

Hochschule Anhalt

**PROGRAM  
AND  
EXAMINATION REGULATIONS**

**for the  
Certificate Studies**

**ONLINE BRIDGING  
SEMESTER FOR  
GRADUATE PROGRAMS  
AND TRANSITION ONTO  
THE GERMAN JOB  
MARKET**

**ZOB**

**from 06-10-2020**

Pursuant to § 67 clause 3 No. 4 and 8, § 77 clause 2 No. 1, § 16 clause 2 and § 13 clause 1 of the Higher Education Act of the State of Saxony-Anhalt as amended on 14 December 2010 (GVBl. LSA No. 28/2010 p.600), last amended by Article 14 clause 15 of the Act of June 13, 2018 (GVBl. LSA p. 72, 118), the following Program and Examination Regulations were approved.<sup>1</sup>

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

**Appendices**

- Appendix 1: University certificate
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**Preamble**

The Anhalt University of Applied Sciences is now offering a one-semester online certificate program: *Online Bridging Semester for Graduate Programs and Transition onto the German Job Market*. This is an intensive preparatory course especially designed for students who would like to enroll in a master's degree program in Germany, in particular in a master degree program at the Anhalt University of Applied Sciences that is taught in English. The aim of the *Online Bridging Semester for Graduate Programs and Transition onto the German Job Market* is for students to acquire or improve their language skills in German as a foreign language, to familiarize themselves with the academic procedures and conventions at German universities and research institutions, to learn about the principles of international marketing and project management, and to participate in subject-specific modules.

The certificate course does not entitle a student to enroll in a master's degree program at Anhalt University of Applied Sciences. The certificate course is not a prerequisite for enrollment in a master's degree program at Anhalt University of Applied Sciences.

**§ 1**

**Scope and jurisdiction**

These regulations regulate the aims, content, procedure and structure of the Online Certificate Program *Online Bridging Semester for Graduate Programs and Transition onto the German Job Market* at Anhalt University of Applied Sciences. The Department of Computer Science and Languages issues the official certificates.

**§ 2**

**Admission requirements and starting the program**

(1) Pursuant to § 16 clauses 1 and 2 of the Higher Education Act of the State of Saxony-Anhalt, the admission requirement for the online certificate course is having obtained a university degree. Furthermore, Anhalt University of Applied Sciences current valid enrollment regulations (Immatrikulationsordnung der Hochschule Anhalt) apply for admission to the program. Special eligibility requirements can be stipulated for the certificate course. In this case, admission shall be based on an individual assessment procedure. The implementation of this procedure will then be regulated in a separate statute.

(2) Candidates must demonstrate at least a B2 knowledge level of English with an internationally recognized certificate, such as, TOEFL, TOEIC, IELTS or CAE.

(3) The program could possibly start in both the winter and summer semesters.

(4) Tuition fees apply for the certified program.

(5) There must be a minimum of 15 participants for the course to start.

### § 3

#### Examination objectives and aim and structure of the degree program

(1) The aim of the *Online Bridging Semester for Graduate Programs and Transition onto the German Job Market* is to provide students with a certificate of qualification with this online module that is designed to bridge the time-gap up to the start of the master's program and provides for the acquisition of ECTS (European Credit Transfer System). The online certificate program: *Online Bridging Semester for Graduate Programs and Transition onto the German Job Market* enables students to acquire or expand their knowledge of German, to acquire relevant university-level key competencies and where applicable, acquire initial professional knowledge needed for the upcoming master study program. In this way, students acquire a solid foundation that will promote the success of their upcoming master's degree in Germany, facilitate their entry into the world of work and enable students to begin their studies while still in their home countries.

(2) The online certificate course has a modular structure. A module is a content-related course where students are required to take an examination or submit some other type of verifiable course work. The course structure is listed in Appendix 2 of these regulations.

(3) For the successful completion of a module, credits are awarded according to the European Credit Transfer System (ECTS). The number of credits depends on the average amount of work involved for the respective module. A credit point, according to the European Credit Transfer System (ECTS), is equal to 30 hours academic workload (i.e. participation in courses, course preparation and follow up work, studying, preparation for examinations, course and examination results). Credits are awarded without the use of decimals. In this program, 30 credits are required which corresponds to a workload of 900 hours for the certified program. Appendix 2 specifies the modules to be completed, the workload, the requirements that are to be fulfilled and the associated credit points.

(4) Each module requires one examination; the examination results are issued with a university certificate. The purpose of the examination is to determine whether or not the student has grasped the fundamental concepts of the module's content and methods and whether or not the candidate is capable of independently applying the knowledge, skills and competences taught in the module. The grading is carried out according to the regulations stipulated in § 9.

(5) Modules can also be successfully completed without an examination, which must be documented by an ungraded assessment. In this case the grading is "passed" or "not passed".

(6) The online certificate program can also be completed without examinations or assessment course work; instead a certificate of attendance without credits will be issued.

### § 4

#### Outline of the program and its length

(1) All of the modules that are required for the *Online Certificate Program: Online Bridging Semester for Graduate Programs and Transition onto the German Job Market* can be completed in one semester.

(2) With the exception of the module "German as a Foreign Language", all modules are taught in English.

(3) The curriculum includes three compulsory modules and two elective modules. Compulsory modules are

modules that all students are required to take. Elective modules are modules on offer that students can select from the module-catalog. Students have to choose two of elective modules from the catalog (Appendix 2).

The range of elective modules is determined by the departmental committees before the start of every semester (see § 5 (2)).

### § 5

#### The Implementation of rules, examinations committee, examiners

(1) An academic program coordinator is in charge of the organization of the study program.

(2) The elective modules that can be selected for the *Online Bridging Semester* are determined by the academic program coordination in consultation with the departments and are published by July 15 for the winter semester and by January 15 for the summer semester.

(3) The examinations committee of the Department of Computer Science and Languages is responsible for organizing the examinations and the tasks specified in these Examination Regulations regarding the compulsory modules. The departmental examination committees offering the elective modules are responsible for organizing the elective module examinations. Coordination with the relevant departments is the responsibility of the academic program coordinator.

(4) The department's examinations committee appoints examiners and observers, or a board of examiners, which may consist of examiners and observers. Examiners are entitled to assess the examinations; the co-examiners have an advisory role. The examinations committee usually appoints the person who taught the module as the examiner. In the event of any deviations, the examinations committee will ensure that the students know the names of the examiners at the time of registration or when they are invited to the examination.

(5) In addition to professors, only persons according to § 12 (4) Saxony-Anhalt Higher Education Act (*Hochschulgesetz des Landes Sachsen-Anhalt*) may be appointed as examiners. Examiners and observers must at least have the qualifications that are being assessed during the examination or an equivalent qualification.

(6) The examiners will hold their examinations independently. The examiners and observers are obliged to maintain official secrecy.

### § 6

#### Types of examinations

(1) According to clauses 2 to 7, the following types of examinations are possible:

1. written examination conducted online (*Klausur*, clause 2),
2. oral examination conducted online (clause 3)
3. Term paper (clause 4),
4. Design concept /paper (clause 5),
5. Research presentation on an assigned topic (clause 6),
6. Presentation and colloquium (clause 7),
7. Project (clause 8),

(2) During a written examination conducted online (*Klausur*), students are required demonstrate that they are able to understand a problem and, find a way to solve it using a limited number of tools and aids within a limited amount of time. The time allowed for assessment of the examinations is regulated in Appendix 2. In the case of written examinations being conducted online, students must submit

a declaration that they have taken the examination independently and only with the permitted supplementary materials.

(3) During an oral exam conducted online, students are required to demonstrate that they have grasped the interrelationships of the subject matter being examined and are able to comprehend how specific questions in these contexts are connected and categorized. The main focus areas and the assessment of the examinations are to be recorded in an examination protocol.

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

(5) A design concept/paper should include the conceptual processing of a subject-specific or cross-module assignment with special emphasis on the planning-related aspects. Course work can also be done as an ungraded assessment for the mastering of tools and/or technologies etc. Students will then be able to demonstrate that they are able to use the above-mentioned resources to find a solution to specific tasks in the respective subject areas.

(6) A research presentation on an assigned topic is an independent analysis of a problem that includes the evaluation of any relevant literature, and relevant findings on the topic, which is then orally presented to the class and followed by a discussion.

(7) A presentation is a public representation and the results of work done by a student both verbally and visually. A subsequent discussion of the presentation is part of this type of examination. In the colloquium, the candidates will outline and defend their work, thereby respectively demonstrating their knowledge of the subject they are being examined on. The colloquium type of examination is conducted as an oral examination and can be combined with a presentation, in which case it is assessed together with the presentation.

(8) The goal of student projects done under supervision and independently organized in small groups, is to analyze and solve actual professional problems students would encounter in professional practice.

(9) Appropriate types of examinations can also be done in the form of group work. 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 clauses 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 have more than three students.

(10) If the student cannot or can only partially take part in the prescribed examination because of 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 examinee will have to submit an application to the examinations committee requesting the above.

## § 7

### Examination registration, procedure and cancellation of testing and withdrawal from examination decisions

(1) 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 days before the examination date. Section 8, clause 1 applies if a de-registration has not been recorded.

(2) Admission to compulsory or elective modules can depend on whether or not a student has completed the examination prerequisites. 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 Student Records on at least the tenth calendar day before the examination date.

(3) 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/her from taking an examination, the student has the right to take the examination only during the next time the examination is held.

(4) The examination committee 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 doctor, the examiners can request that the examinations committee withdraw the results of the examination. If the request is granted, the examinations committee must fix a new date for the examination.

## § 8

### Absence, withdrawal, deception, breach of regulations

(1) An examination is considered to have been taken and graded as "failed" if students

- fail to take an examination for which they have registered without reasons accepted by the examinations committee,
- withdraw from the examination after it has begun,
- fail to take a written examination or an examination according to § 6 within the given processing time.

(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 deception (e.g. plagiarism, incorrect citations) or the use of material not permitted, 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 examiners. Students committing a breach of examination regulations can be disqualified from the examination by examiners. In this case, the respective examination is assessed as "failed". The reasons for disqualification shall be recorded. Otherwise, § 10 clause 1 shall apply.

(4) Minor mistakes made during the examination, such as, typing errors are not regarded as a regulation breach. 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 that is not permitted etc. may result in the work not being accepted by the person authorized to conduct the examinations. Anything that has been deemed unacceptable has to be recorded within a period of four weeks after the submission date.

**§ 9**  
**Types of examinations**  
**How the module grades are calculated**

(1) In the case of written examinations, the individual examination results are generally announced within a period of four weeks after the end of the module block, in compliance with data protection regulations.

(2) The following grades <sup>2</sup> are to be used for assessment:

1.0 1.3	as "very good"	- Excellently achieved results,
1.7, 2.0; 2.3	as "good"	- results which considerably exceed the average requirements,
2.7, 3.0; 3.3	as "satisfactory"	- results which meet the average requirements,
3.7, 4.0	as "sufficient"	- results which despite their weaknesses meet the minimum requirements,
5.0	as "failed"	- Results which due to significant deficiencies do not meet the requirements.

(3) The examination has been passed if it has been assessed with "sufficient" or above. If two or more examiners assess an examination and both examiners have assessed the examination with at least a "sufficient" 4.0, the examinee has passed the examination. If the examination is assessed by two or more examiners, then the grade of the examination is calculated based on the average of the two individual grades.

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

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

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

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<sup>2</sup>The assessment should be done according to the following scale:

1.0 = at least 95 percent  
1.3 = at least 90 percent  
 1.7 = at least 85 percent  
 2.0 = at least 80 percent  
2.3 = at least 75 percent

**§ 10**  
**Re-sitting examinations and ungraded assessments**

(1) Failed examinations can be repeated once. As a rule, any re-take of an examination has to be assessed by 2 examiners according to § 5, clause 4.

(2) It is not permitted to re-take a passed module examination or a passed ungraded assignment.

(3) The type of examinations as described in § 6 clause 1 is usually not changed in case of re-takes.

**§ 11**  
**Certificates and certified statements**

(1) Upon successful completion of the online certificate course, students will be issued with a certificate in accordance with Appendix 1. The certificate contains all of the results as shown in Appendix 2 as well as the credits earned.

(2) When a student leaves the university upon request, a certificate will be issued stating the grades for the credits earned and any examination results. Once all the academic assessments have been entered in the examination portal, students can download their certificate themselves.

(3) Any illegitimate university certificates are to be recalled and replaced by a legitimate certificate or by a certificate according to clause 2.

**§ 12**  
**Invalidity of an examination**

If the conditions pertaining to the admission regulations for an examination were not fulfilled and this was not due to a student's intention to deceive, and it becomes known only after the certificate has been issued, this oversight is remedied by granting a passing grade. 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 (*Verwaltungsverfahrensgesetz für das Land Sachsen-Anhalt*). Before such a decision is made, the student involved will be given the opportunity to discuss the matter with the examinations committee.

**§ 13**  
**Access and review of examination documentation**

After the completion of each module examination, students shall have access and the right to inspect their written examinations including all remarks made by the examiner. The application for access and inspection must be made no later than three months after the examination results were announced. The first examiner determines where or on which online medium the inspection takes place.

2.7 = at least 70 percent  
 3.0 = at least 65 percent  
3.3 = at least 60 percent  
 3.7 = at least 55 percent  
4.0 = at least 50 percent  
 5.0 = < 50 percent

#### § 14

##### **Incriminating administrative decisions, appeals procedure**

(1) An incriminating administrative decision (a rejection), in particular, pursuant to §§ 8 and 10 of these regulations has to be substantiated in writing, furnished with instructions on the available legal remedies, and announced.

A student can file an objection appeal regarding such decisions to the examinations committee within a period of one-month after being notified of the decision.

(2) The examinations committee will decide on the objection. If the objection concerns an assessment, the examinations committee reviews the matter in accordance with clause 3.

(3) If the objection concerns an assessment, the examinations committee will forward the objection to the first examiner for review. If a grade is changed in accordance with the objection that has been made, the examinations committee will rectify 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 extraneous factors.

(4) The objection will be decided on within an appropriate period of time. Should the objection not be remedied, the decision has to be substantiated, furnished with instructions on the available legal remedies, and delivered.

#### § 15

##### **When the Program and Examination Regulations will come into effect**

(1) These regulations will come into effect once the President of Anhalt University of Applied Sciences has approved them.

(2) They have been issued on the basis of the resolution made by the Department Council of the Department of Computer Science and Languages on June 10, 2020 and by the Anhalt University Senate on July 15, 2020 and with the approval made by the President of Anhalt University of Applied Sciences on July 15, 2020.

(3) Published in *Ämtliches Mitteilungsblatt der Hochschule Anhalt* (Official Bulletin of Anhalt University of Applied Sciences) No. 84/2020.

Köthen, July 15, 2020

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

Appendix 1



Bernburg  
Dessau  
Köthen

Hochschule Anhalt  
Anhalt University of Applied Sciences

# University Certificate

**<Name, Vorname>**

Nachname (surname), Vorname (first name)

**TT.MM.JJJJ, Ort**

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

has successfully completed the

Certificate Studies  
**Online Bridging Semester  
for Graduate Programs and  
Transition onto the German  
Job Market**

with 30 credits.

Ort, TT.MM.JJJJ

( S i e g e l )

\_\_\_\_\_  
Chairman of the examinations committee, Prof. Dr. Firstn. Name

	Grades	Credits	
		Credits	Grades
<b>Compulsory module</b>			
<b>Compulsory Subjects</b>			
German as a Foreign Language		10	X,y
Soft skills (Studying in Germany, academic conventions, scientific writing etc.)		5	X,y
International Marketing		5	X,y
<b>Elective module</b>			
<b>Electives to be chosen from the compulsory subjects</b>			
Elective module 1 Elective to be chosen from the compulsory subject 1		5	X,y
Elective module 2 Elective to be chosen from the compulsory subject 2		5	X,y
<b>Additional module</b>			
<b>Additional Subjects</b>			
Additional module 1 Additional subject 1		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

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

Has successfully participated

Appendix 2:  
Curriculum and examination schedule

Module	Semester weekly hours (15 weeks)	examination prerequisite	Type of examination	Length of examination	Credits
<b>Compulsory modules</b>					
German as a Foreign Language	10	LNW, TN 80	K	90 min	10
Soft skills (studying in Germany, academic conventions, scientific writing etc.)	4	LNW	B		5
International Marketing	4	LNW	K	90 min	5
<b>Total credits: compulsory modules</b>					<b>20</b>
<b>Elective modules (2 are to be chosen from the catalog)</b>					
Elective module 1					5
Elective module 2					5
<b>Total credits: elective modules</b>					<b>10</b>
<b>Total number of credits required for the certificate program</b>					<b>30</b>

Catalog of elective modules  
(is updated before the beginning of each semester)

	Semester weekly hours (15 weeks)	Examination prerequisite	Type of examination	Length of examination	Credits
<b>Elective modules</b>					
Solar System Applications	5	LNW	K/M	120/30 min	5
Pharma Biotechnology	4		M	30 min	5
Design Research – Theory and Methods	4	TN80	H		5
Theory of Monumental Heritage (H 1.1)	4		H		5
Theory of Architecture I (H 1.2)	4		H		5
International Human Resource Management	3		P	20 min	5
Corporate Project Management I	3	LNW	PRO		5

Module completion:	K	Written examination (Klausur)
	M	Oral examination
	PRO	Project
	H	Term paper (Hausarbeit)
	E/B	Design concept/paper
	R	Research presentation on an assigned topic
	P	Presentation
	C	Colloquium
	OP	Module completion without examination/grades
	Examination prerequisite:	LNW
TN 80		Proof of attendance 80%