a combination of examinations, and if the exams are given by multiple examiners, the respective examiners usually assess and grade their part of the module on their own.³If a module exam is given a grade of “insufficient” (5.0) or “failed,” leading to a final failure of the Bachelor’s or Master’s examination, it must always be graded by a second assessor (for a second grading).⁴If the first examiner’s grading assessment is confirmed by the second grader, then the module examination is considered to be definitively failed.⁵If the grade from the first examiner is not confirmed by the second grader, the responsible Examination Committee will appoint another examiner whose evaluation alone will constitute the examination grade; this person may choose one of the previous grades or an alternative grade.⁶The other examiners are determined by the Examination Committee.
- (4) If a module contains a combination of examinations and several grades are combined into one grade, or if sub-areas of a module examination are assessed separately in accordance with Paragraph 3, Sentence 2, the grade of a module examination shall be determined either by combining grades or by using a point system.
- a) ²If grades are combined, the module grade is calculated from the arithmetic mean of the grades from the individual graded coursework or examinations; or, if credit points or a weighting are assigned to the individual graded coursework or examinations, the grade is calculated from the corresponding weighted mean of the individual graded components.³Of the arithmetic or weighted mean, only the first digit after the decimal

point is taken into account; all further digits are deleted without rounding. ⁴The mean grade is defined as follows:

- 1.0 to 1.5: very good,
- 1.6 down to and including 2.5: good,
- 2.6 down to and including 3.5: satisfactory,
- 3.6 down to and including 4.0: sufficient,
- 4.1 and below: insufficient.

b) ⁵If points are given, the module grade is based on a point system that is clear and comprehensible for the respective module examination, e.g. the example table in Appendix 1.

(5) A module examination is considered to have been passed if it received a grade of 4.0 or better and, in the case of ungraded module exams, received the mark of “passed”. ²Passing the module examination does not require that all components of the module used for grading each individually received a grade of at least 4.0. ³A module examination is considered to have been definitively failed if it was not passed in the last possible chance for repeating it, or was otherwise deemed to have been failed.

(6) The grade for the written thesis is calculated as the arithmetic mean of the grades from the two examiners. ²The mean grade is defined as follows:

- 1.0 to 1.5: very good,
- 1.6 down to and including 2.5: good,
- 2.6 down to and including 3.5: satisfactory,
- 3.6 down to and including 4.0: sufficient,
- 4.1 and below: insufficient.

³For the arithmetic mean, only the first digit after the decimal point is taken into account; all other digits are deleted without rounding.

(7) If the written thesis is graded and the difference between the grades is at least 2.0, or if one grade is “insufficient” (5.0) but the other is “sufficient” or better, the responsible Examination Committee will appoint a third examiner to grade the exam, whose grade alone will constitute the examination grade; this examiner may choose one of the previous grades or an alternate grade. ²The Special Examination Regulations may specify rules that deviate from this.

(8) The overall grade for the Bachelor’s or Master’s examination is calculated as the weighted average of the grades from all required graded examinations at the module level along with the grade on the final thesis. ²The weighting is based on the respective credit points assigned to the module or the thesis, unless the Special Examination Regulations define a different weighting scheme. ³Paragraph 6 applies accordingly.

§ 20 Withdrawal, Failure to Attend, Cheating, Violation of Rules and Regulations

(1) If the student misses their examination date or withdraws from a registered examination after the expiration of the withdrawal deadline, or fails to complete a written examination within the prescribed time allowed for completion, the module examination will be graded as “insufficient” (5.0) or “failed,” as applicable, unless the Examination Committee recognizes a good-cause reason submitted for this. ²If the Examination Committee accepts a claim for good cause, the module examination attempt is not considered to have been taken. ³The claim for good cause must be submitted to the Examination Committee in writing without delay, by the third day at

the latest, and must be shown to be credible. ⁴In case of withdrawal or absence due to illness, a doctor's note stating the expected duration of the illness rendering the student unable to take the examination must be submitted immediately, but no later than the third day after the illness. ⁵For the first time, a simple doctor's note attesting to the student's inability to take the exam from a medical point of view is sufficient. ⁶For the second time that a student is not able to take the same exam due to illness, a qualified doctor's note is required that contains at least the following information:

- a) Length of the illness,
- b) Date of medical treatment,
- c) The nature and extent of the illness, stating the facts established by the physician on the basis of his or her own findings (it is not necessary to state the diagnosis), and
- d) Impact of the illness on examinations.

⁷The submission of an official medical certificate from a public health officer is considered equivalent to a qualified doctor's note. For the third time or further times a student is not able to take the same exam due to illness, an official medical certificate from a public health officer must be provided. ⁹If there is good cause, the Examination Committee may, in deviation from Sentence 2, decide that for term papers, seminar papers, reports or similar examination formats, the time period given for completion can be interrupted once for the duration in which the good cause exists, and set a new date for submission. ¹⁰The interruption must be reasonable and may not exceed one third of the original time allocated for completion. ¹¹If the claim for good cause is rejected, the Committee must inform the student and provide reasons for this. ¹²A student's illness shall be deemed equivalent to illness in a child requiring care by the student or a close relative in need of care. ¹³In such cases, the student must provide proof of their duty to provide care in accordance with § 25 Paragraph 5.

- (2) If the student attempts to manipulate their grade to their own advantage by cheating, using unauthorized aids, or by subsequently attempting to influence the examiners, the module examination concerned shall be graded as "insufficient" (5.0) or "failed". ²The consequences provided for in Sentence 1 may also be imposed if a student uses unauthorized aids after the exam has been handed out. ³An examinee who disrupts the orderly conduct of an examination can be dismissed from continuing the exam by the respective examiners or proctors, usually after a warning; in this case, the module examination in question will be graded as "insufficient" (5.0) or "failed." ⁴In the event of repeated deliberate cheating, the student's enrolment may be revoked in accordance with Section 69 of the *Higher Education Act*. ⁵If there is suspicion that the student has access to unauthorized study aids, the examinee is required to cooperate in the search and to hand over any such aids; if the student refuses to cooperate, the module examination in question will be graded as "insufficient" (5.0) or "failed." ⁶In less serious cases, a milder penalty may be imposed or the imposition of a penalty may be waived. ⁷If there is a suspicion of plagiarism, the opinion of another person authorized to conduct the examination should be sought. ⁸The Examination Committee decides on cases of plagiarism. ⁹The examinee in question must be given a chance to be heard before a final decision is made.
- (3) The Examination Committee is required to review decisions pursuant to Paragraphs 1 and 2 within two months at the request of the examinee.

§ 21 Repeating Module Examinations

- (1) Module examinations that were failed or are considered to have been failed may be repeated twice in accordance with the following provisions.

- (2) Repeat examinations must be taken on the next possible examination date at the latest; otherwise, the corresponding examination result will be deemed as “insufficient” or “failed” for a second time.
- (3) During the entire course of study, a single module examination that was already passed may be repeated once for the purpose of improving the grade; this does not apply to the final thesis. ²Only examinations that were already passed on the first attempt may be repeated. ³The repeat examination must be taken at the next possible examination date. ⁴The better grade of the two grades received shall apply. ⁵The right to make use of this opportunity to improve a single grade by repeating the exam ends once the grades on the last open module examination have been released.
- (4) The Special Examination Regulations may contain alternate rules to those set out in Paragraphs 1 and 2.

§ 22 Passing; Final Failure to Pass

- (1) The Bachelor’s or Master’s examination is passed if the minimum number of credit points required according to the Special Examination Regulations has been earned and all required coursework and exams have been completed; additionally, for dual-studies programs, all professional training or work required must also have been passed in accordance with the Special Examination Regulations. ²The degree program concludes at the end of the semester in which the last required course or examination was successfully completed.
- (2) The student’s right to take examinations in the chosen course of study at an institution of higher learning in the Federal Republic of Germany permanently ends if:
 - a) A module was definitively failed or is deemed to have been failed,
 - b) The written thesis did not earn a passing grade, or was deemed to have been failed in the second attempt, or
 - c) The right to take exams has terminated or is deemed to have been lost in any other way.

²In such cases, the Bachelor’s or Master’s examination is deemed to have been terminally and definitively failed.
- (3) A letter notifying the student of the final terminal failure must be issued, including information on legal recourse.

§ 23 Credentials, Diplomas, and Certificates

- (1) The student shall receive a document certifying that they have passed the Bachelor’s and Master’s examinations without delay – if possible within four weeks after the grades on the last required examination were released. ²This official certificate includes the following:
 - a) All successfully completed modules, including the credit points assigned to them and module grades,
 - b) The topic and grade of the Bachelor’s/Master’s thesis,
 - c) The final overall grade.

³ This certificate must include the date on which the last examination was taken and may also show the date of issue. ⁴It is to be signed by the chair of the Examination Committee. ⁵Further details can be stipulated in the Special Examination Regulations.

- (2) Along with this certificate, the graduate will also receive their Bachelor's or Master's diploma, with the date of the last examination taken as shown on their transcript. ²This document attests to the fact that the degree is certified. ³The diploma is signed by the dean of the responsible department and bears the seal of the university; in the case of cooperative study programs, the Special Examination Regulations may stipulate other arrangements for the signature.
- (3) Together with the diploma, the candidate receives a Diploma Supplement (DS) according to the "Diploma Supplement Model" of the European Union/Council of Europe/UNESCO as well as a transcript of records. ²The text agreed upon between the KMK and HRK in the respective applicable version is to be used in the description of the national education system (DS Section 8). ³The diploma supplement contains, specifically, information about the university, the type of degree, the degree program, admission requirements, study requirements and the course of studies, successfully passed additional subjects according to § 4 Paragraph 9, and further information about the German university system. ⁴The diploma supplement also contains an ECTS Grading Table, which provides a tabular list of the percentage distribution of the overall grades earned by graduates in a specified period; the period is to be measured with minimum of two and a maximum of five years; the reference group and reference period are to be specified in each case. ⁵The diploma supplement is to be signed by the chair of the Examination Committee. ⁶The diploma supplement is provided in the German language, with an accompanying English translation. ⁷The transcript of records contains an overview of all credits earned. ⁸It is signed by the Examination Administration.
- (4) Upon request, the examinee can be provided with English-language translations of the Bachelor's or Master's diploma and transcript of records.
- (5) Upon request, a transcript of grades/transcript of records can be issued before the certificates and diploma are issued.
- (6) Students who do not complete their program of study can receive a transcript of records upon request.
- (7) Requests pertaining to these provisions should be directed to the Examination Administration (*StudierendenServiceCenter – Studierendenmanagement*).

§ 24 Invalidating Circumstances for Exams

- (1) If cheating took place during an examination and this fact only becomes known after the official documents and certificates have been issued, the Examination Committee may subsequently correct the grades of the examinee in question and declare the Bachelor's or Master's examination to have been failed in whole or in part.
- (2) If the requirements for admission to an examination were not fulfilled without the examinee intending to mislead, and if this fact only becomes known after the diploma has been issued, this deficiency shall be remedied by passing the examination. ²If wrongful admittance was intentionally gained, the Examination Committee shall decide in accordance with the provisions of the *Landesverwaltungsverfahrensgesetz* (State Administrative Procedure Act).
- (3) In such cases, the student must be given the opportunity to discuss the matter with the Examination Committee before a decision is made.
- (4) The invalid examination certificate and diploma supplements will be withdrawn and, if necessary, reissued. ²The Bachelor's or Master's degree diploma must also be revoked together with these documents if the Bachelor's or Master's examination was declared failed.

due to an act of cheating. ³A decision in accordance with Paragraph 1 and Paragraph 2 Sentence 2 cannot be made after a period of two years from the date of the examination certificate has elapsed.

§ 25 Protective Measures and Accommodations for Adverse Circumstances

- (1) If the student to be tested credibly demonstrates that they are unable to take an examination in the intended form due to disability or chronic illness, this disadvantage must be compensated for by appropriate compensatory measures, e.g. extra time to complete the exam or an equivalent examination in another form.
- (2) Paragraph 1 shall apply analogously to female students during pregnancy, after childbirth, and while breastfeeding. ²The protective provisions in the *Gesetz zum Schutz von Müttern bei der Arbeit, in der Ausbildung und im Studium* [Protection of Mothers at Work, in Apprenticeship, and While Studying Act] in the currently applicable version shall apply.
- (3) If the student to be tested examined can credibly demonstrate that they are unable to take an examination in the scheduled form due to parental leave, childcare, or care responsibilities for close relatives, they should be accommodated by receiving extra time to complete the exam, or by being able to take an equivalent examination in another form. ² The provisions of Section 20 (1) Sentence 11 shall apply.
- (4) Notwithstanding the provisions of Paragraphs 1 through 3, in determining periods of study relevant to meeting deadlines under these Regulations or the Special Examination Regulations, extensions and interruptions to these periods to complete assignments or exams shall not be taken into account if they were due to:
 - a) Participation in committees at an institution of higher learning, a student council, or a student union established by law or by articles of incorporation,
 - b) Illness, disability, chronic condition, or other reasons beyond the student's control,
 - c) Pregnancy or child rearing; in these cases, it must be made possible that the student can take advantage of statutory maternity protection periods and the periods of parental leave as defined in the *Bundeselterngehalt- und Elternzeitgesetz* [Federal Parental Allowance and Parental Leave Act] at a minimum,
 - d) Caring responsibilities for a dependent relative,
 - e) Studying abroad for up to two semesters, provided that it is properly undertaken and pertinent; this does not apply to periods of study abroad that must be completed in accordance with the examination regulations, or
 - f) Operational issues at companies for part-time, vocational, dual-studies or continuing professional education programs.

²The Examination Committee may specify more detailed requirements.

- (5) Compliance with the conditions laid out in Paragraphs 1 to 4 must be verified with appropriate documentation, e.g. specialist medical certificates, birth certificates, and other official documents. ²The provisions of Section 20 (1) shall analogously apply. ³These documents must be submitted in the original – a copy is not sufficient. ⁴Upon submission, the Examination Committee will render a decision. ⁵The petition for compensatory accommodations due to disadvantage must be submitted to the *StudierendenServiceCenter* before the start of the examination, taking into account the meeting dates of the Examination Committee. ⁶A request can be dealt with at an Examination Committee meeting if it was submitted to the *StudentServiceCenter* at least two weeks before the meeting; requests submitted later will be

dealt with at the following meeting of the Examination Committee. ⁷The meeting dates of the Examination Committee are displayed on departmental websites.

- (6) Close relatives within the meaning of this provision are close relatives as defined in Section 7 (3) of the *Pflegezeitgesetz* [Home Care Leave Act].

§ 26 Viewing Examination Documents

- (1) After the examination process is complete, examinees can be granted access to their written exams, the related opinions of the examiners, and other examination records upon request.
- (2) The chair of the Examination Committee sets a date once a semester for exam documents from the previous semester to be viewed. ²Students who are abroad at the time of this date, or who cannot participate in reviewing these documents due to good cause reasons for which they are not responsible, will be given another opportunity, in the next semester at the latest, to view these records upon request.
- (3) Examination records shall be retained for at least two years after graduation unless examination grades are contested. ²In cases where examination grades are contested, examination documents shall be retained until the proceedings have been definitively concluded.

Part Five: Final Provisions

§ 27 Regulations for Dates and Deadlines

The interpretative specifications of §§ 187 to 193 of the *Bürgerliches Gesetzbuch* [German Civil Code] shall apply to the time limit and deadline provisions contained in these Regulations.

§ 28 Amendments

Amendments to these General Examination Regulations shall be adopted by the Senate in consultation with the university departments. ²In order to adequately account for the special interests of the departments in further developing examination regulations on the basis of the General Examination Regulations that have entered into force, it is agreed that amendments to the General Examination Regulations in the following regulatory areas require departmental consent:

- a) Pre-Requisites for Admission (§ 2),
- b) Structure and Length of Program of Study (§ 4),
- c) Module Descriptions (§ 5),
- d) Credit Point System (§ 6),
- e) Academic Degree (§ 7),
- f) Awarding of State Accreditation (§ 7),
- g) Examination Committee (§ 8),
- h) Recognition and Crediting of Academic Work (§ 9),

- i) Exam-related issues in degree program (type, form, and structure of module exams, requirements for admittance to module exams, evaluation and types of trading) (§§ 13, 14, 15, 16, 17),
- j) Final Thesis (§ 18).

§ 29 Effective Date

These Regulations come into force on the day after they are published in the *University Gazette* of Ludwigshafen University; they apply to all enrolled students from the Summer Semester 2022 onwards. ²The General Examination Regulations from June 13, 2014, expire at the effective date of these present General Examination Regulations.

Appendix 1: Example Table for Calculating Grades

Percent	Grade	Scores as percentages with corresponding grades (in this example, with maximum of 100 points)
100%		100
95%	1.0	from 95.0
90%	1.3	from 90.0
85%	1.7	from 85.0
80%	2.0	from 80.0
75%	2.3	from 75.0
70%	2.7	from 70.0
65%	3.0	from 65.0
60%	3.3	from 60.0
55%	3.7	from 55.0
50%	4.0	from 50.0
<50%	5.0	below 50.0