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Principles of Assessment (Statutes)
for bachelor's and master's degree programmes at Flensburg
University of Applied Sciences as of 24 March 2017

Preamble

On the basis of § 52 para. 1 of the *Hochschulgesetz* (HSG, Higher Education Act) as of 28 February 2007 (GVOBl. Schl.-H. 2007, page 184), last updated by law as of 5 February 2016 (GVOBl. Schl.-H. page 39) last updated by law in June 2016 and following the resolution made by the Senate of FUAS on 15 March 2017 and the permission granted by the President's Office of FUAS on 24 March 2017 the following statutes are issued.

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§ 1

Scope

The Principles of Assessment contain provisions directly applicable for the assessment in all bachelor's and master's degree programmes at Flensburg University of Applied Sciences (FUAS), independent of the subject-area.

§ 2

Type and purpose of the final examination in bachelor's and master's degree programmes

- (1) The degree awarded after the completion of the final examination in a bachelor's degree programme is a professional qualification. The final examination in a bachelor's degree programme determines whether a candidate has acquired the profound subject-specific knowledge necessary to enter a profession and whether they are able to work in a methodologically sound and independent manner based on academic principles.
- (2) The degree awarded after the completion of the final examination in a master's degree programme is a further professional qualification on postgraduate level. The final examination in a master's degree programme determines whether a candidate is able to identify the complex interdependencies in their chosen field of study, and whether they are able to independently apply academic methodologies and research and develop them further and whether the candidate has acquired the profound subject-specific knowledge necessary in the chosen profession.

§ 3

Modules and classes

- (1) The degree programme is structured in a modular manner. Whereby one module is made up of one or more classes based on each other and a given subject. There are compulsory modules and electives. Some electives have a less binding character than others. More detailed information on each module, the module structure, the number of hours to be invested, the pre-requisites for assessment, the Credit Points (CP) and the weighting of each module for the composition of the final grade is provided in the Study and Examination Regulations for each degree programme (module and assessment plan).
- (2) Compulsory modules have to be completed in accordance with the Study and Examination Regulations valid for the degree programme.
- (3) Binding electives have to be completed in accordance with the Study and Examination Regulations valid for the degree programme. These Study and Examination Regulations also define the number of electives that has to be completed. Electives may be offered in module groups.
- (4) In addition to compulsory modules and binding electives, students can choose electives from the range of all modules offered at FUAS. In accordance with the Study and Examination Regulations for the degree programme, assessment may be completed for these modules, too.

(5) Classes are:

Type of class	Definition
1. Lecture	Coherent presentation of the teaching content
2. Tutorial accompanying a lecture	Applying and further understanding the teaching content in small groups
3. Seminar	Studying specific subject-areas with the help of presentations independently created by the participants and/or in discussions in small groups
4. Laboratory	Acquiring and further understanding of knowledge by solving hands-on experimental tasks in small groups
5. Project	Working in teams to design and realise solutions for real-world problems
6. Workshop	Moderated dialogue in a small group in which tasks are discussed and practical approaches for solutions are found
7. Long-distance and virtual classes	Classes 1. - 6. above, held via digital communication between teaching staff and students
8. Field trip	Field trip led by a member of teaching staff
9. Other classes	Classes of another kind than those described under numbers 1. to 8.

§ 4

Compulsory attendance

- (1) In order for the intended teaching outcome to be met, students are expected to attend all classes.
- (2) Attendance is compulsory for field trips, laboratories, projects, workshops and seminars.

§ 5

Restricted access to classes

- (1) In accordance with §4 para. 5 of the Higher Education Act [HSG], students of FUAS have the right to free access to all classes as long as this access is not restricted in accordance with §52 para. 11 HSG.
- (2) In classes as defined under §4 para. 2 the number of participants shall not exceed 20.
- (3) If more than 20 students sign up for a class as defined under §4 para. 2 and if this class is a compulsory module, the Faculty Board responsible for the degree programme will set up additional classes. If the teaching load of the members of teaching staff available for these classes is used up, external teaching staff is to be hired as far as the means available permit this.
- (4) If the demand for a compulsory class cannot be met through the measures described under paragraph (3), those students for whom the class is compulsory in the semester of studies they are currently in according to the curriculum shall be treated with priority. Those students enrolled in the highest subject-specific semester within the designated

time of studies and those students who were already excluded from attending the class in earlier semesters take priority. If more than one candidate are equally qualified, places in the class will be awarded by the drawing of lots. There is no guarantee of or entitlement to the class being taught at a specific time or by a specific member of teaching staff. Students who could not be considered for a place in a class, are asked to try again in the following semester. The decision shall be made by the Dean's Office responsible.

- (5) If more students sign up for a class as defined under §4 para. 2 and if this class is a binding elective module, the Faculty Board responsible must give the student the opportunity to attend another binding elective module. Students are not entitled to attend a specific elective module.
- (6) If more students sign up for a class as defined under §4 para. 2 and if this class is a non-binding elective module, the Faculty Board responsible must give the student the opportunity to attend another non-binding elective module. Students are not entitled to attend a specific non-binding elective module.

§ 6

Assessment: design of assessments, exam periods, language of examination

- (1) The bachelor's and master's examinations consist of assessment to be completed during the course of studies (§8) and assessment to be completed at the end of the studies (§9). The individual modules and pre-requisites for assessment both in terms of content and time are defined in each degree programme's Study and Examination Regulations.
- (2) Students shall be assessed in a subject when this subject is completed in accordance with the module and assessment plan. Students register within registration periods defined by the Head of the Examination Board. These registrations are binding. The assessment (written examinations) shall be scheduled in a manner trying to avoid a situation where students have to take more than one examination on the same day.
- (3) Where a class is to be completed with an examination and where the form of assessment allows for it, the examination date shall be scheduled for the end of the semester the class in question took place in. Additional dates shall be scheduled for the beginning and the end of the following semester.
- (4) For any class that has to be completed by passing coursework or an assessment pre-requisite to an exam, the examiner will inform the students and the Examination Board on whether and how often an assessment may be re-taken at the beginning of the semester. If the form of assessment permits it, a minimum of two dates are to be offered per year.
- (5) The examination language is German if the individual degree programme's Study and Examination Regulations do not provide otherwise.
- (6) There may be an orientation phase for bachelor's degree programmes. This is regulated by the Study and Examination Regulations of the degree programme in question.

§ 7

General assessment pre-requisites

- (1) The pre-requisites for the admission to an assessment are:
 1. a valid proof of enrolment at FUAS, and
 2. a correct, timely and binding registration for the participation in the assessment.
 3. A proof of the successful completion of any assessment pre-requisite to an exam if applicable.
- (2) Admission is granted by the Head of the Examination Board.
- (3) Admission to sit an exam cannot be granted if the necessary documents are not complete.

§ 8

Assessment in the course of studies

- (1) Assessments to be completed in the course of studies are linked to the classes as specified in the modules and assessment plan. They are usually to be completed at the end of a module.
- (2) Assessments to be completed in the course of studies are referred to as examinations when they form the end of a subject area in accordance with the Study and Examination Regulations and they are graded. If an examination is graded as a "FAIL", it may be re-taken a limited number of times.
- (3) Assessments to be completed in the course of studies are referred to as assessment pre-requisite to an exam if their successful completion is a pre-requisite to the admission to another (higher level) examination (para. 2). If an assessment pre-requisite to an exam is graded as a "FAIL", it may be re-taken an unlimited number of times.
- (4) Assessments to be completed in the course of studies are referred to as coursework if they are to be completed in connection with a module which does not require assessments as under paragraphs 2 and 3. If a coursework is graded as a "FAIL", it may be re-taken an unlimited number of times.
- (5) The assessment plans in each Study and Examination Regulations will specify individual requirements for assessment in accordance with paragraphs 2 and 4.
- (6) Independently of the differentiation made in paragraphs (2) to (4) in regards to whether and how often an assessment may be re-taken, the following forms can be differentiated:
 1. Written exams (§ 11)
 2. Oral exam (§ 12)
 3. Other form of assessment (§ 13)

§ 9

Assessment at the end of studies

- (1) Assessments completing a course of studies are usually to be completed at the end of the studies.

- (2) The final assessment of a degree programme is the written thesis (§ 23).

§ 10

Possibility to re-take assessments in the course of studies

- (1) If an examination to be completed in the course of studies may be re-taken a limited number of times, it may be re-taken two times after having been graded as a "FAIL". If an examination is graded *nicht ausreichend* [not sufficient/fail] (5.0) it can be re-taken no earlier than in the following exam period.
- (2) If a re-take is not possible anymore, an assessment shall count as irrevocably failed.
- (3) Once an assessment is passed, it cannot be re-taken.

§ 11

Written exams, oral re-takes

- (1) In written exams candidates have the opportunity to prove that they are able to identify a problem and apply commonly used methods of their field to find approaches to a solution with limited access to auxiliary tools and in a limited amount of time. The exam questions are designed by the examiner (§ 16). Written exams are to be taken by all candidates of a subject registered for the exam period in question at the same time and under examination conditions.
- (2) A written exam is to take at least 60 minutes but no longer than 180 minutes.
- (3) Written exams are graded by one examiner. If a written exam is re-taken, two examiners grade the exam. If their grades differ, the decision is to be taken by the Examination Board.
- (4) If the second re-take of a written exam is graded as a *nicht ausreichend* [not sufficient/fail] (5.0) and if this written exam is an examination, the student in question can re-take the exam orally if he or she scored at least 75 per cent of the score necessary for the grade *ausreichend* [sufficient (4.0)]. The oral re-take of the exam is carried out by two examiners. The oral re-take of the exam is to take 15 minutes. The examiners are those that also graded the written exam. The oral re-take exam determines whether the grade in the subject in question is *ausreichend* [sufficient (4.0)] or *nicht ausreichend* [not sufficient/fail] (5.0). The oral re-take exam has to take place in the same exam period as the written exam.
- (5) Written exams made up of several parts are to be graded as a whole.
- (6) In duly substantiated exceptional cases the Examination Board may grant permission to complete a form of assessment as specified under §12 and §13 instead of a written exam. Applications for these exceptions to be granted have to be filed within no longer than four weeks after the start of the official lecture period.

§ 12

Oral exams

- (1) In oral exams candidates have the opportunity to prove that they are able to identify correlations within the field in question and place specific problems within these correlations. The oral exam also serves to identify whether the candidate has broad

knowledge on the fundamentals of the subject.

- (2) An oral exam usually takes 30 minutes per candidate. In group examinations each candidate shall be examined for 15 minutes.
- (3) Oral exams are to be taken with at least two examiners present (examination before a panel) or with one examiner and a competent assessor present. They are to be held in the form of a group exam or an individual exam. As a rule, each candidate is to be examined by one examiner in a subject. Before determining the grade, the examiner shall hear the other examiners or the assessor present.
- (4) A record is to be kept of the relevant topics and results of each oral exam. The candidate is to be informed of the examination result following the oral exam.
- (5) Students planning to take the same examination in a later exam period may attend the oral exam as guests unless the candidate objects. Guests are not admitted during the discussion to determine the grade and the announcement of the examination results to the candidate.
- (6) In duly substantiated exceptional cases the Examination Board may grant permission to complete a form of assessment as specified under §11 and §13 instead of an oral exam. Applications for these exceptions to be granted have to be filed within no longer than four weeks after the start of the official lecture period.

§ 13

Other forms of assessment

- (1) Other forms of assessment can include term papers, presentations in class, practical exercises, case studies, projects, designs, computer programmes or a combination of these. For compulsory modules up to three possible forms have to be defined in the degree programme's Study and Examination Regulations.
- (2) If there is a choice between different forms of assessment, the examiner in charge has to announce the specific form of assessment to be completed to the students and the Examination Board at the beginning of the lecture period.
- (3) If the structure of the class and the form of the other form of assessment do not allow for an assessment to be re-taken as specified under §6 paragraph 3, the information on how the assessment can be re-taken has to be provided when the form of assessment is announced.
- (4) In duly substantiated exceptional cases the Examination Board may grant permission to complete a form of assessment as specified under §11 and §12 instead of another form of assessment. Applications for these exceptions to be granted have to be filed within no longer than four weeks after the start of the official lecture period.

§ 14

Grading assessments, calculation of grades, Credit Points

- (1) The performance of each candidate is graded as an assessment. Group work can be recognized as an assessment for individual candidates only if the performance of the individual candidates to be assessed can be identified clearly and are coherent in themselves. The grading has to be based on objective criteria.
- (2) Assessments are usually graded by the examiner in whose class the assessment is to be

completed. If an assessment is made up of more than one part, each part has to be graded with “ausreichend” [sufficient] at least. Unless specified differently, the final grade for a subject is derived from the arithmetic average of the individual parts of that assessment.

(3) The following grades are to be used for the grading of assessments:

1	=	<i>sehr gut</i> [outstanding]	=	An outstanding achievement.
2	=	<i>gut</i> [good]	=	An achievement substantially above average requirements.
3	=	<i>befriedigend</i> [satisfactory]	=	An achievement corresponding with average requirements.
4	=	<i>ausreichend</i> [sufficient]	=	An achievement that meets the requirements despite its shortcomings.
5	=	<i>Nicht ausreichend</i> [not sufficient/ fail]	=	An achievement that does not meet the requirements due to its substantial shortcomings.

(4) To better differentiate the actual performance individual grades do not have to be given in whole numbers only but they can be calculated in steps of 0.3 from a whole number within the limits between 1.0 and 4.0. The following grades are not permissible: 0.7, 4.3, 4.7 and 5.3.

(5) If grades are calculated in this way, the following averages shall define the grades:

1.0 to 1.5	=	<i>sehr gut</i> [outstanding],
above 1.5 to 2.5	=	<i>gut</i> [good],
above 2.5 to 3.5	=	<i>befriedigend</i> [satisfactory],
above 3.5 to 4.0	=	<i>ausreichend</i> [sufficient],
above 4.0	=	<i>nicht ausreichend</i> [not sufficient/fail]

Grades are calculated to one decimal point. The decimals following the first are disregarded without rounding.

(6) The Examination Board decides on whether and how assessments completed by students at universities outside Germany can be recognised.

The exam results are published in a manner commonly used at the university in accordance with the relevant data protection policies. The published results are subject to confirmation by the Examination Board, the Board makes the definite decision on the validity of exam results in its meeting following the publication. Detailed exam results are published on the university website and can be found on the pages of the Examinations Office.

(7) Assessments have to be graded within a three week period. This does not apply to the grading of the final thesis (§24 para. 4).

(8) In the scope of the European Credit Transfer Systems (ECTS) students receive Credit Points for each successfully completed compulsory or elective module. These CP record the workload invested in each module independently of the grade received for the coursework, examination or assessment pre-requisite to an exam.

§ 15

Examination Board

- (1) The university appoints an Examination Board to organise assessments. The Board's responsibilities are defined by these Principles of Assessment [Prüfungsverfahrensordnung] and the Study and Examination Regulations of the degree programme in question.
- (2) The Examination Board should have no more than seven members. They are appointed for a period of three years. The student member is appointed for a period of one year. The members of the Examination Board can be re-elected.
- (3) The Head of the Board, his or her deputy and the other members of the Examination Board are appointed by the Faculty Boards. The professorial representatives shall make up at least the simple majority of the votes. Both the Head of the Board and her or his deputy shall be a professor.
- (4) The proceedings of the Examination Board shall be valid if the Head of the Board or his or her deputy, an additional professorial member and at least two further members with voting right are present. Decisions are adopted by a simple majority. In the event of a tie a motion shall be deemed rejected. The student representative can only take part in the discussion of general and organisational matters.
- (5) The Examination Board decides on all questions related to the organisation of exams.
- (6) The Examination Board may delegate the carrying out of all its duties to the Head of the Board in all standard cases.
- (7) The Examination Board ensures that the provisions made in the Principles of Assessment and the Study and Examination Regulations are abided by. The Board reports on the development related to assessments and the duration of study to the Faculty Boards, it makes suggestions and publishes the distribution of the grades awarded per subject and the overall grades.
- (8) The members of the Examination Board have the right to attend assessments.
- (9) The members of the Examination Board are bound to the obligation of discretion. Those members of the Board who are not public servants have to be sworn to secrecy by the Head of the Board.

§ 16

Examiners and observers

- (1) The Examination Board appoints examiners (authorised examiners) as well as observers based on the suggestions made by the faculties in charge.
- (2) Members of the following groups can be appointed as authorised examiners:
 1. professors
 2. research assistants, contract lecturers, lecturers meeting the pre-requisites specified under § 51 para. 3 HSG [Higher Education Act].
- (3) Anyone competent on the subject in question can be appointed as observer.
- (4) Authorised examiners act on behalf of the Examination Board. They are not bound by

instructions when grading assessments.

- (5) §15 para. 9 also applies to authorised examiners or observers.

§ 17

Recognition of and credit for assessments

- (1) Coursework and examinations completed at other German universities or recognized universities outside Germany are recognized if FUAS cannot prove that there are substantial differences to the assessment to be replaced. The agreements on equivalences approved by the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference as well as agreements made in the scope of university partnerships are to be applied. If the pre-requisites are fulfilled, students are legally entitled to have their assessment recognized.

If an assessment is recognized, grades awarded at German universities are to be adopted. §14 para. 6 applies to the recognition of assessments completed at universities outside Germany. Recognized grades are to be adopted for the calculation of the final grade. Recognized assessments may be marked as such in the transcript of records. Credit Points also are to be transferred.

- (2) Knowledge and skills acquired outside a university are to be recognized if evidence can be provided that they are equivalent to the knowledge and skills acquired as part of the studies in (a) module(s) to be replaced. Recognition can be granted for a total of 50% of the Credit Points in a degree programme. Only those qualifications, skills etc. that have been completed before the start of the studies can be recognized. If a student seeks recognition for qualifications, skills etc., she or he has to file an application for this recognition with the Head of the Examination Board. The application has to include the qualification or similar to be recognized, the subject in question and reasons for the recognition. In individual cases a placement test may be permissible.

The procedure and rules to be followed for the recognition of qualifications completed outside a university are specified in an annex to the Principles of Assessment.

- (3) A final thesis completed in a different degree programme or major will not be recognized.
- (4) Recognition of and credit for assessments is granted by the Examination Board. Students have to present the necessary documents. The Examination Board may request an expert's opinion as proof of equivalence.

§ 18

Absence and withdrawal

- (1) An assessment will be graded as *nicht ausreichend* [not sufficient/fail] if a candidate registers for an exam and then does not attend it without good reason or if the candidate withdraws from the exam after it has started without good reason. The same applies if an exam is not completed or if it is not completed in due time.
- (2) The reasons leading to the withdrawal or absence from the exam have to be presented to the Examinations Office in credible and written form immediately – within three working days (including Saturdays) of the exam or the coming into effect of the reason at the latest. The deadline is deemed as met when the Examinations Office receives the notification in time. Posting it on the third day is not sufficient, i.e. the date on the postal stamp is not relevant. In case of illness, the candidate has to present a doctor's note attesting the

candidate's inability to take the exam. If, on important grounds, the doctor's note cannot be provided in due time as specified above, the Examinations Office is to be notified in an appropriate manner within said deadline. If the reasons provided for withdrawing from or missing the exam are acknowledged, the exam shall not count as sat.

§ 19

Sanctioning of use of unfair means and breach of regulations

- (1) A module assessment or an examination will be graded as "not passed" if the candidate influences the result of this assessment by use of unfair means. A candidate doing any of the following constitutes the use of unfair means:
 1. a candidate carries with him/her, has available or makes use of any material other than that authorised
 2. a candidate carries with him/her telecommunication means or electronic devices other than those authorised in accordance with no. 1
 3. a candidate copies the assessment of a fellow candidate
- (2) In case of minor violations such as disrupting the proper course of the examination, the examiner or invigilator in charge can exclude the candidate from continuing the examination. Only the part of the examination completed until that point of time will be graded.
- (3) If an examination is part of a module assessment and if that examination was graded as "not passed" in accordance with para. 1, the Examination Board can partly or fully rule out the opportunity to re-sit this examination or the module assessment as a whole. This applies if the violation is considered serious but the characteristics of a particularly serious violation as specified under para. 4 have not been met. Sentence 1 also applies to module assessments.
- (4) In a particularly serious case of use of unfair means, the module assessment will be graded "irrevocably failed".
- (5) Whether a case of deception is particularly serious or not shall be decided by the Examination Board.
- (6) The candidate shall be granted the opportunity to make a statement which is to be presented to the Examination Board immediately.

§ 20

Adjustments for students with disabilities or impairments

- (1) The Examination Board may allow students with disabilities or impairments extra time to complete an examination in or to take an equivalent assessment in a different form. To apply for these adjustments, students have to present reasonable evidence in the form of a disabled person's pass or a specialist doctor's note stating they are unable to take an exam or complete an assessment prerequisite to an examination in its intended form in part or fully. Students can apply for adjustments to more than one assessment.
- (2) The application is to be filed in written form addressed to the Examinations Office no later than at the time the student registers for an assessment. The application should include the type of impairment and suggestions for possible adjustments to be made.

- (3) These rules for adjustment of assessments shall also apply for pregnant students and parents-to-be in accordance with the German *Mutterschutzgesetz* [Mothers Protection Law] and the *Bundeselterngehalt- und Elternzeitgesetz* [Parental Allowance and Parental Leave Law]. This also applies to paragraphs 1 and 2.

§ 21

Process in case of objections

- (1) Decisions made by the Examination Board or its Head are to be communicated to the candidates in written form including reasons and providing details of the remedies that are available.
- (2) The candidate can appeal against the decision made by the authorised examiners, the Examination Board and its Head within one month of the day on which the decision is announced. The appeal shall be filed in writing or in person with the Head of the Examination Board. A decision regarding the appeal will be taken by the Examination Board.
- (3) The candidate may bring forward proceedings against the decision the Examination Board takes in regards to the appeal before the *Verwaltungsgericht Schleswig-Holstein* [Administrative Court Schleswig-Holstein] within one month of receiving the notification on the appeal.

§ 22

Scope and type of the final examination for bachelor's and master's degrees, thesis

- (1) The thesis is made up of the written final thesis (§§ 23 – 24) and a colloquium (§ 26) if the Study and Examination Regulations of the degree programme require it.
- (2) The scope of the thesis and possible further requirements that need to be fulfilled are specified in the Study and Examination Regulations of the degree programme. § 14 para. 2 sentence 2 also applies.

§ 23

Final thesis

- (1) The final thesis is an assessment at the end of the studies for a bachelor's or a master's degree. In the final thesis candidates have the opportunity to prove that they are able to work on a problem relating to the objectives of their studies and from their subject area in an academically sound manner and by using academic methods within a given time period.
- (2) The bachelor's or master's thesis will usually be completed following the internship. The master's thesis is usually to be completed after all assessments of the degree programme have been completed successfully. Possible exceptions are specified in the degree programmes' Study and Examination Regulations. The Study and Examination Regulations of the degree programme in question may define prerequisites to the admission for the final thesis.
- (3) The topic of the final thesis can be specified by any professor or other person authorised to grade examinations. Only those persons employed in an area relevant to the degree programme at FUAS are authorised to specify a topic of a final thesis. Candidates must be given the opportunity to suggest topics for their final thesis themselves. Upon request the

faculty will ensure that a candidate is given a topic for a final thesis in due time.

- (4) It is permissible to write the final thesis as a group if those parts of the thesis that are to be graded as an examination for the individual candidates are clearly identifiable through the provision of paragraphs, page numbers or other objective criteria. It must be possible to grade the individual parts and they must meet the requirements under para. 1.
- (5) The topic of the final thesis is issued by the Head of the Examination Board. The date on which the topic is issued is the starting date of the time period in which the final thesis must be completed. A record is to be kept of the date on which the topic is issued.
- (6) The designated time in which the final thesis is to be completed is specified in the Study and Examination Regulations of each degree programme. A record is to be kept of the date on which the final thesis is to be completed and handed in. The topic of the final thesis and the problem it sets out to solve are to be determined in a manner which makes it possible to complete the final thesis in the designated time period.
- (7) The topic of the thesis may only be withdrawn once within a period determined by the Study and Examination Regulations of each degree programme. If the topic is withdrawn at a later point, the final thesis will be regarded as not completed. If a thesis is not completed, it will be graded as *nicht ausreichend* [not sufficient/fail] (5.0).
- (8) The Examination Board may grant an extension of the designated period in which a final thesis is to be completed upon request in exceptional cases. The time by which the period may be extended is determined in each degree programme's Study and Examination Regulations. An extension can only be granted if the reasons leading to it are beyond the student's sphere of control. An application for extension has to be filed within a deadline prior to the date the final thesis is due; this deadline is specified in the Study and Examination Regulations of each degree programme. If an illness is the reason for the requested extension, a doctor's note must be presented immediately. In all other cases the application for an extension must include a comprehensive statement by the thesis supervisor giving reasons for why the result achieved in the designated time to complete the thesis are not sufficient to be graded.
- (9) Along with their thesis candidates must provide a written statement confirming that they wrote the thesis themselves and did not use any other sources and material than those referenced. For theses written as a group effort, each candidate must include this statement for that part of the thesis they wrote and that is clearly marked as such.

§ 24

Accepting and grading the final thesis

- (1) The final thesis shall be submitted to the the Head of the Examination Board in due time. A record is to be kept of the date on which the thesis was submitted. If a thesis is submitted after the designated deadline, it will be graded as *nicht ausreichend* [not sufficient/fail].
- (2) Candidates must submit three copies of their thesis if the type of thesis permits this. If the thesis is not submitted in person, it may be sent by post, the date of the post stamp must be no later than that of the designated deadline. In addition, each copy of the final thesis must also include a data storage medium which contains the thesis in a digital format.
- (3) The thesis must be graded by two examiners, one of them shall be the thesis

supervisor. If the authorised examiners are unable to agree on a grade, the decision lies with the Examination Board.

- (4) The thesis has to be graded within a six week period.

§ 25

Re-taking the final thesis

If a final thesis is graded *nicht ausreichend* [not sufficient/fail] (5.0), the candidate only has one more attempt to complete a final thesis. In the second attempt, the thesis topic can be withdrawn within the designated time to complete the final thesis if the topic was not withdrawn already in the first attempt (§ 23 para. 7).

§ 26

Colloquium

- (1) If a colloquium is part of the final examination in accordance with the degree programme's Study and Examination Regulations, this is an interdisciplinary oral exam based on the subject of the final thesis. The colloquium gives the candidate the opportunity to show that she or he is able to
1. explain and present the results of their final thesis,
 2. identify additional questions related to the final thesis and their degree programme and to find solutions to these problems, and
 3. transfer academic findings gained through the final thesis to problems from professional fields related to his or her prospective field of work.
- (2) The colloquium shall be supervised and graded by the authorised examiners of the final thesis. The opinion of all examiners present shall be weighted equally. The duration of the colloquium is specified in the degree programme's Study and Examination Regulations. The final grade is derived from the arithmetic means of the individual grades. § 12 para. 5 applies accordingly.
- (3) The pre-requisite for the admission to the colloquium is a final grade of at least *ausreichend* [sufficient (4.0) for the written thesis.
- (4) If a candidate does not pass the colloquium, he or she only has one more attempt to re-take the colloquium.
- (5) The colloquium shall usually take place within 14 days after the final thesis has been graded.

§ 27

Passing the final examination for bachelor's and master's degrees, composition of the final grade

- (1) The final examinations for a bachelor's and master's degree are regarded as passed when
1. all examinations were graded as *ausreichend* [sufficient] (4.0) or better,
 2. the thesis is graded as *ausreichend* [sufficient] (4.0) or better,
 3. all assessments including those that are pre-requisite to an exam have been completed successfully in accordance with the Study and Examination Regulations of the degree programme.

- (2) The examination for a bachelor's or master's degree count as irrevocably failed if a the last re-take attempt of a module assessment or the bachelor's or master's thesis were graded as *nicht ausreichend* [not sufficient/fail] or "fail".
- (3) The final result of the examination for a bachelor's or a master's degree is determined by the Examination Board.
- (4) The final grade for the bachelor's or master's degree is derived from the weighted arithmetic means of the individual grades achieved in the examinations and the grade awarded for the bachelor's or master's thesis. The details are specified in each degree programme's Study and Examination Regulations.
- (5) Credit points and grades are to be listed separately.
- (6) Apart from the final grade the distribution of grades as achieved by the last three years of graduates shall be disclosed if there are a minimum of 40 graduates in a bachelor's degree programme and a minimum of 20 graduates in a master's degree programme.

§ 28

Transcript

- (1) A transcript shall be issued promptly after the last examination for the bachelor's or master's degree has been passed, ideally the transcript should be issued within six weeks after the completion of the examination or coursework. The transcript includes the name of the degree programme and the grades awarded for the individual examinations. The date on the transcript is that of the successful completion of the last examination or coursework.
- (2) The bachelor's or master's degree transcript also includes the topic and grade awarded for the thesis and the final grade.
- (3) The transcript is signed by the Head of the Examination Board and the Dean of the faculty.
- (4) In addition to the bachelor's or master's degree transcript the candidate receives a list of all assessments completed during the course of the studies (transcript of records). Grades awarded for non-binding elective modules may be included upon the candidate's request. The results of assessment completed in these non-binding electives have no impact on the final grade.
- (5) If the candidate definitively failed the final examination for a bachelor's or master's degree, they can receive a list of all the assessments completed during the course of the studies. This document is to be issued by the Head of the Examination Board and include a note stating that the final examination was irrevocably failed.
- (6) International students may receive a separate university certificate as part of cooperation programmes with international partner universities. A university certificate confirms the successful completion of assessments as part of a study programme complete in itself. The name and form of the university certificate and the assessment pre-requisite to its awarding are to be determined in a cooperation agreement with the international partner university.
- (7) The faculty in charge may replace individual provisions made in these Statutes by differing provisions made in the Study and Examination Regulations as part of double degree agreements.

§ 29
Certificate

- (1) Along with the transcript the candidate shall receive the bachelor's degree certificate. The date on this certificate shall be that of the transcript. This document certifies the student is admitted to the degree of bachelor. Students who have completed a master's degree programme shall receive the master's degree certificate along with the transcript. The date on this certificate shall be that of the transcript. This document certifies the student is admitted to the degree of master.
- (2) The certificate is signed by the President of Flensburg University of Applied Sciences and the Head of the Examination Board and it shall bear the university's official seal.
- (3) Alongside the certificate of the award of the academic degree the student will receive a diploma supplement as well as a list of all modules completed, credit points and each individual grade acquired ("transcript of records").

§ 30
Invalidity of the final examination for bachelor's and master's degrees

- (1) If a candidate used unfair means during an assessment and if this only becomes known after the transcript has been issued, the Examination Board can retroactively correct the grade for those assessments the candidate used unfair means for accordingly and declare the examination for the bachelor's or master's degree as not passed in part or fully.
- (2) If pre-requisites to the admission to an exam were not met without the candidate's knowledge thereof, i.e. if the candidate did not use unfair means, and if this only becomes known after the transcript has been issued, this shortcoming is remedied by the successful completion of the assessment. If the candidate was admitted to the assessment by the deliberate use of unfair means, the Examination Board takes a decision based on the general administrative principles on the revocation of administrative acts.
- (3) The candidate shall be granted the opportunity to make a statement prior to a decision being taken.
- (4) The incorrect transcript is to be retracted and a new one to be issued if necessary. If the examination is declared as "not passed" due to the use of unfair means, the certificate is to be retracted along with the transcript. A decision in accordance with paragraph 1 and paragraph 2 sentence 2 cannot be taken if more than five years have passed since the date on the transcript.

§ 31
Post-exam consultations

The candidate may go through their written examinations and the related marking as well as records of the examinations. Students are not allowed to make photocopies, other forms of copies, photographs or any other records of the examination when they inspect them.

§ 32
Coming into effect

- (1) These Principles of Assessment will come into effect on the day after their publication.

(2) The Principles of Assessment of 27 December 2010 last amended by Amendment Statutes on 30 June 2014 will cease to be in force on the day of the publication of these Principles of Assessment.

Flensburg, 24 March 2017

Prof. Dr. Thomas Severin

President's Office of Flensburg University of Applied Sciences
- Deputy President -

Annex: Credit for qualifications acquired outside a university

In accordance with § 17 para 2 of the Principles of Assessment, the following procedure shall apply in regards to the process and rules on awarding credit for qualifications acquired outside a university:

1. As a general rule, qualifications acquired outside a university will only be acknowledged if they were acquired before the start of the studies.
2. Qualifications acquired outside a university will only be acknowledged if they are not part of the university entrance qualification. An exception can be made for important reasons.
3. Qualifications can only be acknowledged if
 - a. their contents match those of the module the credit is to be granted for,
 - b. the number of hours spent in class as part of the qualification acquired outside a university is at least that of the workload (including hours spend in class and outside class) specified for the module the credit is to be granted for.
4. If the type of assessment of the qualification acquired outside a university equals that of the module the credit is to be granted for (assessment or examination), especially in regards to
 - a. the scope of the assessment (duration of the assessment), which should at least be the same for the assessment of the qualification acquired outside a university and the module the credit is to be granted for, and
 - b. the form of assessment (WE, oral exam, other form of assessment) of the module the credit is to be granted for,

the grade received for the qualification acquired outside a university will be transferred as it is. In all other cases the credit recognised will be a 4.0 or a “successful participation”.
5. The applicant must provide evidence for the equivalence of assessment through certificates of the educational institution including the necessary information named above.
6. The person in charge of the recognition of qualifications acquired outside a university is the degree programme’s coordinator. They may consult the opinion of the member of teaching staff responsible for the module in question.
7. If a qualification acquired outside a university is recognised, the coordinator of the degree programme informs the Examinations Office also providing information on the module credit is to be granted for and the grade. Recognition of an assessment is granted by the Examination Board.
8. In case of disputes or appeals, the Examination Board decides on the recognition of an assessment.