

ANHALT UNIVERSITY OF APPLIED SCIENCES

GENERAL DEGREE PROGRAM AND EXAMINATION REGULATIONS

for

Bachelor Degree Programs

at the Anhalt University of

Applied Sciences

dated September 21, 2016

The following general degree program and examination regulations for bachelor degree programs have been approved in accordance with § 67, clause 3, no. 8, § 77, clause 2, no. 1 and § 13 of the Saxony-Anhalt Higher Education Act (*Hochschulgesetz Sachsen-Anhalt*) version dated December 14, 2010 (GVBl. LSA no. 28/2010 p. 600) as last revised by Article 7 of the Act, dated February 25, 2016 (GVBl. LSA p.89, 94).¹

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¹ In order to make the text more readable only the masculine form will be used when denoting individuals, job titles and official office titles.

I General

§ 1

Admission requirements and starting the program

(1) Evidence in accordance with § 27 of the Saxony-Anhalt Higher Education Act (*Hochschulgesetz des Landes Sachsen-Anhalt*) must be provided indicating that the requirements stipulated to qualify for admission to the degree program have been met. Furthermore, the current valid enrollment regulations of Anhalt University of Applied Sciences (*Immatrikulationsordnung der Hochschule Anhalt*) apply for admission to the program. Program-specific regulations may request further requirements for admission.

(2) The beginning of the degree program is determined by each degree program's specific regulations.

§ 2

Goals and structure of the program, examination objectives

(1) The aim of the program is to acquire theoretical and practical specialist knowledge, skills and abilities required to earn a Bachelor's degree. The program-specific objectives are specified in each degree program's regulations. Bachelor degree graduates also qualify for admission to a master's degree program.

(2) The degree program is module-based. A module is a content-related course where students are required to take an examination or submit some other type of verifiable academic achievement. The individual modules are listed in the curriculum and examination schedule (program-specific regulations, appendix 1).

(3) For the successful completion of a module, internship and Bachelor's thesis, credits are awarded according to the European Credit Transfer System (ECTS). 30 credits can usually be taken each semester.

(4) Each module is completed with an examination or an ungraded assessment (*Leistungsnachweis*). The results of the examination are stipulated in the degree certificate. Modules with ungraded assessments will be graded as either "passed" or "failed". Consequently, according to § 27, the module is not included in the calculation of the final grade for the Bachelor's degree examination.

(5) As preliminary requirements for an examination (hereinafter referred to as the examination prerequisites), proof of an ungraded assessment or proof of attendance may be required in accordance with the curriculum and examination schedule (program-specific regulations, appendix 1). With regards to ungraded assessments, students will demonstrate that they have obtained the knowledge and skills taught in the course. These are assessed in a manner specific to the subject and determined by the examiner at the beginning of the semester, which will depend on the type of class, the available laboratories and the number of students to be assessed. The grading is "passed" or "failed".

§ 3

Bachelor's degree

After passing the Bachelor's degree examination, the respective department awards the academic Bachelor's degree. The exact degree name is regulated by each individual degree program's specific regulations.

§ 4

Normal program length and outline of the degree program

The normal program length is specified in the degree program's specific regulations. Both the program sequence and the module structures have been designed in such a way that the student can typically complete the Bachelor's examination within the normal program length.

§ 5

Examinations Committee

The examinations committee is appointed by the respective department executive committee. It will organize examinations and fulfill the duties stipulated in the examination regulations. The procedure rules that apply for the examinations committee is determined by the respective departments.

§ 6

Office of the Registrar

The Office of the Registrar is a central office within the Student Service Center. It organizes the administrative implementation of examination procedures based on the data provided by the respective departments and manages the examination data and documents using the Anhalt University of Applied Sciences' information system. It prepares decisions related to examinations, issues Anhalt University's official certificates and supports the examinations committees in fulfilling their administrative tasks. In addition, the Office of the Registrar supports and advises the departments and students in matters concerning examinations.

§ 7

Examiners and co-examiners

(1) The examinations committee appoints an examiner or a board of examiners, which may consist of examiners and co-examiners. Examiners are entitled to assess the examinations; the co-examiners have an advisory role. In addition to professors, only people according to § 12 (4) Saxony-Anhalt Higher Education Act may be appointed as examiners. Examiners and co-examiners must have at least the qualification that is being assessed by the examination or an equivalent qualification. The examinations committee usually appoints the person who taught the module as the examiner. In the event of any changes, the examinations committee will ensure that the students know the names of the examiners at the time of registration or when they are informed of the date their examination will take place.

(2) The examiners will hold their examinations independently.

(3) At least two people have to be appointed for oral examinations and at least one of them has to be an examiner. The co-examiner primarily ensures that the procedure of the oral examination is conducted according to the rules and keeps a record of the examination. The co-examiner is to be consulted before the grade(s) is/are determined.

(4) At least two examiners must be appointed to evaluate a Bachelor's thesis.

(5) The examiners and co-examiners are obliged to maintain official secrecy.

II Student advisory service, sequence of courses and course content

§ 8 Student advisory service

(1) Anhalt University of Applied Sciences's *Central Student Advisory Service* informs prospective students about degree program options, final degrees, admission requirements and restrictions, study conditions, content, structure and requirements for the respective degree programs. When advising students, the service takes into consideration the individual inclinations of prospective students.

(2) *Degree Program Advising* is offered by the various departments and supports students by offering subject-specific guidance during their course of studies. In particular, guidance is offered regarding possible ways to structure their course of studies and advice on any personal issues that could cause students to disrupt their studies.

(3) Individual departments appoint advisors for each degree program.

§ 9 Curriculum and course content

(1) The curriculum and examination regulations apply to the degree program (program-specific regulations, appendix 1).

(2) Compulsory and elective modules are specified in the curriculum and examination regulations. Compulsory modules are modules that are mandatory for all students. Elective modules are offered individually or in groups as an alternative. The department executive committees may at the beginning of each semester decide on the range of elective modules that will be offered. From those offered, students have to choose a certain number of modules, according to their curriculum and examination regulations, and according to what the degree program advisor recommends.

(3) Apart from compulsory and elective modules students can also take additional modules. Additional modules are not mandatory for fulfilling the degree program's curriculum. Students can select these modules from the entire range of courses offered by Anhalt University of Applied Sciences.

(4) Students who have obtained the higher education entrance qualification outside the area where the German Basic Law applies (*Bildungsausländer*) generally take German instead of foreign language modules. If the examination specified in Appendix 1 is not successfully passed at the relevant time within the normal program length, it is mandatory the student in question takes German classes in the subsequent course sequence until the examination has been passed.

§ 10 Types of instruction

(1) The course contents are scientifically based and taught with application-orientated methods. The course content is taught through lectures, seminars, practical courses, projects, lab/studio classes and excursions.

(2) Lectures present the basic correlations and the systematization of theoretical knowledge as well as the methodology of scientific work. In the process, defined subject areas are clearly presented using the latest research results.

(3) Lecturers teach the contents of their seminars with dialogues and discussions with the students.

(4) The course contents are systematically taught through practical courses. Lecturers lead the courses, assign tasks and offer solutions. Students work individually or in groups.

(5) During studio/lab classes the theoretically acquired knowledge is confirmed and consolidated with experiments and simulations. Students will develop skills that will teach them to deal with special software, measuring instruments and/or the application of measuring methods. The students usually work in groups.

(6) With projects, supervised by authorized examiners, and with independent small group activities students contribute to the processing, analyzing and finding of solutions to problems that they would face in professional practice.

(7) Excursions made during a course deepen content knowledge and expose students to the professional working world by allowing them to get to know and assess current problems companies and authorities face in a certain region.

(8) Program-specific regulations stipulate the type of instructional methods to use and if necessary, other types of program-specific instructional methods.

(9) The teaching of content can be partly or fully supported by multimedia or carried out in the form of online courses and taught according to the two-sense principle². This must be shown separately in the curriculum and examination regulations (program-specific regulations, appendix 1).

§ 11 Internship

(1) The internship is part of the degree program and takes place in a company or an institution, which corresponds to the goals of the degree program. If there are not enough placements available, exceptions may be made allowing the internship to be completely or partially replaced at the university with equivalent practical phases or projects.

(2) The curriculum and examination regulations (program-specific regulations, appendix 1) determine the length of the internship.

(3) Internships will be carried out according to the internship regulations.

(4) An internship can be substituted with a studying phase or a semester at another domestic or foreign institution (§ 23). The scope and the granting of credits for these alternatives have to correspond to those of an internship. The length and content of internships/studying phases have to be regulated in agreements between the cooperating departments of the participating universities and the Office of the Registrar must be informed.

§ 12 Studium Generale

Students can enroll in the module General Studies/Studium Generale as part of their compulsory or elective module courses. The module's objective is for students to enrich their personal development and professional social skills. Credits can be earned by working on collaborative academic management processes (*Hochschulselbstverwaltung*) that deal with internationalization, engaging in special high-profile publicity areas of the university, supporting students with disabilities or engaging in university sports. The relevant program-specific regulations apply here.

² According to the two-sense principle of barrier-free design, at least two of the three senses "hearing, seeing and touching" must be addressed.

III.

Recognition of the number of semesters studied, examinations, acknowledgement of examinations and their assessments, procedural rules

§ 13

Recognition of the number of semesters studied, of courses and examination results and the acknowledgement of the number of credits earned per course

(1) Credits earned can be transferred – from semesters studied, from course work and examination results completed/achieved at another degree program at a domestic or at a university abroad –, provided that the learning outcomes from these credits earned do not differ significantly in content, in qualification level and profile from those of the degree program for which the student is seeking a transfer. An overall assessment has to be made with regards to the comparability and appropriate applicability of the credits earned elsewhere in order to establish whether or not they directly relate to the objectives of the degree program and its corresponding examinations that the applicant is applying for. In this context, there is a significant difference if the applicant is likely to be impaired in successfully completing the program. The burden of proof to ascertain whether or not there is a significant difference lies with the university. A partial transfer of credits is also possible according to sentence 1 above.

(2) Life knowledge and job related skills that have not been acquired at universities may, in accordance with the Saxony-Anhalt Higher Education Act, be granted as credits earned towards obtaining a university degree when the following criteria are met: when the requirements for admission to the university are met, when the knowledge and skills to be transferred as credits are equivalent to the objectives of the degree program and its examinations they intend to replace, and when these life skills have not already been used as proof of qualification for admission to a university in accordance with § 1.

The criteria determining whether or not an applicant's life skills and knowledge, not acquired at a university, are equivalent and to what extent they can be taken into account are specified in the program-specific regulations for each degree program.

(3) Any decisions regarding the transferring or awarding of credits towards a degree are taken by the examinations committee in accordance with paragraphs §§ 1 and 2. This is based on what the degree program advisor recommends and, when necessary in each individual case, is in agreement with the person responsible for the module. Negative decisions must always be justified in writing.

(4) When course and examination results are transferred and in cases where the grading systems are comparable, the grades are accepted and are taken into account when calculating the final grade. When necessary, grades are converted into the grading system according to § 18.

(5) Students are required to provide the necessary documents for the credit transfer process usually within eight weeks after enrolling in the program. At the time of application for credit transfer, no examination attempts must have been made in the module for which credit is to be granted. Applications for transferring or granting credits under §§ 1 and 2 will be decided within one month after the completed application documents have been submitted.

§ 14

Registration for and admission to examinations

(1) Students are required to take examinations at the respective standard time during their course of studies in accordance with the curriculum and examination schedule (program-specific provisions, appendix 1). With the application of these regulations, upon enrollment or re-registration, students are considered as admitted to the examinations of the standard semester, provided that compulsory or elective module examinations do not have examination prerequisites. Students must register or de-register from examinations and ungraded assessments using the Anhalt University of Applied Sciences' information system. It is possible to register and de-register for written exams, oral exams and ungraded assessments up to **five calendar days** before the examination date. Section 17, clause 1 applies if no de-registration has been recorded.

(2) Admission to compulsory or elective modules can depend on completing examination prerequisites. More information is specified in the degree program-specific regulations. If examination prerequisites are required, the examiner must ensure that the prerequisites have been completed and assessed (passed/failed) and communicated to the Office of the Registrar on at least the **tenth** calendar day before the examination date.

(3) If the requirements for admission to an examination were not fulfilled and the student is not trying intentionally to deceive, the module will only be considered to have been successfully completed if positive results of the examination prerequisites are also available. If the admission had been intentionally and unjustifiably obtained, the examinations committee decides on the legal consequences in accordance with the Saxony-Anhalt Administrative Procedure Act (*VwVfG LSA, Verwaltungsverfahrensgesetz für das Land Sachsen-Anhalt*). Before such decision is made, the student involved will be given the opportunity to discuss the matter with the examinations committee.

§ 15

Types of examinations

(1) According to clauses 4 to 11, the following types of examinations are possible:

1. written examination (clause 4)
2. oral examination (clause 5)
3. term paper (clause 6),
4. design concept/paper (clause 7),
5. research presentation on assigned topic (clause 8),
6. experiment description (clause 9),
7. project (clause 10),
8. presentation and colloquium (clause 11).

(2) Only the examinations committee can allow for the examination types specified in the degree program-specific regulations (appendix 1) to be changed. If a change is requested it must be applied for within four weeks after the semester begins with the examiner submitting an application in accordance with § 16 clause 5. If the degree program-specific regulations already provide for alternative types of module examinations, the type of examination valid for the semester must also be determined within four weeks after the start of the semester.

(3) Examinations can be computer-assisted. Computer-assisted forms of examination are examinations taken on a computer where, for example, free text, cloze texts, multiple choice, and/or classification types of tasks are given. Further details are regulated under separate rules.

(4) A written examination (*Klausur*) is given under supervision for a limited amount of time to students, so they can demonstrate that they are able to understand a problem and find a way to solve it using a limited number of tools and aids. The standard examination duration is specified in the degree program-specific regulations.

(5) Oral examinations take place in accordance with § 7 (1) and (3) individually or in groups, with normally no

more than three students. In an oral exam, students will demonstrate that they recognize the interrelations of the subject matter being examined and are able to classify specific questions in these contexts. The main focus areas and the assessment of the examination are to be recorded in the examination record. The record is to be signed by the examiners and the co-examiners. The duration of the oral examination is regulated in accordance with the degree program-specific regulations, appendix 1. The examination results will be told to the examinee after the oral examination.

(6) A term paper (*Hausarbeit*) is to be independently written by the examinee on a subject-specific or cross-module problem. It must be submitted on a date specified by the examiner in a format customary for research work. The examinee must explicitly state that the work being submitted was done independently.

(7) A design concept/paper (*Entwurf/Beleg*) includes the processing of a subject-specific or cross-module problem in conceptual, constructive and/or artistic terms with special regard to the planning aspects. A paper (*Beleg*) can also be done as a record of achievement for the mastering of tools, technologies or the like. On this basis, students can demonstrate that they are able to utilize the above means in finding a solution to subject-specific tasks.

(8) A research presentation on an assigned topic (*Referat*) includes an independent approach to a problem while including the evaluation of any relevant literature on the topic, as well as a content-related oral presentation stating the relevant findings, which is then followed by a debate.

(9) An experiment description (*experimentelle Arbeit*) includes the theoretical preparation, setup and execution of an experiment and the written description of the working steps, the test procedure, the results of the experiment and a critical assessment of the experiment assignment.

(10) Projects are practice-orientated assignments done in groups under supervision. They can also generate independent contributions done by group members by demonstrating that the work has been done independently while working with others on a group project. The results are presented and defended in a joint project report.

(11) A presentation is a public representation of the results of work done by a student. It is done verbally and supported by visual means. A subsequent discussion of the presentation is part of this type of examination. In a colloquium, students outline and defend their work, thereby demonstrating that they are knowledgeable about the subject being examined. A colloquium-type examination is conducted as an oral examination and can be combined with a presentation; in such cases it is assessed together with the presentation.

(12) The academic calendar for the Anhalt University of Applied Sciences specifies the times for oral examinations, term papers, design concepts/papers and written examinations (*Klausuren*). For the other types of examinations referred to in § 1, the examiner must specify the date in consultation with the examinations committee. The examination date is to be submitted to the Office of the Registrar. In justified exceptional cases, examinations may take place on dates different from those specified in the academic calendar. Exceptions to the rule are to be specified in the degree program-specific regulations.

(13) The examiner may request that the examinations committee accept and approve an appropriate type of group assignment in lieu of an examination. Individual student contributions to a group assignment, that have to be assessed, must meet the same criteria as those that apply to the examination. Moreover, individual contributions must also be clearly distinguishable, either as paragraphs that are clearly designated as having been written by one

student or by some other objective criteria. It must be possible to assess each student's contribution independently from the entire body of the group assignment. As a rule, groups should not be comprised of more than three students.

(14) For projects, examiners can make specifications that differ from what is stated in § clause 11, clause 3.

§ 16

Procedure, discontinuation and publicity of examinations, withdrawal of examination results

(1) Before the examination begins, it has to be determined through inquiry whether or not the students are mentally and physically fit to sit the examination and are not impaired with a health problem. Should a student's health prevent him from taking an examination, the student may only request admission to this examination in the subsequent semester. For examinations taken in the last regular semester, the examinations committee will set a new date.

(2) Students who intend to take the same oral examination in the near future and other members of the university (*Mitglieder der Hochschule*) who have a recognized interest in attending the exam may obtain permission to do so and are to be individually granted the right to attend oral examinations (§ 15, clause 3). However, this right does not extend to the consultation among the examiners and the time when the student is told the results of the examination.

(3) If the examinee objects to the people who have applied to attend the examination, as defined in § 2, clause 1, they must be excluded.

(4) Should the procedures of the examination be disturbed by the presence of members of the public who have applied to attend the examination, they can be excluded from the examination until its conclusion. The board of examiners will make any decisions concerning an exclusion. Members of the examinations committee are not to be considered as members of the public as described in the preceding clause.

(5) The board of examiners can also decide to terminate an examination without determining the results, when the physical or mental condition of the student determines that the student is unable to proceed with the exam. Should the examiners become aware of concerns regarding the student's health only at the end of the examination and these concerns were later certified by a medical certificate, the examiners can request that the examinations committee withdraw the results of the examination. If the request is granted, the examinations committee must determine a new date for the examination. If the student is not able to take a written or an oral examination due to health reasons, the examinations committee must determine an alternative type of examination at the student's request.

§ 17

Absence, withdrawal, cheating, violation of rules and regulations

(1) An examination is deemed as having been taken and assessed as "failed" if the student, without reasons accepted by the examinations committee,

Note: This English translation is provided for your convenience only. The German original of this document is the only legally binding version.

1. does not attend an examination for which he has registered,
2. withdraws from the examination before its completion,
3. does not complete a written examination or an examination according to § 15 clause 1, sub-clauses 3 to 8, within the specified preparation time.

Clause 1, sub-clause 3 applies to the Bachelor's thesis.

(2) The examinations committee has to be informed immediately in writing about the plausible reasons for withdrawal or absence (see clause 1); otherwise, it will result in an assessment according to clause 1. If the reasons are accepted, the examinations committee sets a new date.

(3) If the student attempts to influence the examination result by cheating (e. g., plagiarism, incorrect citations) or the use of supplementary material not allowed, the respective examination is assessed as "failed". This also applies if the offence becomes known after the examination or after issuing the grade. Whether or not an offence has been committed can only be determined and recorded by the examiners or invigilators. Students guilty of violating examination regulations can be disqualified from the examination by examiners or invigilators. In this case, the respective examination is assessed as "failed". The reasons for the exclusion shall be recorded; otherwise § 19 clause 1 and § 14 clause 3 apply. Repeated attempts at fraud may result in losing the right of admission to an examination, which leads to the student being removed from the university's register (deregistration).

(4) Minor mistakes made during the examination, such as typing errors, are not regarded as a violation of rules and regulations. They may influence the assessment but do not lead to an examination assessed as "failed". Serious deviations such as text sections being difficult to read or illegible, non-compliance with valid standards for producing academic work, choice of text media not permitted etc. may result in the work not being accepted by the examiner. Anything that has been deemed unacceptable has to be recorded within a period of four weeks after the submission date.

§ 18

Examination assessment and the grading criteria for the module grade

(1) For oral examinations the grading is carried out by the examiners immediately after the examination. For all other types of examinations, results are usually announced within a period of four weeks via the information system of the Anhalt University of Applied Sciences and in compliance with data protection regulations.

(2) The following grades³ are to be used for assessment:

1.0	"very good"	for very good results
1.3		
1.7;		
2.0;	"good",	for results which considerably exceed the average requirements,
2.3		
2.7;		
3.0;	"satisfactory"	for an achievement which meets the average requirements,
3.3		
3.7;		
4.0	"sufficient"	for an achievement which in spite of its shortcomings meets the minimum requirements,
5.0	"failed"	for an achievement which due to significant shortcomings does not meet the requirements.

(3) The examination has been passed if it is assessed with "sufficient" or above. If the examination result is assessed by two or more examiners the grade is calculated based on the average of the individual grades.

(4) When the final grade is an average of other grades:

up to	1.5	very good,
below	1.5 up to 2.5	good,
below	2.5 up to 3.5	satisfactory,
below	3.5 up to 4.0	sufficient,
below	4.0	failed.

(5) Only the first digit after the comma is taken into account when establishing the module grade; all other digits are canceled without rounding off.

3 The grading should be carried out in relation to the expected performance (=100 %) and according to the following scale:

1.0 = at least 95 percent
<u>1.3 = at least 90 percent</u>
1.7 = at least 85 percent
2.0 = at least 80 percent
<u>2.3 = at least 75 percent</u>
2.7 = at least 70 percent
3.0 = at least 65 percent
<u>3.3 = at least 60 percent</u>
3.7 = at least 55 percent
<u>4.0 = at least 50 percent</u>
5.0 = < 50 percent

§ 19
Retaking examinations and
ungraded assessments
(Leistungsnachweis)

(1) Examinations not successfully passed can be retaken up to two times, with the exception of the Bachelor's thesis and the associated colloquium (see Section V). As a rule, any second retake examination has to be assessed by two examiners.

(2) If modules are completed with an ungraded assessment (*Leistungsnachweis*), this examination can be retaken two times when not passed. In the case of a second retake examination, the grade will be determined by two examiners. An ungraded assessment can be repeated as often as needed if it serves as an examination prerequisite for a module examination in accordance with § 2 clause 4.

(3) It is not permitted to retake a passed module examination or a passed ungraded assessment (*Leistungsnachweis*).

(4) The examinations types as described in § 15 clause 1 are usually not changed in cases of retakes.

§ 19a
Hardship provisions in cases where students have lost
the right of admission to an examination

(1) If according to § 19 (1) the right of admission to an examination is revoked due to failing to pass the second retake examination of a compulsory module, a hardship provision to compensate for loss of entitlement to take the exam again can be issued at the student's request under the following conditions.

- No other compulsory degree program-specific module examination other than the thesis and the colloquium/presentation for the thesis may be outstanding at the time when a request is made for a hardship provision.
- At the time the right of admission to an examination was revoked for a compulsory module, the previous numbers of semesters studied may not yet be subjected to paying an obligatory fee according to § 112 Saxony-Anhalt Higher Education Act (long-term study fee/*Langzeitstudiengebühr*).

(2) The compulsory module which was not successfully passed can be replaced with an additional module (compensation module) and the credits earned must have at least the same number of credits as the missing compulsory module. The examinations committee, in consultation with the degree program advisor, must agree to the selection of the compensation module. The module examination for the compensation module cannot be already started nor completed at the time of application.

(3) The request will be addressed to the President, stating the name of the compensation module. The President will decide on this request after consultation with the chair of the examinations committee responsible for the degree program and the degree program advisor.

(4) If the compensation module is successfully completed, it must be included, with the credits, in the examination certificate for the bachelor's degree instead of the compulsory module. It also must be included in the final overall grade calculation. The failed compulsory module is not included in the overall final grade and in the number of credits earned.

§ 20
Bachelor diploma, examination
certificate, Diploma Supplement and
certificates

(1) If the Bachelor's degree program has been successfully completed, the student will receive a certificate in accordance with the degree program-specific regulations, appendix 4 in German and English. The Bachelor's degree certificate states the date on which the last examination was completed. It contains all grades in accordance with the degree program-specific regulations, appendix 1. Along with the certificate, the student is given a Bachelor's degree diploma according to the degree program-specific regulations, appendix 3.

(2) A Diploma Supplement (transcript) is also given to the student with the Bachelor's certificate. The Diploma Supplement is an official document in English listing all the credits earned and a description of the degree program, the course sequence and the academic and professional qualifications acquired with the degree.

(3) If it has been finally determined that the Bachelor's examination has not been passed or is considered not passed according to § 17 clause 1, the Office of the Registrar issues a written notice. This notice shall include information on the legal remedies available to the student.

(4) When a student leaves the university or changes to another degree program, upon request, a certificate will be issued stating the grades for the credits earned and any examination results.

(5) Any illegitimate examination certificate is to be recalled and replaced by a legitimate examination certificate or by a certificate according to clause 3.

§ 21
Additional module examinations

(1) Students may take examinations in modules (additional modules) other than those prescribed in the curriculum and examination schedule (program-specific regulations, appendix 1) in accordance with § 2 clause 4.

(2) Upon request, the results of such additional module examinations can be included in the student's Bachelor's degree certificate, but they are not included when the final grade is calculated.

§ 22
Placement test and specifically-agreed upon
curricula

(1) Applicants with higher education entrance qualifications may prove with a special higher education examination (placement test), which is in accordance with the Saxony-Anhalt Higher Education Act, that they have the knowledge and skills to be placed in a higher semester.

(2) Specifically-agreed upon curricula and examination schedules may be defined for particularly gifted students and students with the relevant skills and knowledge. Their aim is to shorten the time spent studying for a degree and/or to allow for professional specialization. The degree program advisor is responsible for monitoring the student.

(3) It is also possible for students because of their social or family obligations to arrange for special terms under which to study. For example, special terms could be arranged due to a student's outstanding social and civic commitment (e.g. professional sports; national music or artistic activities; social, political or trade union commitments) or for other important reasons that are important enough to arrange an academic study plan that

can coordinate the degree program requirements and the student's commitments. These special terms of study are to be coordinated with the relevant degree program advisor.

(4) Special terms of study according to §§ 2 and 3 require the approval of the examinations committee and must be reported to the Office of the Registrar.

(5) The safeguards according to §§ 3, 4, 6 and 8 of the Maternity Protection Act (*Mutterschutzgesetz*), and the terms of the Federal Child-Rearing Allowance Act (*Bundeserzehungsgeldgesetz*) for the periods when parents are on parental leave are within the scope of applying for specifically-agreed upon curricula pursuant to clause 3.

(6) If a student cannot or can only partially take part in a specified type of examination due to a long-term illness or a permanent disability, the student must show probable cause by submitting a medical certificate attesting to this. Only after the medical certificate has been submitted will the examinations committee allow the student to take part in an equivalent examination in a different form. The student will have to submit an application to the examinations committee requesting the above. The same applies to credits.

§ 23

Semesters at another domestic or foreign institution

(1) Within the normal program length, a student may complete one semester of his degree program at another domestic or foreign university (*Mobilitätsfenster*). Further details are specified in the degree program-specific regulations.

(2) Up to 30 credit points will be recognized for any completed examination done in accordance with clause 1 and are then applied to the relevant module and semester and in accordance with the examination schedule. This only applies if these examinations are taken within a university degree program that is very similar to the degree program studied by the applicant at the Anhalt University of Applied Sciences.

(3) When opting to study a semester abroad, a Learning Agreement must be concluded. The application for credits must be submitted no later than four weeks before the semester abroad begins, and the credits must be documented with a "Transcript of Records" upon return. The number of ECTS points accumulated abroad and recognized for the degree program must be reported to the Office of the Registrar.

§ 24

Access and inspection of examination files and documents

(1) After the completion of each module examination of the Bachelor's examination, students have access to their written examinations, including the comments written by the examiner. An application for access and inspection can be made no later than three months after the examination results were announced. The first examiner determines the time and place of the inspection at Anhalt University of Applied Sciences.

(2) The application for inspecting examination files can be made to the examinations committee no later than three months after having obtained the Bachelor's degree certificate. The chairperson determines the time and place of inspection at Anhalt University of Applied Sciences.

§ 25

Rejections, appeals procedure

(1) A rejection, in particular pursuant to §§ 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 27, 29, 30, 33 and 34 of these regulations, has to be substantiated in writing, furnished with instructions on available legal remedies, and announced in accordance with § 41 of the Saxony-Anhalt Administrative Procedure Act (*Verwaltungs-verfahrensgesetz*). A student may file an objection against a decision with the examinations committee within one month after being notified of the decision.

(2) The examinations committee shall decide on the objection.

(3) If the objection concerns an assessment, the examinations committee will forward the objection to the first examiner for review. If the assessment is changed as requested, the examinations committee will resolve the objection. In all other cases, the examinations committee will only review the decision to establish whether or not:

1. the examination procedure had been correctly followed,
2. the factual circumstances of the examination were correctly stated,
3. the general assessment regulations were observed,
4. and the evaluation was not influenced by irrelevant considerations.

(4) Should the objection not be remedied, the decision has to be substantiated, furnished with instructions on available legal remedies, and delivered.

IV

Bachelor's degree examination

§ 26

Examination components of the Bachelor's degree examination

The Bachelor's degree examination consists of module examinations according to the curriculum and an examination schedule (degree program-specific regulations, appendix 1), the Bachelor's thesis and the Bachelor's thesis colloquium.

§ 27

Final Bachelor's degree examination grade and relative grade (ECTS)

(1) For examination grades for compulsory and elective modules⁴ according to the curriculum and examination schedule (degree program-specific regulations, appendix 1), the mathematical average is calculated with one decimal in accordance with § 18 clause 5. The final grade of the Bachelor's degree examination is the sum of 0.8 times the grade according to sentence 1, 0.15 times the grade of the Bachelor thesis, and 0.05 times the grade of the colloquium. The final grade is calculated with one decimal according to § 18 clause 5. Deviations are regulated in the degree program-specific regulations, appendix 1.

(2) In addition to the final grade, a relative grade (ECTS grade) is specified according to the ECTS rating scale:

A	for the best 10 %
B	for the next 25 %
C	for the next 30 %
D	for the next 25 % and
E	for the next 10 %

3 ⁴ The weighting of the grades, e.g. according to the remunerated credits, is permissible.

Note: This English translation is provided for your convenience only. The German original of this document is the only legally binding version.

(1) of the graduates of the final year and the two previous academic years, but there must be at least 50 graduates.

(2) If the minimum number of 50 students has not been reached the ECTS grade is then replaced with an explanation stating why it is not possible to have the ECTS grade shown on the transcript (minimum no. not reached).

V

Bachelor's thesis and colloquium

§ 28

Purpose of the Bachelor's thesis and the colloquium

(3) The colloquium for the Bachelor's thesis is the pinnacle of the degree program and represents its completion.

(4) In the Bachelor's thesis colloquium, students demonstrate in a presentation-type format their ability to present scientific/academic findings and their own results with the support of modern means. They should also be able to represent both their findings and results in a scientific/academic discussion.

(5) The Bachelor's thesis should demonstrate that the student is able to work on a problem independently within a given period of time, and to understand the interdependencies of the topic. They also have to be able to present their work clearly written, in the appropriate language, convincingly and clearly impart the knowledge they gained and the methods they have used.

§ 29

Topic and the time stipulated to complete the Bachelor's thesis

(1) The topic will be issued in German or English and supervised by the first examiner after meeting and discussing the topic with the student. The topic assignment is to be recorded by the examinations committee.

(2) The topic of the Bachelor's thesis will be chosen in such a way as to ensure that the thesis can be completed within a period of time of **ten** weeks. Within a period of four weeks, the topic may be rejected once without stating reasons. In this case, a new topic is assigned within a further four weeks without taking the previous agreed time of completion into account. In cases of well-founded exceptions, the examinations committee may extend the time of completion by a period of three weeks after having consulted with the examiners.

(3) At the same time when the topic is assigned to the student, the examinations committee has to determine the examiners, the chairperson of the Bachelor examination committee and set the date when the thesis has to be submitted. This is communicated to the student in writing. The chairperson of the Bachelor examination committee must be a professor at the Anhalt University of Applied Sciences.

(4) The Bachelor's thesis may also be a collaborative work of not more than three students, provided that the specific contributions of the individual students can be clearly recognized. This could be done with designated sections, pages or other objective criteria making a clear distinction possible, which will allow for distinct differentiation and assessment. This option should meet the requirements according to § 28 clause 3 and § 31 clause 1.

§ 30

Registration for and admission to the Bachelor's thesis

(1) The requirements for admission to the Bachelor's thesis are specified in the degree program-specific regulations.

(2) The examinations committee approves the admission and confirms the topics in accordance with § 29.

§ 31

Specific requirements for a Bachelor's thesis

(1) The Bachelor's thesis has to include a written declaration stating that the student has compiled the thesis independently, has not submitted it to another degree program as an assessed coursework and that nothing other than the tools and resources named in the thesis have been used, including the specified or described software. This declaration has to be signed by all of the authors involved.

(2) Three copies of the Bachelor's thesis must be submitted by the deadline to the Office of the Registrar or the respective department in the usual form for scientific /academic publications. The submission of the work may also be requested in digital form on data carriers; stipulations in this regard are to be made when the topic is assigned in accordance with § 29.

(3) In addition, documents must be submitted to the first examiner in accordance with the *Satzung zur Archivierung Studentischer Abschlussarbeiten* (Statute on Archiving Student Theses) and the student must submit the thesis to the University Library after the colloquium has ended. The time of delivery shall be recorded.

§ 32

Assessment of the Bachelor's thesis

(1) Two written examiners' assessments are required to assess the Bachelor's thesis. As a rule, the reports must be prepared within four weeks after the Bachelor's thesis was submitted.

(2) If one examiner assesses the thesis as "failed", but the second one as "passed", an additional assessment is ordered through the examinations committee. If the result of the additional examiner's report is also "failed", the Bachelor's thesis is to be assessed as "failed". If the third report does not assess the paper as "failed", the final grade results from the mathematical calculation of the individual grades of all reports; § 18 clause 4 applies. The lowest possible final pass grade is 4.0 'sufficient'.

(3) Otherwise § 18 clause 2 applies with regard to the assessment.

§ 33

Colloquium for the Bachelor's thesis

(1) A prerequisite for admission to the colloquium is having at least two examiners giving a passing grade to the Bachelor's thesis, and proof that all of the requirements pursuant to the program-specific regulations, appendix 1, have been met.

(2) The colloquium is usually open to the public. The exclusion of the public from the colloquium has to be ordered by the examinations committee.

(3) On the day of Bachelor's thesis colloquium, the chairperson of the Bachelor examination committee may increase the number of committee members to a maximum of five. The committee consists of a chairperson and at least one other examiner. If three examiners' assessments have been ordered according to § 31 (2), all three of these examiners are deemed to be members of the Bachelor examination committee. The committee members shall be announced at the beginning of the colloquium. The chairperson determines how long the colloquium for the Bachelor's thesis will be. It

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should not exceed 90 minutes. The colloquium consists of a presentation by the author or authors and a discussion.

(4) Each committee member awards a colloquium grade pursuant to § 18 clause 2. The overall grade of the Bachelor colloquium, which is formed and recorded pursuant to § 18 clauses 3, 4 and 5, results from the mathematical average of the grades awarded by the committee members. The overall grade shall be announced by the chairperson, but not publicly.

§34

Rewriting the Bachelor's thesis and retaking the colloquium

(1) If the Bachelor's thesis has been assessed as "failed", it may be retaken once with a new topic. The new topic of the Bachelor's thesis shall be issued within a reasonable period of time. Should the student fail to apply for a new topic within four weeks of having been notified of a "failed" grade, his examination entitlement expires, unless the student can prove that he has not been responsible for the delay.

(2) If the colloquium has been assessed as "failed", it may be retaken once; a second retake is not possible. Otherwise, clause 1 sentence 3 (above) applies accordingly.

(3) § 19 clause 5 applies accordingly.

(4) If a student takes the final examination (§ 28) during a semester which is still within the normal program length (cf. standard course progression, program-specific regulations, appendix 2) and did not receive a passing grade, the attempt is not counted.

VI.

Final regulations

§ 35

Scope and transitional regulations

(1) The general regulations for the program and examination regulations for Bachelor's degree programs at the Anhalt University are valid for all full-time Bachelor students enrolled at Anhalt University starting October 01, 2016 in a degree program where specific program and examination regulations have been enacted in accordance with these regulations.

(2) The objectives, structure, admission requirements, Bachelor's degree, normal program length and, if applicable, other regulations supplementing the general regulations for the implementation of a degree program will be regulated in separate specific degree program and examination regulations (see an example of these regulations) in the appendix.

§ 36

Comes into effect and its rescindment

(1) The regulations come into effect on the day following their publication in the *Amtliches Mitteilungsblatt der Hochschule Anhalt* (Official Bulletin of Anhalt University of Applied Sciences). At the same time, the general examination and program regulations (*Rahmenprüfungs- und Studienordnung*) dated July 21, 2010 published in the *Amtliches Mitteilungsblatt der Hochschule Anhalt* No. 44/2011, the general examination regulations (*Rahmenprüfungsordnung*) for obtaining a Bachelor's degree for the degree program ... dated November 14, 2007 as well as the general program regulations (*Rahmenstudienordnung*) for obtaining a Bachelor's degree for the degree program ... dated November 14, 2007 both published in *Amtliches Mitteilungsblatt der Hochschule Anhalt* No. 25/2007 are rescinded.

(2) Issued on the basis of the decision of the Senate of the Anhalt University of Applied Sciences dated September 21, 2016.

(3) Published in the *Amtliches Mitteilungsblatt der Hochschule Anhalt* No. 75/2016 on December 21, 2016.

Köthen, December 21, 2016

Prof. Dr. Jörg Bagdahn
President of Anhalt University of Applied Sciences

Appendix: Templates for degree program-specific regulations

Anhalt University

DEGREE PROGRAM AND EXAMINATION REGULATIONS

for obtaining the academic degree
of

BACHELOR

for the degree
program

XYZ

dated **TT.MM.JJJJ**

(Program-specific regulations)

The following program-specific regulations for specific degree programs and examinations were approved pursuant to §§ 67 clause 3, No. 8 and 77 clause 2, No. 1 and § 13 clause 1 of the Saxony-Anhalt Higher Education Act (*Hochschulgesetz des Landes Sachsen-Anhalt*) (GVBl.LSA No. 28 / 2010 p. 600), as last revised on December 14, 2010, and in conjunction with General Degree Program and Examination Regulations for Bachelor Degree Programs at the Anhalt University of Applied Sciences (*Allgemeine Bestimmungen zur Studien- und Prüfungsordnung für das Bachelorstudium an der Hochschule Anhalt, AB-SPO-B*) as last revised on **TT.MM.JJJJ** for the current versions.⁵

Template Structure

- § 1 Admission requirements and starting the program
- § 2 Goals and structure of the program
- § 3 Bachelor's degree
- § 4 Standard period of study
- § 5 Program-specific types of instruction
- § 6 Studium Generale
- § 7 Criteria for credit transfer
- § 8 Types of examinations
- § 9 Semester at another domestic or foreign institution
- § 10 Registration for and admission to Bachelor's thesis
- § 11 Transitional regulations
- § 12 Comes into effect and its rescindment

Appendices

- Appendix 1: **Template** Bachelor's Degree Certificate
- Appendix 2: **Template** Certificate of Examination for a Bachelor's Degree
- Appendix 3: **Template** Diploma Supplement
- Appendix 4: **Template** Curriculum and examination schedule
- Appendix 5: **Template** Standard course progression

⁵ In order to make the text more readable only the masculine form will be used when denoting individuals, job titles and official office titles.

Curriculum and examination schedule for the degree program XYZ

The curriculum specifies for each individual semester the number and allocation of the modules for the normal program length (number of semesters) required for completing a Bachelor's degree, and the number of credits required. Components of the final Bachelor's degree examination are: the compulsory and elective module examinations, the internship, the Bachelor's thesis and the Bachelor colloquium. The prerequisites according to this appendix are regarded as examination requirements.

Semester	Hours per week per semester			Examination prerequisite	Examination type	Length of examination	Credits
	V	Ü	P				
1st semester							
Compulsory modules							
PM 1	2	1	2		M	30 min	5
PM 2	1	2	1		E/B	-	5
PM 3	3	3	3	LNW	K		10
PM 4	0	2	2		o.P. (LNW)	90 min	5
Foreign language*	1	2	1		M	30 min	5
Elective modules (z are to be chosen)							
WPM 1							
WPM 2				TN 80			
WPM 3							
Total 1st							

* Foreign students (*Bildungsausländer*) take German classes instead, cf. § 9 clause 4 of the AB-SPO-B

2nd semester							
Compulsory modules							
PM 5							
PM 6							
PM 7							
Elective modules (z are to be chosen)							
WPM 5							
WPM 6							
WPM 7							
Total 2nd semester							

3rd semester							
Compulsory modules							
PM							
PM							
PM							
Elective modules (z are to be chosen)							
WPM							
WPM							
WPM							
Total 3rd semester							

4th semester							
Compulsory modules							
PM							
PM							
PM							
Elective modules (z are to be chosen)							
WPM							
WPM							
WPM							
Total 4th semester							

5th semester							
Compulsory modules							
PM							
PM							
PM							
Elective modules (z are to be chosen)							
WPM							
WPM							
WPM					—		
Internship⁶, independent projects, excursions							
1							
n							
Total 5th semester							

6th semester							
Compulsory modules							
PM							
PM							
PM							
Elective modules (z are to be chosen)							
WPM							
WPM							
WPM							
Total 6th semester							

7th Semester							
Compulsory modules							
PM							
PM							
PM							
Elective modules (z are to be chosen)							
WPM							
WPM							
WPM							
Total 7th semester							

(6th) (7th) (8th) semester							
Compulsory modules							
PM							
PM							
PM							
Elective modules (z are to be chosen)							
WPM							
WPM							
Bachelor's Thesis							
				\$30	H		12
Bachelor Colloquium							
				\$33	C/P	20 min	3
Total (6th) (7th) (8th) semester							

Degree program total							180
-----------------------------	--	--	--	--	--	--	-----

<u>Module completion:</u>	K	Written examination (<i>Klausur</i>)	<u>Examination prerequisite:</u>	LNW	Ungraded Assessment
	M	Oral examination		TN80	Class attendance 80%
	PRO	Project	<u>Type of instruction</u>	V	– <i>Vorlesung</i> (lecture)
	H	Term paper		Ü	– <i>Übung</i> (practical course)
	E/B	Design concept/paper		P	– <i>Praktikum</i> (studio/lab class)
	R	Research presentation			
	Ex	Experiment description			
	P	Presentation			
	C	Colloquium			
	oP	Module completion without an examination			

⁶ An additional semester abroad at a partner university can replace an internship, cf. General Degree Program and Examination Regulations for Bachelor Degree Programs at the Anhalt University of Applied Sciences (*Allgemeine Bestimmungen zur Studien- und Prüfungsordnung für das Bachelorstudium an der Hochschule Anhalt*), § 11 clause 4.

Standard course progression⁷

1st semester	(15) weeks - lectures, practical courses, lab/studio classes, excursions	(3) weeks lab/studio classes, practical courses, projects, excursions - examinations	30 Credits	
2nd semester	(15) weeks - lectures, practical courses, lab/studio classes, excursions	(3) weeks lab/studio classes, practical courses, projects, excursions - examinations	30 Credits	
3rd semester	(15) weeks - lectures, practical courses, lab/studio classes, excursions	(3) weeks lab/studio classes, practical courses, projects, excursions - examinations	30 Credits	
4th semester	(15) weeks - lectures, practical courses, lab/studio classes, excursions	(12) (18) weeks internship, studying-abroad semesters	(3) weeks lab/studio classes, practical courses, projects, excursions - examinations	30 Credits
5th semester	(15) weeks - lectures, practical courses, lab/studio classes, excursions		(3) weeks lab/studio classes, practical courses, projects, excursions - examinations	30 Credits
(6 th) semester	(15) weeks - lectures, seminars, practical courses, lab/studio classes, excursions		(3) weeks lab/studio classes, practical courses, projects, excursions - examinations	30 Credits
(7 th) semester	(15) weeks - lectures, practical courses, lab/studio classes, excursions		(3) weeks lab/studio classes, practical courses, projects, excursions - examinations	30 Credits
(6 th) (7 th) (8 th) semester	10 weeks Bachelor's thesis and colloquium		accompanying courses, online courses, ... Amounts to 15 credits	30 Credits

The module examinations should preferably take place during the designated examination period, optionally during the course of study.

The department executive committee determines the content of the 3-week cycle.

⁷ To be adapted according to the normal program length. In general, the 15-3-week cycle applies, except in cooperative degree program combinations and when individual semesters are affected by internships.



Hochschule Anhalt
Anhalt University of Applied Sciences

Bachelorurkunde Bachelor's Degree Certificate

<Name, Vorname>

Nachname (surname), Vorname (first name)

TT. MM. JJJJ, Ort

Geburtsdatum (date of birth), Geburtsort (place of birth)

Die Hochschule Anhalt
Fachbereich

<Fachbereichsname deutsch>

verleiht aufgrund der
bestandenen Bachelorprüfung im Studiengang

<Studiengangsname deutsch>

den Bachelorgrad
Bachelor of XX (B.Xx.).

Anhalt University of Applied Sciences,
Department of

<Fachbereichsname englisch>

has awarded the academic degree of
Bachelor of XX (B.Xx.).

after the successful completion of examinations
following a course in

<Studiengangsname englisch>

Ort, TT. MM. JJJJ

(Siegel)

Dekan Prof. Dr. Vorname Name
Dean

Vorsitzender d. Prüfungsausschusses Prof. Dr. Vorname Name
Chair of the Examinations Committee



Hochschule Anhalt
Anhalt University of Applied Sciences

Zeugnis über die Bachelorprüfung Certificate of Examination for a Bachelor's Degree

<Name, Vorname>

Nachname (surname), Vorname (first name)

TT. MM. JJJJ, Ort

Geburtsdatum (date of birth), Geburtsort (place of birth)

hat im Fachbereich

<Fachbereichsname deutsch>

die Bachelorprüfung im Studiengang

<Studiengangsname deutsch>

in der Studienrichtung

<Studienrichtung deutsch>

bestanden.

has passed all examinations on the Bachelor's
Degree Program

<Studiengangsname englisch>

in the field of study **<Studienrichtung englisch>**

in the Department of

<Fachbereichsname englisch>

Gesamtnote der Bachelorprüfung X,y

Final Grade of Examination for a Bachelor's Degree

Credits CCC

ECTS A...E

(Siegel)

Ort, TT. MM. JJJJ

Dekan Prof. Dr. Vorname Name
Dean

Vorsitzender d. Prüfungsausschusses Prof. Dr. Vorname Name
Chair of the Examinations Committee

Pflichtmodule
Compulsory Modules

PM 1
CS 1

·
·

PM n
CS n

Credits
Credits

Noten
Grades

C

X,y

C

X,y

Wahlpflichtmodule
Elective Modules

WPM 1
ECS 1

·
·

WPM n
ECS n

C

X,y

C

X,y

Thema der Bachelorarbeit:
Subject of the Bachelor's Thesis:

Bachelorarbeit
Bachelor's Thesis

C

X,y

Kolloquium
Colloquium

C

X,y

Zusatzmodule
Additional Modules

ZM 1
AS 1

·
·

ZM n
AS n

C

X,y

C

X,y

Grading scale: very good (up to 1,5); good (1,6 - 2,5); satisfactory (2,6 - 3,5); sufficient (3,6 - 4,0)

s.a. successfully attended

ECTS: A (the best 10%), B (the next 25%), C (the next 25%), D (the next 30%), E (the next 10%)

Notenskala: sehr gut (bis 1,5); gut (1,6 bis 2,5); befriedigend (2,6 bis 3,5); ausreichend (3,6 bis 4,0)

e.t. erfolgreich teilgenommen

ECTS: A (die besten 10%); B (die nächsten 25%); C (die nächsten 30%); D (die nächsten 25%); E (die nächsten 10%); * (ECTS-Note kann nicht ausgewiesen werden, da die Mindestzahl der Absolventen noch nicht erreicht wurde.)

Bernburg
Dessau
Köthen



Anhalt University
Anhalt University of Applied Sciences

Diploma Supplement

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family Name / 1.2. First Name	«Name», «Vorname»
1.3 Date, Place of birth	«GebDatum», «GebOrt»
1.4 Student ID Number or Code	«Mtknr»

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of Qualification	Bachelor of XYZ (B.XYZ.)
2.2 Main Field of Study	«Stg_engl»
2.3 Administering Institution	Anhalt University of Applied Sciences, Department of «FB_engl»
2.4 Language of Instruction	German

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of Qualification	Bachelor
3.2 Official Length of Programme	XYZ years
3.3 Access Requirements	higher education

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of Study	full time
-------------------	-----------

4.2 Programme Requirements / Qualification Profile of the Graduate

In the Bachelor's Program for XYZ students are taught comprehensively in the study of the following disciplines: technical engineering, mathematics and the natural sciences in order to enable the graduates to operate scientifically and responsibly in their future professions. In particular, students will be put in a position to take into consideration new findings in engineering and life sciences and be able to apply the demands in commercial, ecological and safety related components in the pharmaceutical industry and its related industry sector. Students learn processes in production, development, operation monitoring, the selection of facility and equipment and the processes for the production of medicines, cosmetics and dietary supplements. The students possess a sound background in the basic knowledge and range of techniques in the above mentioned areas of competence which were obtained during team projects where students were encouraged to design, develop and operate facilities. In particular they are able to adjust to technological changes very quickly.

With this qualification students will have gained knowledge in the subject and have the necessary communication skills in order to:

1. apply their knowledge of processes in pharmaceutical technology and be able to integrate their ideas and problem solving skills
2. compile, assess and interpret relevant information

3. make sound decisions when discoveries are made which concern social, commercial, scientific and ethical issues
4. sustain the momentum of independent learn processes
5. formulate and argue professional opinions/criteria
6. be able to interact on a professional level with professionals and non-professionals
7. work on an interdisciplinary level and have the capability to take responsibility in a team.

4.3 Programme Details

See transcript for list of courses and grades as well as Certificate of Examination for a Bachelor's Degree for subjects offered in final examinations (written and oral), and topic of thesis, including evaluations.

4.4 Grading Scheme

- | | |
|---------------|---|
| 1.0; 1.3 | for "very good", an excellent performance, |
| 1.7; 2.0; 2.3 | for "good", a performance significantly exceeding the average requirements, |
| 2.7; 3.0; 3.3 | for "satisfactory", a performance fulfilling the average requirements in every respect, |
| 3.7; 4.0 | for "sufficient", a performance corresponding to the minimum requirements despite its deficiencies, |
| 5.0 | for "insufficient", a performance not fulfilling the requirements because of severe deficiencies. |

An ECTS grade according to the following system is additionally granted:

- | | |
|---|-------------------------|
| A | best 10 % |
| B | next 25 % |
| C | next 30 % |
| D | next 25 % |
| E | last 10 % of Graduates. |

4.5 Overall Classification

Based on Comprehensive Final Examination (Subjects offered in final examination, written and oral: **80 %**, thesis: **15 %**, oral examination/colloquium: **5 %**)

5. FUNCTION OF THE QUALIFICATION

5.1 Access to Further Study

Qualifies to apply for admission for Master Studies with specific additional requirements which may differ from institution to institution.

5.2 Professional Status

Graduates of the Bachelor's programme are competent in all aspects relating to the development of **XYZ**. This includes the right to hold the professional title of **XYZ**.

6. ADDITIONAL INFORMATION

6.1 Additional Information

no further information provided

6.2 Further Information Sources

About the institution: <http://www.xyz>

7. CERTIFICATION

This Diploma Supplement refers to the following documents:

Bachelor's Degree Certificate

Certificate of Examination for a Bachelor's Degree

«PruefDatum»

Certification Date

«name»

Chair of the Examinations Committee