

Fourteenth amendment to the examination regulations for the single-subject and dual-subject Bachelor's degree programmes at the University of Oldenburg (BER)

dated 08/07/2020*
- Unofficial version -

The University of Oldenburg has adopted the following fourteenth amendment to the examination regulations for the single-subject and dual-subject Bachelor's degree programmes at the University of Oldenburg (BPO) dated 10 September 2019 (official notice 074/2019, corrected in official notice 002/2020), in accordance with Sections 41.1.2 and 44.1.2 of the Lower Saxony Higher Education Act (NHG) dated 26 February 2007 (in the Lower Saxony Law and Official Gazette, p. 422), last amended on 15 December 2015 (in the Lower Saxony Law and Official Gazette, 2015, p. 384). It was approved by the Presidential Board on 9 June 2020 in accordance with Section 37.1.5b of the Lower Saxony Higher Education Act (NHG).

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*) There may be interim provisions for this version of the regulations, which may also affect you during the course of your degree programme. For more information, please read the official version of the regulations/amendments (Section II) in the Official Notices at: www.uni-oldenburg.de/amtliche-mitteilungen/

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Preamble

The University of Oldenburg is a traditional university. The collaboration of students and lecturers during courses and modules is an essential part of the degree programme, as it helps students to develop their academic discourse skills and cooperation skills. In order to do so successfully, students and lecturers must attend classes and lectures regularly and pay attention and be respectful to each other.

1

Learning outcomes

Bachelor's degree programmes are intended to provide students with necessary specialised knowledge, skills and methods, taking into account the requirements of the world of work, in such a way that they are able to carry out academic work and to form scientifically substantiated opinions or academic artistic or musical judgements, to critically reflect on academic findings and to act responsibly. Successfully completing a Bachelor's degree qualifies students for Master's degree programmes, as well as for roles in corresponding professional fields. Students also learn how to convey what they have learned in a way that is relevant to the subject and the target group.

2

Purpose of the examinations

(1) Taken together, all Bachelor's module examinations lead to the completion of the Bachelor's degree programme, which qualifies graduates for professional practice. The examination requirements ensure a high standard of education in view of the standard period of study and the curricula, which are geared to the requirements of professional practice.

(2) The purpose of the Bachelor's module examinations is to establish whether students have acquired the specialist knowledge, competences and skills necessary for the transition to professional practice or to a Master's degree programme, and are capable of working according to scientific principles and conveying academic or artistic subject matter.

3

University degree

After successfully completing the Bachelor's examination, the University of Oldenburg, through the responsible School, awards the degree of Bachelor of Arts (BA), the degree of Bachelor of Science (BSc) or the degree of Bachelor of Engineering (B.Eng.). Generally speaking, the degree of Bachelor of Arts (BA) is awarded for completing a degree programme in the humanities and the degree of Bachelor of Science (BSc) is awarded for completing a degree programme in the natural sciences, mathematics or computing science. Students who study subjects that lead to different degrees are generally awarded the degree of the subject in which the Bachelor's thesis was written. The Bachelor of Engineering is awarded for the single-subject Bachelor's degree programme in Engineering Physics. Further details are stipulated in the subject-specific annexes. After they have passed the appropriate examinations, the University of Oldenburg issues students a Bachelor's degree certificate (Annex 1), which can be issued in English upon request (Annex 1a).

4

Duration and scope of the degree programme, part-time study

(1) A Bachelor's degree programme must be completed in six semesters, i.e. three academic years (standard period of study).

(2) Students can apply to study part-time. In the case of part-time study, the standard period of study is extended accordingly. Part-time study is subject to the regulations governing part-time study at the University of Oldenburg.

(3) The courses offered and the examination requirements must be designed in such a way that students are able to successfully complete the course-related examinations within the standard period of study and to complete part of their studies at a university abroad.

5

Structure of the degree programme

The Bachelor's degree programme comprises 180 credit points and, depending on the chosen subject(s) and the provisions of the subject-specific annexes, is structured as follows:

a) Two subjects (60 credit points each), the area of specialisation (45 credit points) and the Bachelor's thesis module (15 credit points). The area of specialisation comprises 30 credit points for specialisation modules and 15 credit points for internships or training modules. The regulations for the subjects and the electives in the area of specialisation are outlined in the annexes to the area of specialisation (Annex 3 to 3e) and in the subject-specific annexes, depending on the learning outcomes;

or

b) One subject (90 credit points), an additional subject (30 credit points), the area of specialisation (45 credit points) and the Bachelor's thesis module (15 credit points). Paragraph a) sentences 2 and 3 shall apply accordingly;

or

c) One subject (120 credit points), the area of specialisation (45 credit points) and the Bachelor's thesis module (15 credit points). Paragraph a) sentences 2 and 3 shall apply accordingly.

or

d) One subject (132 credit points), the area of specialisation (33 credit points) and the Bachelor's thesis module (15 credit points). The area of specialisation comprises 18 credit points for specialisation modules and 15 credit points for internships or training modules. Paragraph a) sentence 3 shall apply accordingly.

6

Examining Board, Examinations Office

(1) At each School, an examining board is appointed to organise examinations and implement the tasks allocated by these examination regulations. Subjects that offer a single-subject Bachelor's degree programme may have their own examining boards. The voting members and deputy members of the Examining Board are appointed by the responsible School Councils. As far as possible, the Examining Board must include representatives of all subjects of the School for which it is responsible. The Examining Board consists of five members with voting rights, namely three professors or university lecturers, one representative of the academic staff and a student following the degree programme concerned. An employee from the Examinations Office must also attend examining board meetings as an advisory member.

The student member only has an advisory vote on the assessment and crediting of examination results. The Chair must be a professor or university lecturer. The Deputy Chair may be a professor or university lecturer or a representative of the academic staff.

(2) The responsibilities of the Examining Board are determined by the subject in which the Bachelor's thesis is to be written. If a student studies subjects from two Schools, then both examining boards must be involved in decision-making. Examining boards are responsible for ensuring that the relevant examinations and respective modules offered by the School are conducted. They are also responsible for ensuring that the legal provisions of the Lower Saxony Higher Education Act (NHG) and its examination regulations are complied with. The Examinations Office administers the examination records.

(3) Examining boards take decisions by a majority of valid votes cast. Abstentions do not count as votes cast. In the event of a tied vote, Chairs have the casting vote. Examining boards may take decisions if the majority of their members, including the Chair or Deputy Chair, are present. At least two of the members present must be professors or lecturers.

- (4) Members of the examining boards are appointed for a period of two years, with the exception of student members who are appointed for one year. The term begins on 1 April of each year.
- (5) Examining boards can adopt their own rules for procedures. Minutes must be taken at the examining board meetings. These minutes should record the main topics of discussion and the decisions taken by the examining board.
- (6) Examining boards may transfer powers, which can be revoked at any time, to the Chair or Deputy Chair. Chairs are supported by the Examinations Office in all administrative procedures ensuing from these examination regulations.
- (7) The members of examining boards have the right to visit examinations as observers.
- (8) Examining board meetings are not public. Members of the examining boards and their representatives are bound to secrecy concerning their office. Insofar as they are not in public service, they are obliged to secrecy by the Chair.
- (9) Examining boards can rule that decisions and other measures taken in accordance with these examination regulations are to be announced within the university. In doing so, data protection regulations must be observed.

7

Examiners and co-examiners

- (1) Module examinations are assessed by subject specialists who are qualified and competent in the subject covered, and are members of the teaching staff at this or another university. Professors, junior professors, academic and artistic staff, teaching staff appointed to carry out special tasks, visiting lecturers and lecturers can be appointed as examiners. Examinations may be assessed by retired professors or professors who have dispensation. Subject to the approval of the responsible examining board, individuals with experience in professional practice and education may also be appointed as examiners.
- (2) The responsible School Council grants entitlements to assess module examinations or subject areas to be examined. The responsible School Council must keep up-to-date lists of examiners. Students are informed of the names of the examiners via module descriptions.
- (3) Only persons who hold at least an academic university degree (Master's, Diplom, Magister, State Examination) or an equivalent qualification may be appointed as examiners. Students may not be appointed as examiners.
- (4) Co-examiners may be invited to attend oral examinations, but they do not have the right to assess the examination or ask questions. Co-examiners must have a qualification that is at least equal or equivalent to the qualification established by the examination. Students may only be appointed as a co-examiner if they are employed by the university.

8

Accreditation of study periods and examination components

(1) Periods of study that include vocational activities and examination components in the same or a related degree programme at a university or equivalent institution for higher education in Germany or another European country will be recognised without a special equivalence assessment.

(2) Periods of study that include vocational activities and examination components within a different degree programme will be recognised at the request of the student insofar as there are no fundamental differences regarding the acquired skills. The overall situation must be taken into account when deciding whether periods of study are to be credited. The level, scope, quality, profile and learning results must be assessed. Fundamental differences must be verified by the university. For clarification of the factual and legal situation, information can be obtained from the Central Office for Foreign Education (Information portal for the recognition of foreign educational attainments, anabin). Different rules concerning credit points based on agreements with foreign universities will remain unaffected.

(3) Knowledge, skills and competences acquired outside of university degree programmes may be accredited upon request, provided they are sufficiently proven and that the content and level thereof are equivalent to the competence objectives of the modules to which they are to be accredited. It is also possible to partially accredit further, and advanced qualifications based on quality-assured equivalence assessments.

Up to 50% of the credit points for each subject as well as up to 15 credit points for the specialisation modules may be awarded in this manner. If it is not possible to sufficiently determine the equivalence of the knowledge, skills and/or competences with regard to the relevant competence objectives on the basis of the evidence submitted, an appropriate and reasonable review of the knowledge, skills and/or competences to be accredited can be carried out by a module coordinator, typically lasting 15 to 20 minutes, with reference to the documents submitted. The review can cover several modules if the student has requested that knowledge, skills and/or competences be accredited for several modules that are related in terms of content.

(4) Where examination components are recognised, the grades are adopted – insofar as the grading systems are comparable. Grades awarded in a non-comparable grading system are converted according to the Bavarian formula, unless otherwise determined by the Examining Board. Section 13.3 shall apply accordingly. If it is not possible to convert examination components achieved elsewhere, the assessment will be graded as a pass, notwithstanding the provisions of Section 13. Recognised examination components will be included in the transcript.

(5) The competent examining board is responsible for deciding on the recognition of previous results at the request of the student. The examining board may delegate decision-making powers to a subject representative of that subject who then assesses the merits of the request to recognise previous results obtained in that subject. Section 6.4 shall apply accordingly.

9

Admission to modules and module examinations

(1) Students are entitled to study a module if they are enrolled in the respective Bachelor's degree programme at the University of Oldenburg or are obliged to take the module in question on the basis of an ancillary clause in a letter of acceptance or another administrative act, as long as the grounds for exclusion specified in Section 21.3(3) do not apply. Students at the University of Bremen are entitled to take modules if these have been included in the list of courses offered in the relevant subject at the University of Bremen.

(2) Students can apply to take module examinations in writing or electronically. Such requests must be made in good time before the date on which the examination is to take place. Students must register for written examinations at least one week before the examination is scheduled to take place. Students may withdraw from a written examination without stating reasons up to one week before the date on which the examination is scheduled to take place. After that, withdrawal is only possible if valid reasons are given and accepted.

(3) The examinations pertain to the modules and are held during the study programme. They must be held after the end of the courses taught in a semester. They must be sat at the end of the semester in which the last class or lecture of a module is offered.

(4) As a rule, module examinations are assessed by one examiner. At the request of the student, final results that may lead to the student definitively failing the Bachelor's examination shall be assessed by two examiners. The student must be informed accordingly.

(5) Subject to the approval of the relevant academic commission, it may be stipulated in the annexes to these examination regulations that admission to a module examination or the awarding of credit points may be subject to the student's regular attendance at and/or active participation in one or more module activities, insofar as attendance or active participation is required in order to achieve the learning outcomes of the class/lectures. These classes/lectures must convey the material in a practical and descriptive way or through dialogue between students and lecturers. Students do not receive an individual grade for active participation, unlike other assignments and examinations which are required as part of a course. Provisions must be included in the annexes to these examination regulations which guarantee the transparency and binding nature of the criteria and requirements for the fulfilment of active participation and/or regular attendance.

(6) Subject to the approval of the relevant academic commission, permission to participate in a particular module may be subject to the student having successfully completed one or more other modules. This provision will be included in the annexes to these examination regulations. In exceptional and justified cases, the module coordinator may permit a deviation from the above provision. More information can be found in the annexes to these examination regulations.

10

Structure and content of the modules

(1) The annexes to these examination regulations specify which and how many modules are offered as compulsory, compulsory elective, or elective modules. The Bachelor's thesis module is a compulsory module. In the area of specialisation, no compulsory modules are offered, with the exception of the internships and training modules.

(2) As a rule, modules last one to two semesters.

(3) When the curriculum is announced, descriptions will be made available for each module. The module descriptions include the formal and content-related specifications for the modules and examinations as well as the names of the module coordinators, examiners and co-examiners. The formal specifications include, in particular, the type and number of classes and lectures, the type and scope of module examinations and the distribution of the average workload between attendance and independent study. As a rule, a module coordinator may be any full-time lecturer with a PhD at the University of Oldenburg or a university that is affiliated with the University of Oldenburg through a collaboration agreement.

(4) Once the curriculum has been announced, in exceptional cases and with sufficient reason, it is possible to deviate from the type and number of classes and lectures as well as the type and number of module examinations stated in the module descriptions in the appendices to these examination regulations, subject to the approval of the respective academic commission.

11

Types of module examinations

(1) A module is successfully completed with an examination or through active participation. A maximum of one examination is held per module. In justified cases and with the approval of the academic commissions and the School Councils, deviations from this can be stipulated in the annexes to these examination regulations. In justified cases, several modules can also be completed by conducting a joint examination. The type and scope of the module examinations are laid down in the annexes to these examination regulations. Module examinations may take the following forms:

1. Written examination (11.4)
2. Oral examination (11.5)
3. Formal presentation (11.6)
4. Seminar paper (11.7)
5. Practical examination (11.8)
6. Practical exercise (11.9)
7. Seminar paper/assignment (11.10)
8. Portfolio (11.11)
9. Internship report (11.12)
10. Other types of examination (11.13)

(2) Module examinations in the form of group work are permitted. The scope and duration of an examination must be adjusted accordingly. In that case, the examination component to be assessed for each individual student must meet the requirements set for the examination as well as being clearly defined and assessable as an individual examination component, for example based on chapters, page numbers or other objective criteria.

(3) The type of examination must be appropriate for the competences taught in the module. The assessment of an examination component must be substantiated by referring to the considerations on which the assessment was based.

(4) In a written examination, the student must show, under supervision, that they can complete an assignment in a limited period of time, with the resources provided and using the applicable methods for the subject area. In a written examination based on the multiple-choice method, the student has to solve written tasks under supervision. As a rule, the tasks are designed by two examiners of the module. The assessment criteria, including the pass mark, are set by the examiners. The assessment criteria for each question and the grading scale must be indicated on the exam paper.

(5) An oral examination is a discussion between students and examiners on a specific subject area for a specified period of time. The main subjects of the examination and the assessment/grading of the examination component must be recorded in a report. Students wishing to take the same examination in one of the two following examination periods, as well as other members of the university with a legitimate interest, are allowed to attend oral examinations as a listener, providing there is sufficient space, and the examination candidate agrees to this. This does not extend to the consultation phase or the announcement of examination results to the examination candidate.

(6) A formal presentation consists of an independent analysis of a problem from the context of the classes/lectures within the module, including and evaluating appropriate literature, as well as the presentation of the work and the communication of the results in the presentation and the subsequent discussion. In addition to the presentation, a written elaboration may be required.

(7) A seminar paper is an in-depth written assignment, which students complete on their own, that is either of an interdisciplinary nature or specific to their degree programme.

(8) A practical examination generally involves the demonstration of practical artistic, practical textile, practical sports or instrumental or vocal skills in the form of documentation, reflection and presentation.

(9) A practical exercise consists of a series of practical experiments, exercises or programming tasks with written reports (e.g. test records). In accordance with the annexes to these examination regulations, a minimum attendance and short oral examinations may be required, whereby the provisions of paragraph 4 do not apply to short oral examinations.

(10) A seminar paper is an experimental, documentary, representational or practical academic assignment (project).

(11) A portfolio comprises a certain number of interrelated assignments. The criteria for the portfolio must be laid down in the annexes to these examination regulations. Taken

together, the portfolio assignments may not exceed the standard scope of examination components pursuant to Section 11.1 paragraphs 1 to 7. Portfolios are assessed as a whole.

(12) An internship report consists of written documentation of assignments completed during an internship and includes a critical evaluation that clearly shows how the assignments were carried out. A final oral presentation may also be required. More information can be found in the annexes to these examination regulations.

(13) Other types of examinations are also possible in addition to the above-mentioned module examinations if provided for in the annexes to these examination regulations.

(14) A module can be completed based on active participation instead of an examination if the annexes to these examination regulations provide for this.

(15) The annexes to these examination regulations may stipulate that a grade awarded for a passed module examination can be improved by bonuses.

Bonuses are course-related examination components as described in Section 11 for the portfolio. It must be possible to achieve the highest grade without bonuses. The criteria for bonuses must be laid down in the annexes to these examination regulations.

11a

Special arrangements to compensate for disadvantages

If a student demonstrates that they are unable to take module examinations in the prescribed form, either entirely or in part, due to prolonged illness or permanent physical circumstances (e.g. a disability) or on the basis of protective provisions of maternity leave, or on account of having to look after a close relative or their own child, the Examining Board must allow the student to take examinations in another equivalent form or with a corresponding extension of the time available. The student may be required to submit a medical certificate.

12

Credit points

(1) Credit points are awarded on the basis of the successful completion of a module in accordance with Section 11.1. They reflect the average workload in time, including the attendance of classes and lectures, which is required to achieve the learning outcomes of the module. One credit point corresponds to an average of 30 hours of studying. The allocation of credit points to the module examinations and the Bachelor's thesis is specified in the annexes to these examination regulations.

(2) 30 credit points are allocated per semester. A module will not usually encompass fewer than 6 or more than 15 credit points.

(3) The Examinations Office keeps a credit point account for each student. Students can view the state of their credit point account subject to the organisational and data protection regulations.

13

Assessment of the module examinations and the Bachelor's thesis

(1) Each module examination, each assessed component of a module and the Bachelor's thesis are assessed and, as a rule, graded in accordance with Section 13.2. Students pass a module examination if they attain at least a 'sufficient'. The assessment must be made and communicated to the Examinations Office by the examiners within five weeks. Module examinations or partial module examinations may remain ungraded if this is stipulated in the annexes to these examination regulations. If an examination component is not graded, it must be assessed as a pass or a fail.

(2) The following scale must be used for grading:

1 = very good	an outstanding performance
2= good	an above-average performance
3 = satisfactory	an average performance in all respects
4= sufficient	a performance which, despite its shortcomings, meets the minimum requirements
5 = fail	a performance that does not meet the requirements due to notable shortcomings

For a differentiated assessment, grades may be rounded up or down by 0.3 (the grades 0.7, 4.3, 4.7 and 5.3 are not permitted).

(3) If a module examination consists of multiple partial examinations, the overall module grade is the weighted arithmetic average of grades for the partial examinations. If there are no specifications in the annexes to these examination regulations regarding the weighting of partial examinations, the partial examinations are weighted in equally. If an examination is assessed by several examiners, sentence 1 shall apply accordingly.

The grades are as follows:

for an average of up to 1.50	very good, for an average of over 1.50 and up to 2.50
	good,
for an average of over 2.50 and up to 3.50	satisfactory, for an average of over 3.50 and up to 4.00 sufficient,
for an average of over 4.00	fail

When calculating the grade in accordance with sentence 1, only the first two decimal places after the decimal point are taken into account; other places are deleted without being rounded up or down.

(4) The subject grade or grades and the grade for the area of specialisation are calculated as the arithmetic average of all grades of the corresponding module examinations, weighted by the credit points. Section 13.3 shall apply accordingly. Section 24.2 must be observed when determining the subject grade or grades and the grade of the area of specialisation.

(5) The overall grade for the Bachelor's examination is calculated as the arithmetic average of the subject grade or grades, the grade of the area of specialisation and the Bachelor's thesis, weighted by the credit points. Section 13.3 shall apply accordingly. Section 24.2 must be taken into account when determining the overall grade.

(6) The overall grade is classified as 'a distinction' if the overall result is between 1.00 and 1.10.

(7) The overall grade is supplemented by an ECTS grade (ECTS = European Credit Transfer and Accumulation System), which reflects a relative assessment. The ECTS grade demonstrates how a student has performed in relation to other students in the same degree programme. Successful students receive the following grades:

A	the top 10%
B	the next 25%
C	the next 25%
D	the next 25%
E	the next 10%

(8) The relevant overall grades awarded during the previous six semesters (cohort) before the date of the degree examination form the basis for the ECTS grade. An ECTS grade is issued if there are at least 30 graduates in the cohort.

Good scientific practice

When submitting written work, including the Bachelor's thesis, students must give written assurances that they produced and designed the work independently without using any sources and aids other than those stated, and that they worked in accordance with the general principles of academic work and publications as laid down in the Principles for safeguarding good academic practice at the University of Oldenburg. For the Bachelor's thesis, this declaration must be made under oath. Written examinations are exempt from this rule.

14

Absence, withdrawal and fraud

- (1) An examination component shall be deemed failed if the student, without valid grounds,
 1. fails to appear on the date of an examination (e.g. written examination, oral examination, formal presentation, presentation),
 2. withdraws after the start of the examination, or
 3. does not resit an examination component within the designated time limit.

- (2) The Examining Board must be notified without delay of any valid reasons for withdrawal or absence, in writing and together with satisfactory evidence. Otherwise, the examination component concerned will be assessed as a fail. De-registration and a leave of absence are not considered valid reasons. In the event of illness, a medical certificate must be submitted. If the reason or reasons given are accepted, a new date will be set. As a rule, this will be the next regular examination date. In this case, examination results already obtained will remain valid.

- (3) If a student attempts to influence the result of their performance in a module examination by means of fraud or by using unauthorised means, the examination will be graded as a fail. Individuals who have violated the examination regulations may be barred from continuing the examination component concerned. In that case, the examination component in question will be graded as a fail. Before a decision is taken by the Examining Board in accordance with sentences 1 and 2, the student will have the opportunity to be heard.

The student may continue to qualify for the examination until the Examining Board has taken a decision, unless the invigilator decides that temporary exclusion of the student is necessary for the proper conduct of the examination. The Examining Board may decide that the student may retake the module in which the fraud or attempted fraud took place; however, the number of resits may be reduced in deviation from Section 15 of these regulations. In serious cases of fraud, the Examining Board may bar the student from the examination procedure. In repeated cases of fraud, the student will, as a rule, be barred from continuing the examination procedure. In such instances, the student is deemed to have irreversibly failed the programme's Bachelor's examination.

- (4) If the deadline set in writing by the Examinations Office for an examination component is not met, and no valid reasons are given, that component will be assessed as a fail. Sentences 1 to 4 of Section 14.2 shall apply accordingly. In cases in which there are valid reasons for not meeting a deadline, the Examining Board will decide whether the deadline for the component can be extended accordingly or whether a new assignment can be set, taking into account the principles of equal opportunity and the precedence of academic achievements over compliance with procedural rules.

15

Resits of module examinations, free attempt

(1) Failed module examinations may be retaken twice. A module examination may also be repeated in a form other than that originally intended, provided that this is provided for in the annexes to these examination regulations and is announced in the module description. Resitting an examination may require the student to take a course or module again, provided that this is necessary in order to achieve the objective of the course or module. If a module examination in a compulsory module counts as or is assessed as a fail after the second resit, the student is deemed to have irreversibly failed the programme's Bachelor's examination. The Bachelor's examination is also deemed to be irreversibly failed if a total of three compulsory elective or elective module examinations have not been passed after exhausting all resit options in a subject and in the area of specialisation.

(2) First resits shall be offered in during the semester following the regular date at the latest.

(3) In the event of failure to pass the first resit, students have the right to make use of subject-related study counselling in the compulsory and elective areas.

(4) Any unsuccessful attempts to take an examination in the same or a related course of study or in one of the chosen subjects at another university or an equivalent higher education institution in the Federal Republic of Germany or another European country shall be counted towards the opportunities to resit examinations pursuant to Section 15.1. The same applies to unsuccessful attempts to take an examination in the same compulsory module as part of another degree programme at the University of Oldenburg.

(5) Within the standard period of study, examinations taken and already passed on the first possible date can, upon request, be retaken once within one year as a free attempt to improve grades. In each case, the best result counts. If no date is offered in that year, the next possible date will apply. Similarly, examinations that have not been passed on the first possible date within the standard period of study may, upon request, be deemed not to have been taken (free attempt). Certain types of examinations or modules may be exempted from this rule in the annexes to these examination regulations.

Students are not entitled to a free attempt or a free attempt to improve their grade in the case of resits. It is possible to limit the number of free attempts by specifying this in the annexes to these examination regulations. Sections 15.1 and 15.4 apply accordingly.

In the case of Section 14.3, a free attempt will not apply.

16

Academic transcripts and certificates

(1) An academic transcript (Annex 2) must be issued as soon as the student has successfully completed the Bachelor's examination. The date shown on the transcript is the date on which the last examination was passed. The transcript is accompanied by an overview of the module examinations passed (Transcript of Records) and a Diploma Supplement in English. Upon request, the transcript will also be issued in English (Annex 2a).

(2) If the Bachelor's examination has been irreversibly failed, the Chair of the Examining Board will issue a document to this effect.

(3) If a student leaves the University or switches to a different degree programme, a certificate will be drawn up, upon request, that shows the examination components passed and the grades and credit points obtained. If Section 16.2 applies, the certificate will be issued automatically; it will also state that the Bachelor's examination has been irreversibly failed.

17

Invalidity of examination results

(1) If a student has committed fraud during an examination and this does not become known until after a transcript has been issued, the Examining Board may adjust the grades retroactively for the examinations concerned and declare the examination totally or partly failed. Section 14.3 shall apply accordingly.

(2) The incorrect transcript will be revoked and replaced by a correct transcript or certificate; if necessary, the student may be required to resit the respective examination. If an incorrect transcript is to be revoked, the Bachelor's degree certificate will also be revoked if the examination is graded as a fail on the grounds of fraud.

18

Access to examination records

Upon request, after completing a module examination, the student is entitled to view the written examination papers, the examiner's comments and the examination records. Such a request must be submitted to the Examining Board within one year of the announcement of the grade, the issuing of the transcript or the notification that the student has irreversibly failed the examination.

If the student is offered a date to view a written examination, this should be given priority. In this case, the submission of a request is not required.

19

Appeal procedure

(1) Students may lodge an appeal with the responsible Examining Board, within one month of having access to their records, against decisions concerning examination grades in accordance with Section 68 ff of the Administrative Procedures Code (VwGO; Verwaltungsgerichtsordnung).

(2) Before taking a decision, the Examining Board will inform the examiner of the appeal so that they can review the grading. If the examiner changes the grade as a result of the appeal, the Examining Board will uphold the appeal. Otherwise, the Examining Board will review the decision on the basis of the examiner's opinion to see whether:

1. the examination was conducted in a proper manner,
2. the grading was based on incorrect information,
3. general marking principles were adhered to,
4. an acceptable solution substantiated by consistent and sound arguments was judged incorrect,
or
5. the examiner was influenced by irrelevant considerations.

The same applies if an appeal is lodged against an assessment by more than one examiner.

(3) The Examining Board will issue its decision on the appeal within one month. If the Examining Board does not uphold the appeal or if the prerequisites for reassessing or retaking the examination component are not met, the responsible School Council will take a decision on the appeal. An appeal procedure cannot lead to the examination grade being lowered.

20

Scope of the Bachelor's examination

The Bachelor's examination consists of the module examinations in the chosen subject or subjects and the module examinations in the area of specialisation, including internships, as well as the Bachelor's thesis module.

21

Admission to the Bachelor's thesis phase

- (1) To be admitted to the Bachelor's thesis phase, students must have obtained at least 120 credit points. The subject-specific annexes may stipulate that a certain number of credit points must have been acquired in the subject in which the Bachelor's thesis is to be written or that certain modules must have been passed. Regardless of the provisions in the subject-specific annexes, students must have completed the respective core curriculum in a subject worth 60 or more credit points.
- (2) Students must submit the following documents when applying for admission to the Bachelor's thesis phase:
 - a) a proposal for the topic of the thesis,
 - b) a proposal for the two examiners,
 - c) proof of having fulfilled the special requirements in accordance with the subject-specific annexes, and
 - d) a declaration of whether a Bachelor's examination or parts of such an examination or another examination in one of the chosen subjects at a university or equivalent institution for higher education in the Federal Republic of Germany or another European country have been irreversibly failed or whether the student is currently involved in an examination procedure.
- (3) The Examining Board decides on admission. Admission will be denied if:
 1. the admission requirements are not met,
 2. the documents provided are incomplete, or
 3. the Bachelor's examination or another examination in one of the chosen subjects has been irreversibly failed within the same degree programme at another university or equivalent institution for higher education in the Federal Republic of Germany or another European country.

22

Bachelor's thesis module

- (1) The Bachelor's thesis must show that the student is capable of independently working on a problem from one of the chosen subjects, within a set period of time and according to academic methods. The Bachelor's thesis is to be written in one of the two subjects or as an interdisciplinary thesis that covers both subjects if the student has decided to structure the degree programme in accordance with Section 5 a); in a cooperation subject if the student is following a degree programme offered in cooperation with the University of Bremen; in the subject in which 90 or 120 credit points are obtained if the student has decided to structure the degree programme in accordance with either Section 5 b) or c) respectively. The topic and assignment of the Bachelor's thesis must correspond to the purpose of the examination (in accordance with Section 2.1) and the period of time allowed for the thesis (Section 22.5). The nature and scope of the assignment must be established when the topic is assigned. The title of the Bachelor's thesis can be changed during the writing of the thesis in agreement with the first assessor, irrespective of the topic. The change must be noted in the records. The Bachelor's thesis may be completed as a group (maximum three people), unless the subject-specific annexes exclude this. In the case of group work, Section 11.2 shall apply accordingly.
- (2) The Bachelor's thesis is assessed by two examiners (first examiner and second examiner). The topic of the Bachelor's thesis can be set by any examiner pursuant to Section 7 of these regulations (first examiner). At least one examiner must

be a professor or private lecturer ('Privatdozent') in the relevant subject. Notwithstanding sentence 2, the responsible Bachelor's Examining Board may in individual cases allow the Bachelor's thesis to be assessed by two full-time lecturers who are not professors or private lecturers.

(3) The topic is determined by the first examiner following consultation with the student. The topic is considered approved once it has been signed by a professor.

If neither examiner is a professor, the topic is approved by the Chair of the Examining Board. The student is supervised by the first examiner while working on the Bachelor's thesis. Bachelor's theses written at an organisation outside of this university and supervised or assessed by an external examiner at the organisation in question require the approval of the Examining Board. Section 7 shall apply.

(4) Unless otherwise stipulated in the subject-specific appendices, the Bachelor's thesis must be written in German. Deviations from this rule are permitted with the agreement of the first examiner and the second examiner.

(5) The Bachelor's thesis module comprises a Bachelor's thesis with a workload of 12 credit points and an accompanying course with a workload of 3 credit points. The Bachelor's thesis must be submitted no later than four months after the assignment of the topic. Further details can be stipulated in the subject-specific annexes. The topic can be returned, without giving reasons, within the first month of the period of time allowed for the thesis. Returning the topic after this cut-off period is only possible if valid reasons are given and accepted.

(6) The Bachelor's thesis must be submitted to the Examinations Office by the deadline; the time of submission must be recorded.

(7) As a rule, the thesis will be assessed by the two examiners within six weeks of submission.

23

Resubmission of the Bachelor's

thesis

(1) If a Bachelor's thesis counts as or is assessed as a fail, students can resubmit the thesis once. A second resubmission is not possible. If a student has to resit the Bachelor's thesis, a Bachelor's thesis topic may only be changed if the original topic for the first attempt was not changed.

Section 15.1 sentence 3 shall apply accordingly.

(2) The new topic for the Bachelor's thesis must be assigned within an appropriate period, usually within three months after the first thesis was assessed.

24

Overall result

(1) Students pass the Bachelor's examination if they have obtained 180 credit points and completed all module examinations in their chosen subjects and in the area of specialisation, including internships, and the Bachelor's thesis.

(2) With the exception of the Bachelor's thesis, the worst module examination grades achieved by the student are not taken into account when determining the overall grade, up to a maximum of 18 credit points.

(3) Students may take examinations for elective modules other than those required for the Bachelor's degree programme, thereby exceeding the required 180 credit points (additional examination). Upon request, the results of additional examinations will be included in the transcript of records, which accompanies the academic transcript, but they will not be taken into account when calculating the final overall grade.

Amendments to these regulations

(1) Amendments to the general section of these regulations and to the annexes regarding the area of specialisation (Annexes 3 to 3e) shall be decided upon by the University Senate. Prior to the respective University Senate decision, the School Councils of all Schools involved shall be given the opportunity to comment. Amendments to Annexes 3 to 3e shall be proposed by the inter-school Academic Commission.

(2) Subject-specific annexes and amendments thereto shall be adopted by the School Council of the School responsible for the respective subject based on the proposal of the respective academic commission. Deviations from individual provisions of the general section of these regulations are only permissible if this is permitted in the provisions concerned.

Annex 1¹

Carl von Ossietzky Universität Oldenburg

- Fakultät -

Bachelorurkunde

Frau/Herr

.....

geboren am in

.....

hat den Bachelorstudiengang mit den Fächern

.....
.....

an der Carl von Ossietzky Universität

Oldenburg am mit der Gesamtnote
.....*)¹ erfolgreich abgeschlossen.

Ihr/Ihm wird der Hochschulgrad

Bachelor of Arts (B.A.)/
Bachelor of Science (B.Sc.)*²

verliehen.

Oldenburg, den

Siegel

.....
Die Dekanin/Der Dekan

.....
Die/Der Vorsitzende des
Prüfungsausschusses

*)¹ Notenskala: Mit Auszeichnung bestanden, sehr gut, gut, befriedigend, ausreichend

*)² Zutreffendes einsetzen

¹ Für den erfolgreichen Abschluss des Fach-Bachelor-Studiengangs Engineering Physics werden eine Bachelor-Urkunde und ein Bachelor-Zeugnis ausgestellt, die auf Grund der Kooperation mit der Fachhochschule Oldenburg/Ostfriesland/Wilhelms-haven, Fachbereich Technik, von den hier dargestellten Urkunden bzw. Zeugnissen abweichen.

Annex 1a

University of Oldenburg The School of

.....

Diploma

With this diploma, the University of Oldenburg awards

Ms / Mr

born in

the degree of Bachelor of Arts (B.A.) / Bachelor of Science (B.Sc.).*)₁

The abovenamed student has fulfilled the examination requirements for the Bachelor of

Arts / Bachelor of Science* degree programme in the subject areas and, with the overall grade₂ of.....

Oldenburg
Date issued

Official Seal

.....
The Dean

.....
Chair of the Examining Board

*)₁ select as applicable

₂ Grading scale: With Distinction, Very Good, Good, Satisfactory, Sufficient

Annex 2

Carl von Ossietzky Universität Oldenburg

- Fakultät -

Zeugnis

über den erfolgreichen Abschluss des Bachelorstudiengangs

Frau/Herr

.....

geboren am in

.....

hat den Bachelorstudiengang

.....

an der Carl von Ossietzky Universität Oldenburg am mit der Gesamtnote
..... *)₁ erfolgreich abgeschlossen.

Die Bachelorarbeit mit dem Thema

.....

wurde mit der Note *)₁ bewertet.

Fach	Note	Kreditpunkte
.....

.....
-------	-------	-------

Professionalisierungsbereich
------------------------------	-------	-------

Die beigefügte Liste der bestandenen Modulprüfungen mit Noten *)₁ ist Bestandteil dieses Zeugnisses.

Oldenburg, den

Siegel

.....
Die/Der Vorsitzende des Prüfungsausschusses

*)₁ Notenskala: sehr gut, gut, befriedigend, ausreichend und Zwischennoten

Annex 2a

University of Oldenburg

The School of

Academic Transcript

Ms / Mr

born in

has successfully completed the Joint Bachelor Programme at the University of Oldenburg, with the overall grade of.....1*

Subject of Bachelor's thesis:

Grade of Bachelor's thesis:.....1*

Subject of examination Grade Credit points

.....
.....
.....

A list containing the modules passed and results achieved as part of the examination is attached.

Oldenburg

Date issued

Official Seal

.....
Chair of the Examining Board

Please note: This is an unofficial translation provided for your convenience only. It does not have any legally binding effects. Only the German version is legally binding!