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Link: https://www.hs-nb.de/storages/hs-neubrandenburg/studiengaenge-fachbereiche/_Pruefungs-Studien-Ordnungen/_hs.studium/Rahmen-Pruefungsordnung.pdf

**Framework examination regulations
for Bachelor's degrees and Master's programmes**

at the
Neubrandenburg University of Applied Sciences
- University of Applied Sciences -

of 16 August 2017

On the basis of section 2 paragraph 1 combined with section 38 paragraph 1 of the State University Act in the version of the notification of 25 January 2011 (Mecklenburg-Vorpommern State Gazette [GVOBl. M-V], p. 18), most recently amended by article 3 of the Act on 11 July 2016 ([GVOBl. M-V], pp. 550, 557), the Neubrandenburg University of Applied Sciences has issued the following statute as the framework examination regulations for Bachelor's degrees and Master's programmes.

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**Part 1:
General information**

**Section 1
Purpose of the examination**

- (1) Bachelor's degrees teach the academic foundations, methodological expertise and professional qualifications as defined in the profile of the University and the course. This ensures that Bachelor's degrees are generally a broad academic qualification.
- (2) Master's programmes function as technical and academic specialisation or in-depth study and can be differentiated by profile types into application-oriented or research-oriented programmes.
- (3) The assessment for the Bachelor's degree or Master's programme shall determine whether the students have acquired the foundational or specialised academic knowledge and personal expertise to master the issues in the area studied and to gain an overview of the relationships between the individual modules and to determine whether they have acquired the methodological and practical skills to practise as a specialist in their professional area.
- (4) The module examinations shall determine whether the students have achieved the qualification objectives of the module being tested.

**Section 2
Higher education degree**

¹ After passing a tertiary qualification examination, the Neubrandenburg University of Applied Sciences confers on the student an appropriate academic degree. ²The Bachelor's degree or Master's programme can be completed at the Neubrandenburg University of Applied Sciences with the following professional qualifications:

Qualification name	Abbreviation
Bachelor of Science	B.Sc.
Bachelor of Arts	B.A.
Bachelor of Engineering	B.Eng.
Master of Science	M.Sc.
Master of Arts	M.A.
Master of Engineering	M.Eng. Master of Business
Administration	MBA

³ More detailed provisions are set out in the relevant departmental examination regulations.

**Section 3
Normal duration of study, structure of the course**

(1)¹ The normal duration of study for a Bachelor's degree or a Master's programme at the Neubrandenburg University of Applied Sciences until the relevant tertiary qualification is earned is one to four years (two to eight semesters) including the time for the complete Bachelor or Master's examination. ² This includes the time required for the thesis. ³ If a Master's programme builds on a Bachelor's degree (consecutive Master's), the Bachelor's degree and the Master's programme together should not exceed a normal duration of study of ten semesters. ⁴ More detailed provisions are set out

in the relevant departmental examination regulations.

(2)¹ Suitable courses can also be offered as part-time study. ² If this is the case, the normal duration of study will be extended accordingly. ³ More detailed provisions are set out in the relevant departmental examination regulations.

(3)¹ Documented special study periods such as language semesters or work placements in Germany or abroad and periods of active involvement in boards provided for by law and organs of the University specified in its statutes or in organs for self-administration of the student body as specified in the statutes are not included in the normal duration of study upon application, provided it involves one full semester up to a maximum of two semesters. ² The Examination Board decides about the application.

(4) If a student exceeds the normal duration of study in an individual case for reasons beyond his or her control but which are the responsibility of the University, the chair of the examination board must provide the student on request with a certificate stating the reasons why the time required to complete the course exceeded the defined maximum.

(5)¹ All teaching sessions are consolidated in modules (compulsory modules, compulsory elective modules, elective modules). ² For each module ECTS points (credit points) are assigned that are determined by the time required for the teaching sessions and examinations and the work involved for independent preparation and consolidation of the material in the module (workload). ³ A total of 60 ECTS points are allowed for each year of a course. ⁴ The total number of points resulting from the choice of compulsory elective modules and elective modules should not vary excessively from this ECTS total. ⁵ The modules can be offered in blocks. ⁶ In each module a course-related module examination must be taken. ⁷ The examination result can be both graded as well as assessed with 'passed' or 'failed'. ⁸ For part-time courses up to 32 ECTS points can be earned for each year of the course. ⁹ More detailed provisions are contained in Section 17.

(6)¹ The duration of study of the modules is one to two semesters and may only exceed this limit in objectively substantiated cases. ² The modules shall cover at least five ECTS points.

(7)¹ If there are elective options available, the responsible faculty provides an adequate choice as part of its options. ² Limiting the elective options is permitted in order to ensure a minimum number of participants in accordance with section 5 paragraph 6. ³ If modules can be selected from other courses, the provisions in the departmental examination regulations for this course shall apply.

(8)¹ The course contents are derived from the particular departmental study regulations for the course. ² The detailed description of the individual modules is given in Appendix 2 (module descriptions) of the particular departmental study regulations uniformly across the University in accordance with the structural requirements of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany.

(9) Along with the objectives and contents of the course, the particular departmental study regulations also regulate the structure of the course, including integrated work experience (practical phases), obligatory study periods at an international university as well as any major, where applicable, that the student can determine based on his or her own choice.

(10) The departmental study regulations also regulate the requirements for participation in individual teaching sessions; specifically, it may make participation in certain sessions dependent on evidence of adequate prior knowledge or skills.

Section 4 Tailored part-time study

(1)¹ A student can notify the examination board by six weeks at the latest before the start of the semester that in the following four semesters he or she will only be able to work about half the time specified for his or her course as defined by the departmental study regulations due to professional employment or family obligations related to education, support or nursing or in case of a disability or chronic illness.² The application must state which of the intended teaching sessions/modules will not be attended or which assessments will not be completed and in which subsequent semesters the correspondingly offered teaching sessions/modules or assessments are intended to be completed.³ If the examination board approves the application, it may in doing so arrange for teaching sessions/modules or assessments other than those listed in the application to be taken at a later date, particularly if this is necessary for proper completion of the course.⁴ In cases of hardship, the application may also be submitted at a later point.

(2)¹ The application must be submitted in writing to the Enrolments and Examination Office.² The Enrolments and Examination Office promptly forwards the application to the relevant examination board for a decision.³ If the decision differs from the application, the student must be consulted beforehand.⁴ The application may be withdrawn up to two months after the start of semester.

(3)¹ In the case of paragraph 1, a duration of study that deviates from section 3 paragraph 1 will be defined.² During the part-time study, examinations other than those that are stated in the decision by the examination board are not valid if completed; leave of absence or dual courses are not permitted in this time.³ The rights and obligations of the student otherwise remain unaffected.

(4) Each student may make use of the provision defined in paragraph 1 a maximum of two times; if the normal duration of study of the course concerned is eight semesters, this provision may be applied three times.

(5)¹ In courses with restricted entry, the examination board may limit the number of part-time students in each semester but not to less than five percent of the courses for the semester concerned.² If demand exceeds this figure, the examination board makes a decision, taking into account the significance of the substantiated reasons submitted by the applicants.

Section 5 Admission restrictions and attendance requirements for individual Teaching sessions

(1)¹ If it is necessary to limit the number of participants for a teaching session due to the type or purpose to ensure academic success and if the number of applicants exceeds the capacity, the faculty management shall regulate access by virtue of its function or upon application by the teaching staff.² The authority to regulate access may be transferred by the faculty management in an individual case or generally by a faculty council resolution to the person delegated to deliver the

teaching session.

(2)¹ If access to the course is regulated, the applicants must be considered in the following order:

- a) Students who are allocated to attend the teaching session at this point in accordance with their course plan, provided that they are enrolled in the associated course at the Neubrandenburg University of Applied Sciences
- b) Students as defined by item a) who would like to attend the session again because they must repeat an examination
- c) Students who are not allocated to attend the teaching session at this point in accordance with their course plan, provided that they are enrolled in the associated course at the Neubrandenburg University of Applied Sciences
- d) Other students of the Neubrandenburg University of Applied Sciences
- e) Guest students

² If there is a need to determine access within one of the above-named categories, the decision can be made by drawing lots.

(3) If a teaching session is to be attended by students from several courses, the faculty management may distribute the available places in advance to the various courses.

(4) The responsible faculty ensures as part of its available resources that the students named in paragraph 2 item a) and paragraph 3 do not lose any time due to the limitation of the number of participants.

(5) The faculty management may limit the right to attend teaching sessions outside the selected course for the students defined in paragraph 2 item c) if orderly education of the students defined in paragraph 2 item a) and item b) cannot be assured without the limitation.

(6)¹ To enable the orderly pursuit of studies and to utilise the capacity and teaching as well as to conserve resources of the University, it shall also apply that the faculty management may officially delete for the current semester and/or move to a different semester any modules that are attended by a below average number of students and that are intended to be elective or compulsory elective modules for a course. ² Below average attendance is defined as a minimum number of participants of ten for lectures. ³ For all other types of teaching sessions, a minimum number of participants of five students shall apply. ⁴ Whether the attendance for a session is below average is determined by the faculty management 14 days after the start of teaching. ⁵ For sessions for which students must register before the start of the session, the minimum number of participants is determined on the basis of the registrations received.

(7) If the application of the present provisions leads in an individual case to particular hardship, the faculty management may make a different decision.

(8) The provisions in this paragraph shall apply directly to all courses of the Neubrandenburg University of Applied Sciences with the exception of the fee-based continuing education courses.

(9)¹ Compulsory regular participation can only be specified for teaching sessions in the departmental examination or study regulations and defined as a requirement for admission to the module examination (examination prerequisite) if specific knowledge and skills are taught in the concrete teaching session that cannot be learnt solely by self-study or only with considerable limitations. ²

Compulsory attendance does not apply to lectures. ³ Appendix 2 (module descriptions) of the particular departmental study regulations regulates which modules and teaching sessions have compulsory attendance.

(10) If the departmental examination or study regulations specifies compulsory attendance, it must regulate which number or percentage of the sessions must be attended, how evidence of participation is to be provided and to what extent documented attendance missed by the student for reasons beyond his or her control can be compensated by appropriate substitute achievements.

Section 6

General admission requirements for completion of module examinations

(Omitted)

Section 7

Entry requirements for study

(1)¹ Entry into a course that leads to an initial professional qualification is regulated by the State University Act. ² Before admission to a Bachelor's degree, completion of a pre-study work placement of up to thirteen weeks' duration in a relevant operation or company, in a suitable facility or in another facility may be required provided that this facility can be expected to provide a course-specific introduction in practical areas. ³ The pre-study work placement is omitted if evidence of appropriate professional training or professional employment is provided that corresponds to the field of study. ⁴ Details are regulated in the departmental examination regulations and the regulations for the work placement or pre-study work placement that form part of the departmental study regulations.

(2)¹ For certain courses admission to the Bachelor's degree or Master's programme may depend upon verification of ongoing, contractually secured employment (sandwich course). ² Details are regulated in the relevant departmental examination regulations.

(3)¹ For a Master's programme for which there is no local or other admission restrictions (numerus clausus) only the following persons may be admitted:

1. applicants who can provide evidence of a Bachelor's examination in an affiliated course or
2. applicants who can provide evidence of an academic qualification recognised on the basis of section 10 as equivalent or
3. applicants who have obtained a diploma qualification in an affiliated course at a university in the Federal Republic of Germany.

² The departmental examination regulations may specify certain other prerequisites for access to a Master's programme in accordance with section 38 paragraph 10 of the State University Act. ³ In cases of doubt the examination board makes the decision.

(4)¹ For certain Master's programmes, the initial professional qualification does not necessarily have to be affiliated with the selected Master's course. ² In these cases the departmental examination regulations may include regulations whereby the applicant has to demonstrate between 40 and 60 ECTS points in a particular major as prior knowledge in order to be admitted to the Master's course. ³ If a Master's programme with this entry requirement is subject to a local numerus clausus, only applicants will be admitted to the procedure who satisfy these specific entry requirements. ⁴ Details are specified in the departmental examination regulations.

(5)¹ If an applicant with a three year Bachelor's course applies for a 1.5 year Master's programme, requirements must be included in the notification of admission that reasonably ensure that a total of 300 ECTS points will be achieved by the end of the Master's course by the student. ² The requirements may specify in particular participation in professional work placements as well as participation in module examinations in affiliated Bachelor's courses at the University. ³ The normal duration of study is extended for these applicants by one semester and therefore amounts to a total of two years for these students. ⁴ The same shall apply for the combination of a 3.5 year Bachelor's degree and a one year Master's programme. ⁵ The combination of a three year Bachelor's degree and a one year Master's programme is thus excluded. Entry to a continuing education Master's programme requires as a rule qualified practical work experience of at least one years' duration.

(6) Applications must be refused if it cannot be expected that the student will successfully complete the Master's course on the basis of the submitted documents as defined in paragraph 3.

(7)¹ The examination board of the corresponding course or faculty makes any decisions about admission and possible requirements or refusal of the enrolment applications. ² The examination board can transfer this task to the chair of the examination board.

(8)¹ International course applicants for a Master's programme for which there are no local other admission restrictions (numerus clausus) must also demonstrate sufficient German language proficiency in accordance with the enrolment regulations in addition to the prerequisites defined in paragraph 3. ² As evidence of sufficient German language proficiency, a period of at least three years living in a German-speaking region or equivalent attainments shall also apply. ³ Native speakers are exempt from this obligation to provide proof. ⁴ In case of doubt, the examination board decides about recognition of sufficient language proficiency upon the request of the Enrolments and Examination Office. ⁵ If the Master's programme is offered entirely in a language other than German, evidence of proficiency in this language in accordance with clauses 1 to 3 must be provided. ⁶ The need to provide evidence of German language proficiency is not required. Clause 4 shall also apply for German applicants.

(9)¹ If the consecutive Master's programme is to be started immediately after the previous Bachelor's course and the Bachelor or other qualification certificate is still not available after the application deadline has passed for reasons for which the applicant is not responsible, applicants can be granted provisional entry to the course if they have acquired a minimum number of ECTS points. ² Clause 1 does not apply for continuing education Master's programmes. More details, particularly the deadline and the evidence of the ECTS points, are regulated in the departmental examination regulations.

Section 8

Examination board

(1)¹ Notwithstanding the legal status of the Chancellor, the examination board is responsible as the authority defined in section 20 for all tasks related to the examination procedure and decisions pertaining to the examination system and for other tasks allocated by these regulations. ² To complete these tasks and make any decisions, the Enrolments and Examination Office of the Neubrandenburg University of Applied Sciences is available.

(2)¹ The examination board is made up of three professors, additional persons entitled to conduct

examinations and a student. A deputy must be selected for each member. ² The members of the examination board and the deputy members are elected by the faculty council. ³ The particular student body of a faculty can send an additional student member to the meetings of the examination board with an advisory function and no voting right. ⁴ The term of the members is three years and for the student the term is one year. ⁵ The chair of the examination board and his or her deputy must be full-time members of the Neubrandenburg University of Applied Sciences and be authorised to conduct examinations. ⁶ The faculty council can remove one or more members of the examination board with a majority of two-thirds of its members. ⁷ There must be at least 14 days between the application to remove a member and the vote itself.

(3)¹ The examination board ensures that the provisions comply with both these framework examination regulations and the departmental examination and study regulations. ² This includes legal supervision of the activities of the examiners and the authorisation in cases of doubt to decide about the interpretation of the pertinent standards. ³ It regularly reports to the faculty about changes to the examination and study periods, including the actual due dates for the Bachelor's and Master's theses as well as the distribution of the module and final grades. ⁴ The report must be published in an appropriate manner by the Neubrandenburg University of Applied Sciences. ⁵ The examination board makes suggestions regarding the reform of departmental study regulations, study and examination schedules and departmental examination regulations.

(4) The examination board can transfer single tasks to the chair for completion, provided there are no legal provisions that do not allow this.

(5) The members of the examination board have the right to be present at the examinations.

(6)¹ The members of the examination board, their deputies and the examiners and observers are subject to official secrecy. ² If they are not in public service, they are obliged to maintain secrecy by the chair.

(7)¹ Those persons are excluded from advising and voting in the examination board due to a conflict of interest who

1. have legal custody of the candidate,
2. have a close personal relationship with the candidate or have close economic ties to the candidate.

² If a claim of conflict of interest is made against a member of the examination board, the board decides with a simple majority about the claim. ³ The member concerned must be consulted before the vote but must not take part in the vote. ⁴ In special cases the faculty council can be included in the decision.

(8)¹ The examination board is able to make decisions when at least half its members, including at least two professors, are present. ² If a vote is tied, the vote of the chair is decisive and of the deputy chair in the absence of the chair.

(9) The examination board is convened by the chair with notice of ten days as a rule when one of its members requests this. It meets at least once a semester.

(10)¹ For matters that are urgent, the chair alone can make decisions (authority to act in urgent

matters).² A decision is urgent if convening of the members in good time is no longer possible.³ The chair must report about the decision and the circumstances in the next meeting that takes place as usual.

(11) A record is kept of the decisions made by the examination board.

(12) On the basis of the fundamental decisions made by the examination board, the chair, or the deputy chair if the chair is unable to do so, conducts the business, particularly by deciding

1. about the consequences of infringements of examination regulations,
2. about the appointment of examiners and observers,
3. about the crediting of examination results and academic achievements and
4. about applications for special consideration and
5. about claims of hardship or
6. by stipulating measures for the proper procedure for a written or oral examination (in particular: about the rights and obligations of the invigilators, the use of toilets, enquiries about the tasks set, noise levels, orderliness, leaving the room). Furthermore, the sole responsibility of the chair may be justified where the framework examination regulations permits.

Section 9 Examiners and observers

(1)¹ The examination board appoints the examiners required for the module examinations.² If two or more examiners are involved in a module examination, the examination board pays attention to appropriate representation of the primary parts of the examination module.³ Only professors, academically and artistically active staff and other persons authorised to conduct examinations as defined in section 36 paragraph 4 of the State University Act may be appointed as examiners.⁴ This also includes honorary professors provided that they have been and are actively involved in teaching. Lecturers are also authorised to conduct examinations for repeat examinations if their temporary lecturer position lapses or ends in the following semester and must accept this upon the request of the University without payment.⁵ Other persons who, provided there are no compelling reasons for a deviation, are experienced in practice and education in the subject matter covered by the module examination and have practised autonomous, independent teaching activities in the subject matter can be appointed as examiners provided that their academic qualification is at least equivalent to the qualification being sought by the candidate.⁶ Employees with subject-related practical training and other persons experienced in the professional practice and education may be appointed to conduct module examinations in suitable examination areas.

(2) Those persons who have at least one qualification that is equivalent to the qualification being sought by the candidate and sufficient practical experience (competent observer) can be appointed as observers.

(3) For examiners and observers, section 8 paragraph 7 shall apply accordingly.

Section 10 Recognition of previous study, academic achievements and examination results

(1)¹ Study periods, academic achievements and examination results are recognised without an assessment of equivalence by the Neubrandenburg University of Applied Sciences if they were

obtained at another university within the Federal Republic of Germany or at a recognised university abroad in the same or a related course. ² The recognition procedure starts with an application even if it must be officially continued.

(2)¹ The application must be submitted in full by the transferring student in writing at the latest two weeks after the start of the teaching period for the semester in which the course is to be started at the Neubrandenburg University of Applied Sciences to the Enrolments and Examination Office for forwarding to the relevant examination board. ² Section 8 paragraph 12 number 3 of these regulations shall remain unaffected by this. ³ A full academic transcript that also states any failed units must also be included in the documents submitted. ⁴ The applicant must provide the necessary documents and proofs required for the crediting (duty to cooperate). ⁵ Upon application, the deadline defined in clause 1 can be extended in courses that do not have restricted entry if the necessary proof is not yet available at the time in question. ⁶ Other than that, there is no right to later recognition.

(3)¹ The application must indicate the modules that are to be recognised. ² As a rule, only academic achievements and examination results with a positive outcome are recognised. ³ Paragraph 1 shall apply here unqualified. ⁴ Failed units are not recognised as a rule.

(4)¹ Paragraph 3 does not apply if the recognition is done officially. ² Both negative and positive achievements (failed units and successes) are recognised officially if, according to a transferring student, the same or a related course will be continued at the Neubrandenburg University of Applied Sciences within the meaning of paragraph 1. ³ With a change of course within the meaning of paragraph 7, failed units must also be officially recognised if they were completed in a module that is intended to be a compulsory module in the newly established course at the Neubrandenburg University of Applied Sciences and the two modules are equivalent. ⁴ Equivalence is determined by the examination board and the modules with a negative result must be compared to the modules of the Neubrandenburg University of Applied Sciences based on semester credit hours taught, ECTS points assigned, the type of examination and the course contents and must achieve agreement of almost 95 percent. ⁵ In cases of doubt, upon request of the examination board the responsible subject representative (person responsible for the module) undertakes a binding equivalence assessment. ⁶ For a change of course, failed units in equivalent compulsory elective or elective modules are not recognised, provided other compulsory elective or elective modules are available at the Neubrandenburg University of Applied Sciences from the catalogue of the corresponding curriculum that the applicant is able to complete.

(5)¹ The Neubrandenburg University of Applied Sciences must identify by decision the academic achievements and examination results that are recognised either officially or based on the application. ² The same applies for failed units that must be recognised. ³ If an application is made for recognition of academic achievements and examination results but is refused, the Neubrandenburg University of Applied Sciences must justify the refusal by decision.

(6)¹ Study periods, academic achievements and examination results in courses that do not fall under paragraph 1 (change of course) are recognised upon application. ² Paragraphs 2 and 3 shall apply correspondingly. ³ Recognition is achieved if no substantial differences are demonstrated in a comparison of the learning objectives of the academic achievements and examination results applied for with the learning objectives of the selected course at the admitting

Neubrandenburg University of Applied Sciences. ⁴ Any gaps in knowledge must be rectified by the person making the application by independent self-study. ⁵ If there are failed units that are the subject of an application for recognition, paragraph 4 clauses 3 to 6 shall apply. ⁶ This does not apply for failed units completed abroad. ⁷ The recognition is determined by the examination board not by making a schematic comparison but instead an overall consideration and evaluation is carried out regarding the purpose of the examination as defined in section 1 (comparison of the learning objectives). ⁸ With recognition of previous study periods, academic achievements and examination results that were acquired outside the area of application of the Basic Law, the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference and agreements with university partners must be taken into account.

(7)¹ For study periods, academic achievements and examination results in state accredited distance education courses and multimedia-based academic achievements and examination results, paragraphs 1 to 7 shall apply accordingly. ² Paragraph 7 shall also apply for study periods, academic achievements and examination results at other educational institutes, particularly at government or state accredited vocational academies as well as at technical and engineering institutes and officer training colleges of the former German Democratic Republic.

(8)¹ If academic achievements and examination results are recognised, the grades – if the grade systems are comparable – are transferred and integrated in accordance with the examination regulations in the calculation of the final grade. ² If the grade systems are not comparable, the note 'passed' is recorded. ³ Recording the recognition in the certificate is permitted. ⁴ For recognised academic achievements and examination results, the ECTS points are specified that are allocated to the replaced academic achievements and examination results for the particular course at the Neubrandenburg University of Applied Sciences.

(9) The departmental examination regulations can allow for up to 30 of the ECTS points to be acquired in a course to be credited for obtaining key qualifications, broadening students' interdisciplinary network and increasing the specialist focus of the course as part of StudiumPlus and as part of a course undertaken at other universities within Germany and abroad if they do not fall under 1 to 7 but fit in with the specialist profile of the course and the acquisition of essential key skills is assured.

(10) Recording the crediting in the certificate is permitted.

(11)¹ If achievements from a previously attended Bachelor's degree are credited to a student of a Master's programme, the student must acquire credit points totalling the credited ECTS points by other means. ² The departmental examination regulations can include more detailed regulations regarding this. ³ If the departmental examination regulations do not contain a provision, other modules must be completed that fit in with the profile of the Master's programme; the choice of modules requires the approval of the examination board.

(12) Classifications into higher course semesters are carried out under consideration of section 20 of the State University Act based on the relevant classification examination regulations. ² If the question arises in such a case about the equivalence of an achievement or expertise that has been applied for, the crediting criteria and procedural descriptions defined in the above paragraphs shall apply accordingly.

Section 10a

Recognition of knowledge and skills acquired outside of university

(1)¹ Knowledge and skills acquired outside the higher education sector shall be credited towards a higher education degree programme if they are equivalent in terms of content and level to the part of the degree programme that is to be replaced. ²No more than 50 percent of the degree programme may be replaced overall.

(2) In principle, the following are eligible for credit recognition:

1. formal educational qualifications, in particular those regulated by federal and state law, for professional and vocational training in accordance with the Vocational Training Act, the Trades and Crafts Code, the Seaman's Act and from vocational schooling and the civil service, as well as equivalent qualifications;
2. informal (further) training qualifications, in particular those not regulated by federal or state law, from professional associations, professional societies, companies and other institutions provided that they are subject to a standardised quality assurance system in terms of content and are based on a comparable type of skills assessment as the credits to be replaced;
3. informal skills acquired in particular through professional practice.

(3)¹ In accordance with paragraph 1, the assessment criteria for recognising skills acquired outside of university relate to

- the consistency of the content of the learning outcomes
- the establishment of a comparable level of the acquired skills.

²Content consistency is established if the demonstrated skills and knowledge correspond for the most part to those that should have been acquired following completion of the study module in accordance with the learning outcomes of the module description.

³An equivalent level is established if the demonstrated skills are at an application level that matches or exceeds the level to be acquired in the study module. The European or German Qualifications Framework should be used to assess the level, provided that the required descriptions of the skills acquired can be presented.

(4) The departmental examination regulations may stipulate further requirements as to which knowledge and skills acquired outside of university are equivalent and whether and to what extent these can be considered.

(5)¹ Knowledge and skills acquired outside of university that have already been taken into account for the duration of the study period through placement in a higher semester are no longer taken into account in the context of further credit transfer. ²In principle, qualifications that have already been taken into account as the basis for the admission requirements for the degree programme are not eligible for credit transfer. ³The departmental examination regulations may stipulate deviating regulations insofar as the specifics of the degree programme permit this while maintaining equal opportunities. Bachelor's and Master's theses are excluded from credit transfer.

(6)¹ Relevant practical work experience, which the applicant can demonstrate, can be recognised as pre-study work placement periods or as required practical semesters upon application. ²Further details are set out in the relevant departmental study and examination regulations or placement examination regulations.

(7)¹ An application must be made for the crediting procedure to be carried out. ²The application must be submitted immediately after enrolment in the degree programme to be credited, no later than by 30 April if the degree programme starts in the summer semester and no later than by 31 October if the degree programme starts in the winter semester, via the Enrolment and Examinations Office to the relevant Examination Board using the form provided by the university. ³Furthermore, there is no entitlement to subsequent crediting. ⁴Crediting is not possible if the student has already sat examinations in the module in question.

(8) ¹The applicant must state in the application which modules they believe should be considered for credit transfer. ²In order to verify equivalence, the applicant must submit relevant documents, either originals or certified copies. ³Relevant documents include in particular examination certificates or other evidence of learning outcomes. ⁴The content and level shall also be documented in the institutions' curricula and training programmes as well as evidence of the duration of the training. If skills have been acquired through professional practice, qualified references or other certificates of employment must be submitted. ⁵The Enrolment and Examinations Office may request additional documentation such as teaching and learning materials, work samples, reports or documents in which the applicant demonstrates the extent to which they have the required skills. ⁶The burden of proof that the qualifications are equivalent to the part of the degree programme that is to be replaced lies with the applicant.

(9) ¹The Examination Board shall decide whether to recognise skills acquired outside the higher education sector based on the recommendation of the relevant module coordinator. ²The Examination Board may delegate the completion of tasks to the Chair of the Examination Board.

(10) ¹Credits are generally transferred at module level. The departmental examination regulations may stipulate deviating regulations. ²The grades of recognised achievements are adopted and included in the calculation of the overall grade provided that the grading systems are comparable. ³If the grading systems are not comparable or if no grade is shown, the note "passed" is included. ⁴Credit transfers are to be marked on the certificate. Credits are recognised on the basis of the credits provided for in the departmental examination regulations of the respective degree programme.

(11) ¹If recognition is rejected or only awarded as partial recognition, subject to conditions or a time limit, the applicant shall be informed of the reasons in writing. ²The decision must be accompanied by instructions on how to file an appeal. ³An appeal may be lodged against the decision.

(12) Section 20 paragraphs 1 to 4 of the Mecklenburg-Vorpommern State University Act shall apply for placement in a higher semester.

Section 11

Defaulting, withdrawal, cheating, infringement of regulations

(1)¹ The student can withdraw from an examination for which he or she has registered up to one week before the scheduled date without nominating reasons and without counting towards the number of possible examination attempts. ² Repeat examinations are excepted from this provision. ³ The departmental examination regulations can in justified cases rule out this option or arrange for a longer deadline. ⁴ The withdrawal requires written notification to the Enrolments and Examination Office or

the use of the electronic course management and examination system.

(2)¹ An examination result is considered to be 'insufficient' / 'fail (F)' if the candidate misses a binding examination date without a compelling reason or withdraws after the start of the examination without a compelling reason. ² The same shall apply if a written assessment is not submitted by the due date.

(3)¹ The reason given for the withdrawal or default must be promptly notified in writing using the form provided by the University and substantiated. ² If a student becomes unable to complete an examination during an examination, this must be promptly brought to the attention of the invigilator; the obligation to notify and substantiate the reasons shall remain unaffected.

(4)¹ If a candidate becomes ill or if a child or other relative in his or her care becomes ill, a medical certificate must be submitted that states the student's inability to take the examination using the form provided by the Enrolments and Examination Office. ² The certificate should be based on a medical examination that is carried out on the day of the particular examination if possible. ³ For illness in the case of a final attempt to take an examination, in the examination phase as defined in section 24 and in cases of doubt, the Enrolments and Examination Office can request the submission of an official medical certificate about the inability of the candidate to take the examination after obtaining the agreement of the chair of the examination board.

(5)¹ The candidate has a duty to cooperate when determining the inability to take an examination. ² If the reason is accepted, the examination board sets a new date.

(6)¹ A candidate cannot retrospectively invoke reasons for a withdrawal or default that were already known to him or her at the time of the examination. ² Withdrawal from an examination is also excluded if the examination result has been published unless it was not possible for the candidate to provide the information and substantiate the case earlier for reasons beyond his or her control.

(7)¹ If the candidate does not comply with the specified deadlines for the completion of module examinations and submission of Bachelor's or Master's theses due to reasons beyond his or her control, he or she must notify this together with an application for postponement or an extension of the deadline. ² The application must be made immediately after becoming aware of the reason preventing submission by the due date but in any case before the due date using the form provided by the Enrolments and Examination Office. ³ The reasons must be substantiated by the candidate.

(8)¹ The Enrolments and Examination Office decides about the acceptance of withdrawals and defaults as well as the extension of submission deadlines in the case of illness of the candidate; in all other cases the examination board decides. ² With acceptance of the reasons for an extension of a deadline, the legal maternity leave periods and the periods for parental leave and other family stresses must be taken into account.

(9)¹ If the candidate attempts to affect the result of the examination by cheating or using aids that are not permitted, the examination concerned is evaluated as 'insufficient' / 'fail (F)'. ² The finding is made by the person assessing or invigilating the examination; the finding can also be made retrospectively. ³ If only one of the two examiners identifies an attempt to cheat during the evaluation of an examination, the examination board must appoint an additional examiner. ⁴ If this additional examiner also identifies cheating ⁵, the module examination or thesis is graded with 'insufficient' (5.0). ⁶ If he or she does not identify any cheating, his or her evaluation takes the place of that of the

examiner who had believed that cheating had taken place. ⁷ The examiner determines in advance which aids are permitted during an examination.

(10)¹ Anyone who disrupts the orderly procedure of the examination can be excluded by the examiner or invigilator from continuing to take the examination; in this case the particular examination is graded as 'insufficient' / 'fail (F)'. ² Provisions about ensuring the proper procedure for an examination are set by the particular examination board that is responsible.

(11)¹ The candidate can request a review by the examination board of the decisions made in accordance with paragraphs 9 and 10 within a period of two weeks.

(12)¹ In severe cases of cheating, the use of aids that are not permitted or disruption of the examination, the examination board can, upon application of the examiner, exclude the candidate after a hearing from completing further examinations in the module being tested or in the course being attended and in particularly severe cases from the entire Neubrandenburg University of Applied Sciences in part or in full.

(13)¹ The candidate must be immediately notified in writing of adverse decisions by the Enrolments and Examination Office in accordance with paragraphs 9 and 10 and decisions in accordance with paragraph 11 and these decisions must be justified and include any legal remedy.

Section 12

Types of assessments

(1)¹ Examinations can be

1. oral examinations (section 13) or
2. written examinations (section 14) or
3. alternative assessments (section 15).

² In appropriate cases a written examination can be in the form of a multiple choice examination in part or in full.

(2)¹ If there are different types of assessments to choose from for a module examination or alternative assessments must be completed, the teaching staff must inform the students and the Enrolments and Examination Office in the first teaching week about the type and scope of the assessments required to pass the module examination. ² For modules that do not have compulsory attendance, those students who are registered in accordance with section 18a paragraph 1 for the module must also be informed by email or through the electronic student administration and examination system or the e-learning platform. ³ The students are obliged to keep themselves up to date by these means.

(3)¹ The departmental examination regulations can intend for particularly gifted students to complete other assessments in place of the intended assessments if it can be ensured that at least an equivalent achievement will be completed. ² The prerequisites for selecting the candidates are regulated by the particular departmental examination regulations.

Section 12a

Special consideration

(1)¹ If a candidate is able to substantiate why he or she is not able to complete assessments in part or

in full in the intended form, the candidate may, upon application, be permitted to complete the assessment with an extended due date or in an equivalent different form or with different aids (special consideration). The same applies for academic achievements or examination prerequisites.

(2)¹ Special consideration as defined in paragraph 1 can be assured particularly in the following form:

² Extension of the due date for example for written examinations or projects and theses, splitting an assessment into part assessments, replacement of written by oral assessments or of practical by theoretical assessments and the reverse, exemption from compulsory attendance by compensatory assessment, authorisation to use other media or to use aids or assistants as well as provision of adapted (examination) documents (e.g., with large font), modification of work placement or excursion conditions, change to the deadlines for the free attempt or the date requirements for not passing assessments, definition of a different assessment place and time.

(3)¹ To substantiate the reasons for special consideration as defined in paragraph 1, the submission of appropriate evidence may be required. ² If a change in the medical condition or disability is not expected, the decision can be extended to all examinations that must be completed throughout the course. ³ The application for special consideration must be made in good time before the completion of the assessment and indicate a specific and suitable compensatory measure. ⁴ The application must be directed to the chair of the examination board and submitted to the Enrolments and Examination Office. ⁵ The chair of the examination board shall make a prompt decision about the application.

(4)¹ Examinations or academic assessments may be completed by female candidates in the maternity leave period in accordance with section 3 ff. of the Maternity Protection Act (MuSchG). ² For female candidates for whom the safeguard provisions in accordance with section 3 ff MuSchG apply, the chair of the examination board defines deviating examination conditions upon application by the candidate taking into account the individual circumstances. ³ The application must be directed to the chair of the examination board via the Enrolments and Examination Office.

Section 13

Oral examinations

(1)¹ In the oral examinations the candidate shall demonstrate that he or she is aware of the relationships in the area being assessed and is able to integrate specific questions within these relationships and answer them.

(2)¹ Oral examinations must be taken as individual or group examinations by at least two examiners (collegial examination) or by one examiner in the presence of an expert observer.

(3)¹ The duration of the oral examination is at least 15 minutes and at most 45 minutes for each candidate and module. ² The precise duration of the oral examination is specified in the module description that is appended to the departmental study regulations.

(4)¹ Before determining the grade, each examiner hears the expert observer for the proper procedure of the examination or the co-examiner for determining the grade. ² The observer must not assess or grade. ³ The essential items and results of the oral assessments in the individual modules must be recorded in a protocol. ⁴ The grade of the examination is determined for collegial examination using

the arithmetic mean of the individual assessments of the examiners. ⁵ Section 16 paragraph 1 shall apply. ⁶ The candidate must be informed of the result upon completion of the oral examination.

(5)¹ Candidates who want to undergo the same module examination in a later examination period shall be permitted as audience depending on the space available unless the candidate has objected. ² The permission does not, however, extend to the briefing and notification of the examination results.

(6)¹ The provisions about the colloquium (section 24a) shall remain unaffected.

Section 14

Written examinations

(1)¹ In the written examinations or other written tasks, the candidate shall demonstrate that he or she can complete exercises and tackle subjects with limited time and limited aids and using conventional methods for the subject. ² Tests and examinations in purely electronic format are equivalent to written tasks. ³ A written examination or a written tasks is also intended to identify whether the candidate has the necessary foundational knowledge.

(2)¹ Written examinations and other written tasks must be graded in the case of repeat examinations in accordance with section 28 paragraphs 2 and 4 and section 29 paragraph 2 by two examiners; the Enrolments and Examination Office informs the examiners in advance of those candidates for whom a second grading is necessary. ² The grade is calculated using the arithmetic mean of the individual assessments. ³ Section 16 paragraph 1 shall apply. ⁴ The grading procedure shall not significantly exceed four weeks as a rule. ⁵ Notwithstanding previous non-binding information, the results are published via the electronic procedure available to the Neubrandenburg University of Applied Sciences.

(3)¹ Written examinations and other written tasks may only be inspected upon application and on certain dates. ² The application must be made immediately after notification of the grades to the examination board. ³ The Enrolments and Examination Office informs all applicants about the location and time of the inspection by email. ⁴ The inspection is managed by the examiner or a suitable person nominated by him or her. ⁵ The candidate may make notes by hand. ⁶ The right to inspection must be exercised personally.

(4)¹ The length of written examinations and other written tasks is 60 to 300 minutes. ² The precise duration of the written examination is specified in the module description that is appended to the departmental study regulations.

Section 15

Alternative assessments

(1)¹ Alternative assessments may include in particular

- papers (paragraph 2),
- assignments / research projects / practical projects / practical reports / seminar presentations / projects (paragraph 3),
- experimental work (paragraph 4) and
- writing and documentation of computer programs (paragraph 5).

(2)¹ A paper is given within the context of the teaching or learning in the teaching session. ² It includes independent, systematic development of a subject or issue related to the particular teaching session that incorporates the relevant literature. ³ The paper includes a presentation of at least five minutes' duration and a written report of about 5 to 15 DIN A4 pages.

(3)¹ An assignment, a research project, a practical project, a practical report, a seminar presentation or a project includes independent written, graphic and/or oral development of a subject-related issue relevant to the module. ² Oral presentations should not exceed ten minutes; written assignments should be limited to 10 to 20 DIN A4 pages. ³ A graphic exercise as part of a task or a project includes at least a draft plan and an explanation in note form.

(4)¹ Experimental work includes the theoretical preparation, setup and implementation of an experiment as well as the written description of the steps carried out, the sequence of the experiment and the results and their critical appraisal.

(5)¹ The preparation and documentation of computer programs includes as a rule

- a description of the issue,
- an explanation or justification of the solution,
- a description of the results,
- the source code in electronic form.

(6)¹ The task for the alternative assessments as defined in section 1 must be arranged so that it can generally be completed within a period of two to four weeks full-time or also parallel to the course. ² Suggestions by the candidate for the task should be taken into consideration. ³ They can be individual or group tasks. ⁴ For group tasks the contribution made by each student that is to be assessed must be defined and able to be graded as an individual examination. ⁵ More details can be found in the departmental study regulations for the particular course.

(7)¹ The examiner must immediately carry out the grading procedure. ² This procedure should not exceed four weeks after the assessment has been completed. ³ The results are published via the electronic procedure available to the Neubrandenburg University of Applied Sciences.

(8)¹ If the special nature of a course makes it necessary, the above provisions (paragraphs 2 to 7) can be adapted to the special requirements of the course in regards to organisation and time for the teaching purposes using concrete provisions in the departmental study regulations.

(9)¹ If a submission date is specified for an alternative assessment, according to section 11 paragraph 7 the submission date can be extended upon the request of the person being assessed provided the inability to submit in time is due to important reasons that are beyond the control of the person being assessed and are substantiated. ² In the case of illness, a medical certificate stating the inability to be examined in accordance with section 11 paragraph 4 clauses 1 and 3 must be submitted with the application. ³ The extension of the due date is determined by how long the person is unable to take the examination.

Section 16

Grading of assessments, calculation of grades

(1)¹ The grading of the assessments is decided by the particular examiners. ² The following grades must be used:

1.0 = very good

= outstanding performance,

2.0 = good

= performance that is considerably above the average requirements,

3.0 = satisfactory

= performance that complies with the average requirements,

4.0 = sufficient

= performance that still meets the requirements despite deficiencies,

5.0 = insufficient

= performance that no longer satisfies the requirements due to considerable deficiencies.

¹ For differentiated evaluation of the assessment, individual grades can be increased or decreased by 0.3 to intermediate grades but the grades 0.7, 4.3, 4.7 and 5.3 are not permitted. ²

Grades that are the result of a (weighted) arithmetic mean of individual evaluations are increased to the next highest permitted intermediate value.

(2)¹ A module examination is passed if it has been evaluated with at least 'sufficient' (D) unless the departmental examination regulations states that a module remains ungraded. ² If the ungraded assessment is graded by two examiners it is passed if both grade the assessment with at least 'sufficient' (D).

(3) If several minor assessments must be completed for an examination, Appendix 2 (module descriptions) of the particular departmental study regulations specifies the weighting of the grades of the individual minor assessments used to form the module grade; if no provision is specified, the grade is calculated using the grade of the arithmetic mean of the individual evaluations in accordance with paragraph 1.

(4) Provided that the departmental examination regulations do not include a deviating provision, if a minor assessment is graded as 'insufficient', the module grade is 'insufficient'.

(5)¹ If a module examination is repeated, only those minor assessments that were failed must be repeated. ² Completing a passed minor assessment is not permitted with the exception of the free attempt as defined in section 28 paragraphs 2 and 3. ³ The particular departmental study and examination regulations can define deviating provisions to clauses 1 and 2.

(6)¹ When issuing the English-language certificate, the assessment is evaluated with grades and grade points.

² The following grades must be used:

A = very good

= outstanding performance,

B = good

= performance that is considerably above the average requirements,

C = satisfactory

= performance that complies with the average requirements,

D = sufficient

= performance that still meets the requirements despite deficiencies,

F = insufficient/fail

= performance that no longer satisfies the requirements due to considerable deficiencies.³

For differentiated evaluation, the following intermediate values are permitted:

A- very good

B+, B- good

C+, C- satisfactory

D+ sufficient

⁴ The grades are allocated the following grade points:

Performance grade points (grade)	Credit (grade points)
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

Section 17

ECTS points

(1)¹ The ECTS (European Credit Transfer System) is used for quantitative crediting of academic achievements. ECTS points are a measure of the workload associated with a module or a course-specific academic achievement.

(2)¹ ECTS points (credit points, grade points) are only issued with evidence of an assessment completed in a module. ² Passing the module examination is also sufficient to receive ECTS points.

(3)¹ The total workload in the academic year for a full-time course is 1800 hours. ² This time requirement corresponds to 60 ECTS points. ³ Part-time courses are calculated to have an annual workload of 960 hours at most. ⁴ This corresponds to 32 ECTS points per academic year.

(4)¹ One ECTS point in accordance with paragraph 3 corresponds to a student workload of 30 hours. ² The number of hours may differ from this definition for justified exceptions and a workload of less than 30 but at least 25 hours for each ECTS point can be specified. ³ The total number of ECTS points prescribed for the course must still be achieved. ⁴ The concrete definition of how many hours in a course within the range of 25 to 30 hours underlie an ECTS point is stated in the departmental examination regulations. ⁵ If the departmental examination regulations does not include a definition, clause 1 shall apply.

(5)¹ The number of ECTS points for a module is determined by the share of the hours relative to the total hours of 960 or 1800 hours that as a rule students with average capabilities in regards to the corresponding subject or course-specific academic achievement must spend on attendance, preparation and follow-up. ² The time required for participating in additional teaching sessions must also be included.

Section 18

Examination dates

(1)¹ The module examinations are in principle completed as part of the course within the particular examination period. ² The examination period is generally three weeks and takes place in each semester immediately after the teaching period. ³ The exact examination period is published at the start of the semester by the Enrolments and Examination Office by notices.

(2)¹ For teaching sessions that are completed in a block, the examination can also be completed in accordance with a notification at the start of the semester within the teaching period, for example, immediately after the teaching session is finished.

(3)¹ The examination board specifies the examination dates and publishes them together with the names of the examiners at the latest six weeks before the start of the particular examination period by notices. ² The start, duration and location of the module examination are published at the latest two weeks before the start of the particular examination period by notices. ³ Candidates are not separately invited.

(4)¹ The period for the repeat examinations is the following semester. More details can be found in the departmental examination regulations. ² In exceptional cases the examination board in consultation with the examiner can determine a different examination date; paragraph 3 shall then apply accordingly. ³ If the student is on leave of absence at the time of the repeat examination, the examination must be completed at the next date once the leave of absence has ended.

(5)¹ The candidate must be informed in good time about the type and number of the module examinations to be completed with the associated assessments as well as the dates on which they are to be completed and the times when written tasks are issued and when they must be submitted; he or she must also be informed in good time of the particular dates for repeating module examinations. ² The information is published by notices.

(6)¹ The candidate must be notified of when enrolment is cancelled as defined in section 17 paragraph 7 number 4 of the State University Act taking into account all options for extending deadlines and repeating module examinations.

(7)¹ Publication via the electronic course management and examination system, the internet, by email, on the homepage of the Neubrandenburg University of Applied Sciences or via the e-learning platform all qualify as publication by notices. The students are obliged to keep themselves up to date by these means. ² More details can be specified in the departmental examination regulations for the particular course.

(8)¹ The progress of the course must not be interrupted by a holiday semester between the last

completed normal module examination and the start of the thesis, although a planned colloquium is not taken into account here, except in cases of:

1. illness or the care of a close relative who is ill or requires assistance which makes proper study impossible, and
2. pregnancy, maternity leave and the care of a child in periods in which there may be a claim for parental leave if there is an employment relationship.

Section 18a

Registration for modules, teaching sessions and examinations

(1)¹ The candidate must register for each module and, where applicable, for the associated teaching sessions.

(2)¹ The registration for the module and, where applicable, for the teaching sessions is a prerequisite for participating in the examination. ² The student must register as a rule before the start of the teaching period but at the latest three weeks after the start of the teaching period by the candidate using the electronic examination and course management system. ³ Registering for a module may be made dependent on certain prerequisites according to the module description, particularly on successful completion of other modules. ⁴ Only such prerequisites can be specified in the module descriptions by the person responsible for the module that are absolutely essential for participation in the module and that are completed and verified at the latest with the registration for the module.

(3)¹ The candidate must register for a module examination. ² Registration for an examination and for resitting an examination must be done in good time within the 14-day registration deadline published in the semester. ³ The registration for the thesis is possible when all admission requirements in accordance with section 24 paragraph 6 are met. ⁴ It is not linked to the deadline indicated in clause 2. The number, type and scope of the examinations to be taken in the particular semester are defined in the appendix to the particular departmental examination regulations (standard examination period).

(4)¹ The departmental examination regulations can deviate from paragraph 2 clause 2 and rule that registration for the module can be done at the same time as registration for the module examination within the deadline specified in paragraph 3 clause 2.

(5)¹ If a student misses the deadline defined in paragraph 3, the Enrolments and Examination Office allows a grace period of two weeks; in this case the student must pay a default fee in accordance with the applicable fee regulations. Late registrations must be personally submitted to the Enrolments and Examination Office.

(6)¹ Registration for a module examination is binding; it can be withdrawn up to one week at the latest before the particular examination date without nominating reasons and without counting towards the number of possible examination attempts as defined in section 11 paragraph 1. ² Repeat examinations are excepted from this provision. ³ The departmental examination regulations can in justified cases rule out this option or arrange for a longer deadline. ⁴ Cancellation of the registration requires written notification to the Enrolments and Examination Office or the use of the electronic course management and examination system.

Section 18b

Deviation from standard examination periods

(1)¹ Students can deviate from the standard examination periods in the departmental examination regulations. ² If for reasons for which he or she is responsible the candidate does not register at the latest in the second semester after the standard examination period defined in the departmental examination regulations (section 18a paragraph 3 clause 3) for the examinations or if he or she does not complete an examination for which he or she has registered for reasons for which he or she is responsible, this module examination is considered to have been completed and failed. ³ These provisions shall also apply for theses.

(2)¹ When calculating the deadlines, the use of statutory maternity leave periods and the deadlines for parental leave (section 38 paragraph 8 of the State University Act) is not included.

(3)¹ The examination board can permit exceptions to paragraph 1 for the examination under consideration of the causes of the delay in the course if after seeking advice the candidate submits a plan endorsed by the examination board for the completion of the course that leads to a delay in the course of no more than two semesters (special course plan).

(4)¹ If the reasons why the candidate has exceeded the deadline are beyond his or her control as indicated in paragraph 1, he or she must indicate why in good time to the Enrolments and Examination Office. ² The reasons must be substantiated. ³ Section 11 paragraph 4 clauses 1 and 2 shall apply accordingly. ⁴ The decision is the responsibility of the examination board. ⁵ If the examination board acknowledges the reasons, the candidate is informed in writing of the deadline within which he or she must complete the examinations or submit the thesis. ⁶ If an extension to the deadline is not granted or if the extended deadline is not complied with, the examination is considered to be failed.

(5)¹ Reasons that are beyond the control of the candidate as defined by paragraph 4 include specifically:

- pregnancy/parental leave,
- the care of a close family relative/exceptional family stresses,
- health-related impairments/illness/disability,
- high-performance sport/elite sport.

(6)¹ The reasons defined in paragraph 5 are only acknowledged if the student is not on holiday in the relevant period or is studying part-time as defined in section 4.

Section 19

Enrolments and Examination Office

(1)¹ Notwithstanding the responsibility of the examination board as defined in section 8 paragraph 1, the Examination Office of the Neubrandenburg University of Applied Sciences is responsible for the organisation of the examination procedure.

(2)¹ In regard to the registration and admission to examinations, the Enrolments and Examination Office has the following tasks:

1. processing of applications for admission to module examinations in the modules and additional modules,

2. checking admission requirements for completion of the examinations for each candidate and preparing the admission decisions made by the examination board,
3. receiving the application by the candidate for completion of the thesis in accordance with section 24 paragraph 5,
4. notifying the candidate of the topic for the thesis in accordance with section 24 paragraph 5,
5. checking the grace period as part of the application in accordance with section 18a paragraph 5 and
6. deciding about acceptance of withdrawals and extensions to deadlines in case of illness in accordance with section 11 paragraph 8.

(3) In regards to dates and deadlines, the Enrolments and Examination Office has the following tasks:

1. publishing the examination dates and registration deadlines for the examinations,
2. checking deadlines for the registration dates in accordance with section 18b paragraph 1,
3. receiving applications for acknowledgement of the reasons justifying a deviation from a standard examination date in accordance with section 18c paragraph 4,
4. coordinating the examination dates confirmed by the examination board and preparing examination schedules for examiners, observers and invigilators,
5. notifying candidates of the examination admission, the concrete examination date and the names of the examiners,
6. notifying the examiners of the concrete examination dates,
7. preparing lists of the candidates for an examination date,
8. checking compliance with the examination dates,
9. ensuring the grading deadlines in accordance with section 14 paragraph 2, section 15 paragraph 7, section 24 paragraph 11 and
10. ensuring compliance with the due date for the thesis.

(4) Furthermore, the Enrolments and Examination Office has the following tasks:

1. receiving completed theses and forwarding these to the examiners in accordance with section 24 paragraph 8,
2. publishing the examination results via the electronic procedure available to the Neubrandenburg University of Applied Sciences,
3. preparing certificates and diplomas as well as transcripts in accordance with section 26 paragraph 4, section 30 paragraph 1, section 31 paragraph 1,
4. managing examination records
5. collecting, statistically analysing and preparing examination-related data that is necessary for completing the tasks in these examination regulations, particularly relating to section 8 paragraph 3 and section 30 paragraph 5.

Section 19a

Harmonised application of examination rights

(1)¹ All parties involved with the application of these regulations shall uniformly apply the regulations as part of the functional circumstances.

(2)¹ Office I – Course and Examinations ensures compliance and harmonised application of the framework examination regulations and the departmental examination regulations. ² If it identifies a

deviating practice, it informs the stakeholders.

Section 20

Instrumental authorities, procedures

(1)¹ The authority responsible for enacting all decisions in accordance with these examination regulations, including the relevant departmental examination regulations, with respect to the students, the candidates and the applicants in relation to third parties is the Chancellor. ² This also applies to the appeal procedure.

(2)¹ Those affected must be notified in writing in good time and any adverse decisions must be justified in writing. ² If they are administrative decisions, they must be provided with a legal remedy.

(3) Appeals must be submitted on time to the Enrolments and Examination Office of the Neubrandenburg University of Applied Sciences.

(4) If the candidate has definitively failed an examination, they are appropriately notified.

Part 2:

Higher education examinations

Section 21

Admission to the module examinations

(1) Only those students can be admitted to the module examination who have

1. enrolled for the corresponding course on the basis of the enrolment regulations of the Neubrandenburg University of Applied Sciences in its currently valid version,
2. have pursued a course of study in accordance with the departmental study regulations; in particular, have satisfied the examination prerequisites as well as the required ECTS points and other prerequisites for admission to the module examination indicated where applicable in the module descriptions and
3. is registered for the particular module and its examination.

(2) Only in exceptional cases and with the approval of the examination board may an examination be taken during a leave of absence.

(3)¹ By registering for a module examination in accordance with section 18a paragraph 3, the candidate applies for admission to the module examination. ² Upon request of the Enrolments and Examination Office or the examination board, evidence of having satisfied the admission requirements stated in paragraph 1 must be submitted. ³ If evidence cannot be provided within the registration deadline for the examination, the student is admitted to the examination with reservations. ⁴ Admission lapses if the prerequisites in accordance with paragraph 1 are not met prior to the examination being taken for which the evidence concerned is required. ⁵ Registration is considered in this case to have not been carried out. ⁶ The examination board decides about the admission. ⁷ Section 24 paragraphs 5 and 6 shall apply to these.

(4) Admission to a module examination may only be declined if

1. the prerequisites cited in section 1 paragraphs 1 to 3 are not met or

2. the candidate has definitively failed the corresponding module examination in the same or in a related course or is in a pending examination procedure or
3. the candidate has lost the right to take an examination by having missed the deadline for registering for the corresponding module examination.

Section 22

Scope and type of the higher education examination

(1) The examination is made up of the module examinations prescribed for the course and the Bachelor's or Master's thesis (section 24).

(2)¹ A module examination can be made up of several minor assessments that can be examined and evaluated at different times. ² A final module grade is formed using the individual grades. ³ More detailed provisions are contained in section 16 paragraphs 3 to 5.

(3) The particular departmental examination regulations define which modules, where applicable, from which semester are included in the overall final grade (section 26 paragraph 2) and determine to what extent practical work experience (practical course components) are included in the overall final grade (minimum requirement).

(4)¹ Modules can also specify examination prerequisites. ² Examination prerequisites are performance reviews that are a subject-specific prerequisite for participating in a module examination as well as being functionally necessary to achieve the learning objective for the module.

³ The module descriptions regulate the type and number of such prerequisites. ⁴ Examination prerequisites are not graded but are simply evaluated as 'passed' or 'failed'; they are not included in the module grade.

(5)¹ Each fundamental course must include at least one elective module as a rule. An elective module for a course can be replaced by

1. a module from other courses in the particular faculty,
2. a module (for example, entrepreneurial theory, committee work) from the University's own StudiumPlus program,
3. a module from the teaching program offered by other faculties or
4. a module from another university in Germany or abroad.

² More details can be found in the departmental study and examination regulations.

(6)¹ If a course includes a compulsory elective area, the departmental examination regulations specify to what extent it is possible to change compulsory elective modules with an appropriate module offer; if there is no provision in the departmental examination regulations, changing compulsory elective modules is not permitted in the particular course.

(7)¹ If several compulsory elective or elective modules must be completed in a course, it is not possible for a similar module to be completed several times. ² Each module grade can accordingly only be integrated once into the overall final grade.

(8)¹ The particular departmental examination regulations may specify that teaching sessions can or must be held in English instead of in German and that academic achievements and examination results can or must be stated in English instead of in German. ² In subject-specific justified cases, the departmental examination regulations can include corresponding provisions also with regard to

other languages.

Section 23 Additional modules

(1)¹ Upon application, students can take a module examination in modules other than the prescribed modules – at most until they successfully graduate. ² This also includes modules from other courses at the Neubrandenburg University of Applied Sciences (additional modules). ³ The application for examination in an additional module must be directed in writing to the chair of the examination board via the Enrolments and Examination Office.

(2) The result of the examination from paragraph 1 may be stated on the qualification certificate upon application but is not integrated into the final grade in accordance with section 26 paragraph 2.

(3) An examination in an additional module that is failed can be repeated once.

Section 23a Submission deadlines

¹ If an assessment must be submitted by a certain day, placing the assessment in the letterbox of the Enrolments and Examination Office on the last day of the submission deadline is sufficient. ² If it is submitted by post, the date of the postmark is valid as the day of submission unless otherwise specified in the departmental examination or study regulations.

Section 24 Higher education thesis: Bachelor's thesis or Master's thesis

(1)¹ The thesis is a written, or graphic where applicable, assessment that concludes the study. ² It is intended to demonstrate that the candidate is capable of independently working on a problem in an area in the relevant course using academic methods within the specified period.

(2) The thesis may also be in the form of group work provided that each individual candidate's contribution that is to be graded as the assessment is clearly marked and can be graded by specifying sections, page numbers or other objective criteria that enable unambiguous identification and which meets the requirements in accordance with paragraph 1 clause 2.

(3)¹ The thesis may, upon application and provided the departmental examination regulations does not specify a particular language, only be written in English or another language instead of German with the agreement of all examiners; if written in a language other than German or English, it must contain a summary in German or English. ² The application must be directed in writing to the chair of the examination board and submitted to the Enrolments and Examination Office.

(4)¹ The thesis can be supervised and assessed by all teaching staff in the faculty who are authorised to conduct examinations. ² The examination board can permit teaching staff from another course at the Neubrandenburg University of Applied Sciences to act as supervisor for a thesis. ³ Lecturers can issue and supervise theses with the agreement of the chair of the examination board provided that they are conducting teaching sessions in an area relevant for the particular course. ⁴ Lecturers who supervise a thesis must complete the supervision without payment even if the temporary lecturer

position ends or is terminated during the ongoing supervision period.⁵ If the thesis is completed at a facility outside the Neubrandenburg University of Applied Sciences, this requires the agreement of the chair of the examination board.

(5)¹ The status of the thesis is determined by the departmental study regulations.² It must as a rule be written in the last semester of the normal duration of study.³ The candidate must register a thesis in writing with the examination board via the Enrolments and Examination Office.⁴ With the registration, the candidate applies for admission to the thesis.⁵ The candidate may suggest a topic for the thesis and nominate a supervisor in the application for admission; the suggestion does not constitute a right.⁶ The topic must be confirmed by the examination board; if necessary, a topic is nominated by the examination board.⁷ The time of the notification of the confirmed topic to the candidate by the Enrolments and Examination Office must be officially recorded.⁸ The time allowed for the candidate to work on the thesis starts once the candidate is informed of the topic.⁹ The departmental examination regulations can include a different rule regarding this.¹⁰ The topic can only be returned once and only within one month of the candidate being informed of the topic.

(6)¹ Only those candidates can be admitted to the thesis who have completed any required practical study components and who have been enrolled at least since the previous semester in the relevant course at the Neubrandenburg University of Applied Sciences.² More detailed provisions are set out in the relevant departmental examination regulations.³ The departmental examination regulations may also require evidence of a minimum number of ECTS points for admission to the Bachelor's or Master's thesis.

(7)¹ The scope of the work for a Bachelor's thesis is 6 to 12 ECTS points and for a Master's thesis 15 to 30 points.² The application deadline, time allowed to complete the thesis, scope and the ECTS points to be achieved for a thesis are stated in the departmental examination regulations combined with the module descriptions.³ In doing so, it must be ensured that the thesis, including its evaluation, as well as any colloquium that must be held, can be completed within the normal duration of study.⁴ In justified exceptions, the time allowed to complete the thesis may be extended in accordance with section 11 paragraph 7 upon application by the candidate.⁵ The time allowed to complete the thesis can be extended by up to one third of the planned time for Bachelor's and Master's theses.⁶ The departmental examination regulations may state a different rule regarding this.⁷ Illness is only accepted as a reason for an extension if the illness is substantiated in good time in accordance with section 11 paragraph 4.⁸ The length of the extension is based on how long the candidate is unable to attend and may exceed the deadline in accordance with clause 4.⁹ The time allowed to complete the thesis must not be interrupted by taking a holiday semester.¹⁰ If a holiday semester is approved after a topic for a thesis is assigned, the topic must be returned.¹¹ A thesis that is not completed because the candidate takes a holiday semester is considered to not have been undertaken.¹² Topics are never issued again to a candidate who has taken a holiday semester.¹³ Upon completion of a holiday semester, paragraph 5 is applied accordingly.

(8)¹ The topic, definition of the task and the scope must be limited by the supervisor to ensure that the deadline for submission of the thesis can be complied with.² The thesis must be submitted by the submission date to the Enrolments and Examination Office.³ The time of submission must be

officially recorded. ⁴ Upon submission the candidate must state in writing that he or she has completed the thesis – or in the case of group work, the correspondingly identified parts of the work – independently and without using any sources and aids other than those specified. ⁵ All parts of the thesis that come from publications or that are the information and work of others that are either quoted directly or paraphrased must be acknowledged explicitly as such. ⁶ It must also be pointed out that the candidate agrees to the publication of the thesis provided that there are no legal or other reasons preventing this.

(9) If the thesis is not submitted by the due date, it is graded as ‘insufficient’ / ‘fail’ (F).

(10)¹ The thesis must be graded by two examiners. ² One of the examiners shall be the supervisor. ³ Unless the departmental examination regulations specifies otherwise, the primary and secondary examiners can inform each other of their assessments. ⁴ The secondary examiner is appointed upon the suggestion of the supervisor by the chair of the examination board. ⁵ Paragraph 4 shall apply accordingly whereby one examiner must always be a professor. ⁶ If the thesis is completed at a facility outside the Neubrandenburg University of Applied Sciences, the primary examiner must belong to the Neubrandenburg University of Applied Sciences.

(11)¹ The thesis shall be promptly graded by two examiners at the latest four to six weeks after submission. ² The grade is calculated from the arithmetic mean of the grades of both examiners based on section 16 paragraph 1. ³ If the assessments differ by more than one grade, the examination board appoints a third examiner. ⁴ The grade is then calculated using the arithmetic mean of the three assessments.

(12)¹ The thesis can only be repeated once with a grade of ‘insufficient’ / ‘fail’ (F). ² It is only possible to repeat the thesis with a new topic. ³ Returning a topic for a thesis within the deadline stated in paragraph 5 is only permitted if the candidate has not made use of this option when preparing the first thesis.

Section 24a Colloquium

(1) The particular departmental examination regulations rule whether participation in a final colloquium is necessary in addition to the thesis as a requirement for successful completion of a course.

(2)¹ The colloquium shall as a rule be held within four weeks of notification of the grade of the thesis; the examination board decides about any exceptions. ² The colloquium shall be conducted in the language determined in section 24 paragraph 3.

(3) The colloquium is only held if the thesis is graded with at least ‘sufficient’ (4.0) without taking the colloquium into consideration.

(4)¹ The colloquium shall be accepted by the examiners of the thesis. ² For the discussion of critical objections, the student is permitted to inspect the relevant passages of the expert opinion by the examiners with the exception of the grade suggestions. ³ The colloquium shall be conducted as a group examination for group work.

(5)¹ The colloquium shall not last longer than 60 minutes. ² With the exception of the notification of the grade, it is open to the public. ³ The public can be excluded by the person responsible for the examination for an important reason or upon request of the candidate.

(6)¹ The grade for the colloquium is calculated from the arithmetic mean of the grade of both examiners on the basis of section 16 paragraph 1. ² The overall grade is determined from the grade for the thesis and the grade for the colloquium in accordance with section 16 paragraph 3. ³ The candidate is informed of the grade for the colloquium following the colloquium.

(7)¹ If the colloquium is graded as 'insufficient' (5.0), it can be repeated once. ² The repeated colloquium is held one month at the earliest and two months at the latest after the first colloquium. ³ If the repeated colloquium is also graded as 'insufficient' (5.0), the course at the Neubrandenburg University of Applied Sciences is definitively failed.

Section 25

Publication of theses

(1)¹ In principle, every thesis must be provided to the University library for public inspection and also for publication where applicable (as an e-book) without limitations. ² The candidate agrees to this in writing upon submission of the thesis to the Enrolments and Examination Office in accordance with section 24 paragraph 8 clause 6.

(2)¹ Exceptions to the obligation to publish are only permitted in justified cases, particularly if the interests of third parties requiring non-disclosure or statutory data protection require this. ² It is essential to check in such a case whether publication is suspended only for a certain period (restriction period). ³ The objective reason for making use of this exception must be provided by the student in writing. ⁴ The acknowledgement of the reason and the exception to the duty of publication is decided by the supervisor or the primary examiner.

(3)¹ For Bachelor's theses it shall also apply that publication can be waived if the overall quality or the quality of the outer appearance or the linguistic presentation does not lend itself to this despite the quality of the contents. ² The supervisor or the examiner decides about this.

Section 26

Passing and failing the examination; overall assessment

(1) The university examination is passed when all module examinations and the thesis, including the colloquium where applicable, are passed.

(2)¹ The modules and practical study components that are integrated in the final grade in accordance with section 22 paragraph 3 are considered as follows in the overall assessment. ² For the overall assessment, the grade point average (GPA) is first determined. ³ The GPA is formed by dividing the sum of the products of the module grades with the ECTS points achieved with the total sum of the ECTS points achieved in those modules that are included in the final grade. ⁴ When forming the final grade, only the first place after the decimal point is taken into account. ⁵ Any further places are deleted without rounding.

⁶ The final grade for the passed final examination is as follows with an average grade of

1.0 to 1.5 inclusive = very good,
with an average grade of
1.6 to 2.5 inclusive = good,
with an average grade of
2.6 to 3.5 inclusive = satisfactory
with an average grade of
3.6 to 4.0 inclusive = sufficient.

⁷ The departmental examination regulations can include the overall assessment 'with honours' for an overall examination grade of 1.0 to 1.2.

(4) If the candidate fails the examination, upon application and with submission of appropriate evidence and the document showing cancellation of enrolment, he or she is provided with a written certificate that contains the completed assessments and their grades as well as the assessments that are still missing for the final examination and states that the candidate failed the examination.

(5)¹ The departmental examination regulations plan that at least 70 percent of the modules in Bachelor's degrees are graded and at least 80 percent of the modules in Master's programmes are graded. ² At least one compulsory module is planned that is evaluated as either 'passed' or 'failed'. ³ Appendix 1 of the departmental examination regulations (examination schedule) must individually list the modules that are incorporated into the grading or assessment.

(6)¹ Of the graded module examinations, at least 60 percent in a Bachelor's degree and at least 70 percent in a Master's programme – relative to the total number of credit points to be achieved in the course – must be included in the final grade. ² At least one graded compulsory module must be planned that is not included in the final grade. ³ The departmental examination regulations individually specify the affected modules in Appendix 1 (examination schedule). ⁴ The Bachelor's or Master's thesis must always be graded and taken into account in the overall final grade.

Section 27

Elective options

¹ Every departmental examination regulations must include options to repeat examinations. ² The departmental examination regulations must specify whether for the particular course the variant with free attempts at examinations and attempts at improvement (section 28) or the variant without (section 29) is used. ³ It is sufficient to refer to the relevant paragraph in the framework examination regulations. ⁴ However, the relevant text can be included word-for-word in the departmental examination regulations. ⁵ The departmental examination regulations can in the case of section 29 also include a provision for hardship cases (fourth attempt).

Section 28

Free attempt, repeating module examinations; deadlines

(1)¹ Module examinations not passed the first time are considered not to have been taken if they are completed in the planned standard examination period (Appendix 1 of the departmental examination regulations) (free attempt). ² An examination is only considered taken if the candidate is present on the examination date or submits an assessment. ³ Clause 1 does not apply if the module examination was declared failed due to cheating or other irregular behaviour. ⁴ Paragraph 7 shall apply for

Bachelor's and Master's theses.

(2)¹ A module examination that is failed as part of a free attempt must be taken within six months in the next examination period. ² A second free attempt is excluded. ³ If the failed module examination is made up of several minor assessments, the candidate can decide whether he or she would like to take all or only the failed minor assessments. ⁴ In the latter case, the minor assessment passed as part of the free attempt is included in the final grade for the module.

(3)¹ If a candidate is prevented from taking a free attempt for reasons beyond his or her control, the examination board must be promptly notified in writing of these reasons with substantiation. ² If the examination board acknowledges the reasons, a new date must be set by the board and the candidate must be informed of this date in writing. ³ Reasons preventing a free attempt being taken that should be taken into account include legal maternity leave periods and the periods for parent leave and other family stresses in particular.

(4)¹ Each failed module examination can be repeated once independently of the free attempt. ² Repeat examinations must be registered by the candidate. ³ The repeat examinations must be taken on the next possible examination date; for the Bachelor's and Master's theses paragraph 7 shall apply. ⁴ Repeating a passed module examination is only permitted in the case of a free attempt (improvement attempt). ⁵ The examination must be taken on the next possible examination date. ⁶ If the improvement attempt is successful, the better grade shall apply. ⁷ In the case of attempting to improve a module examination that is made up of several minor assessments, the candidate can decide whether he or she would like to repeat all or only the failed minor assessments.

(5)¹ If the dates and deadlines for the examinations or the repeat examinations in accordance with paragraphs 2 and 4 are missed, the right to take an examination is forfeited unless the candidate is not responsible for defaulting. ² Furthermore, the provisions in section 11 paragraph 2 clauses 2 to 6 shall apply accordingly. ³ The examination board decides about the acknowledgement of the reasons for defaulting. ⁴ If the repeat deadline is missed for reasons beyond the control of the candidate, the module examinations must be promptly rectified after the reason for the default has ceased to apply. ⁵ The examination board sets dates for this purpose.

(6)¹ A second repeat of a failed module examination is only permitted on the next normal examination date and only if at the time of the second repeat examination a minimum number of ECTS points has been achieved or a severe hardship is present. ² The minimum number of ECTS points is calculated using the following formula: Semester in which the second repeat takes place minus one multiplied by 30 and subtract 12 from this. ³ The examination board decides about acknowledging the hardship based on a substantiated written application. ⁴ When assessing claims of hardship, the examination board must take into account previous achievements by the candidate and estimate the likelihood of success with this second repeat examination. ⁵ If the prerequisites according to clause 1 are not given, a second repeat examination is definitely excluded if the candidate has previously made use of the free attempt.

(7)¹ A Bachelor's or Master's thesis that has been failed can be repeated once with a new topic. ² The new topic must be requested from the examination board in good time but by five weeks at the latest of the candidate being informed of the result of the first thesis. ³ Paragraph 3 clauses 1 and 2 shall

apply accordingly. ⁴ Repeating the thesis a second time is excluded. ⁵ Returning the topic for the Bachelor's or Master's thesis in accordance with section 24 paragraph 5 clause 10 is only permitted if the candidate has not returned a topic when preparing his or her first Bachelor's or Master's thesis.

Section 29

Repeating examinations; deadlines

(1)¹ Each module examination must be taken in the planned standard examination period (Appendix 1 of the departmental examination regulations). ² Section 11 paragraph 7 and section 18a paragraph 3 and section 18b remain unaffected and apply accordingly.

(2)¹ Each failed module examination can be repeated twice. ² Repeat examinations must be taken in the following semester as a matter of principle. ³ The University offers a follow-up examination period for this purpose. ⁴ Repeat examinations must be registered by the candidate. ⁵ The Bachelor's or Master's thesis can be repeated once (paragraph 4). ⁶ It is not permitted to repeat a passed module examination.

(3)¹ If the dates and deadlines in paragraph 1 are missed, the right to take an examination is forfeited unless the person being examined is not responsible for defaulting; the examination board decides on this upon application by the candidate. ² If the repeat deadline is missed for reasons beyond the control of the candidate, the module examinations must be promptly taken again after the reason for the default has ceased to apply. ³ The examination board sets dates for this purpose. ⁴ Furthermore, the provisions in section 11 paragraph 2 clauses 2 to 6 shall apply accordingly.

(4)¹ A Bachelor's or Master's thesis that has been failed can be repeated once with a new topic. ² The new topic must be requested from the examination board in good time but by five weeks at the latest of the candidate being informed of the result of the first Bachelor's thesis or Master's thesis. ³ Repeating a Bachelor's thesis or Master's thesis a second time is excluded. ⁴ Returning the topic for the Bachelor's or Master's thesis in accordance with section 24 paragraph 5 clause 10 is only permitted if the candidate has not returned a topic when preparing his or her first Bachelor's or Master's thesis.

(5)¹ Examination prerequisites can be repeated several times. ² Previously passed minor assessments remain passed. ³ The examination board decides when such assessments are repeated.

Section 30

Certificate

(1)¹ A certificate in German and English must be issued as soon as possible indicating that the university examination has been passed. ² The certificate in German contains the name of the individual modules with the grade achieved, the identification of those modules that are included in the calculation of the final grade, the final grade itself and the topic of the thesis with the grade achieved. ³ The certificate in English contains the title of the thesis with the grade achieved and the grade points achieved, the name of the individual modules with the grades achieved in them, the grade points and the ECTS points (credit points) as well as the grade point average and the total grade and the ECTS points (credit points) achieved. ⁴ Additionally assessed modules as described in section 23 are also included upon application with the details about the assessment listed in clause 2. ⁵ The

certificate shows the date and the agency that accredited the course if the course is accredited.

(2) The certificate shows the date of the day on which the last assessment was completed and must be signed by the chair of the examination board and the chancellor as a matter of principle.

(3)¹ In addition to the certificate, a diploma supplement in English is issued that indicates the international classification of the qualification achieved. ² This provides detailed information about the course underlying the qualification and its contents and is signed by the chair of the examination board.

(4)¹ The candidate also receives a transcript of records with the certificate. ² The transcript shows the completed modules including the credit points and examination grades achieved.

(5) A diploma supplement contains an ECTS grading table that is adapted to the grading scheme of the Neubrandenburg University of Applied Sciences and that documents which tertiary qualification grades were assigned in one or more comparative cohorts and how often.

(6)¹ A fixed reference parameter must be defined as the basis for the calculation of the ECTS grading table. ² The reference parameter shall where possible be derived from a graduate number that is not less than 100 or is formed in such a way that, depending on the size of the current graduate cohort, one or where applicable two previous graduate cohorts for the corresponding course are combined as the reference parameter.

(7) The certificate is only issued or delivered to the students when they have fulfilled their obligations to the University, in particular, any outstanding fees must have been paid and the University library must have been provided with the thesis in the prescribed format, size and number.

Section 31 Diploma

(1)¹ Once the Bachelor's or Master's examination has been passed, the candidate receives together with the certificate a bilingual diploma in German and English showing the date of the certificate. ² The awarding of the academic qualification in accordance with section 2 combined with the particular departmental examination regulations is certified in this diploma.

(2) The diploma is signed by the chancellor of the Neubrandenburg University of Applied Sciences and bears the seal of the Neubrandenburg University of Applied Sciences.

Part 3: Final provisions

Section 32 Invalid examinations

(1) If the candidate has cheated on an examination or thesis and if this fact only became known after the certificate had been issued, the examination board can retroactively amend as appropriate the grades for those assessments on which the candidate has cheated and declare the examination to have been failed either in part or in full.

(2)¹ If the prerequisites for admission to an examination were not satisfied and the candidate did not

have any intention to deceive in this regard, and this fact only became known after the certificate had been issued, this defect is remedied by stating that the examination has been passed. ² The examination board decides if the candidate gained admission by intentionally deceitful means.

(3) The candidate must be given an opportunity to make a statement before a decision is made.

(4)¹ The incorrect examination certificate must be retracted; a new certificate must be issued if applicable. ² The diploma awarded must also be retracted with the incorrect examination certificate if the examination was declared to be 'failed' (F) due to cheating. ³ A decision in accordance with paragraph 1 and paragraph 2 clause 2 is excluded after a period of five years from the date of the examination certificate.

Section 33 **Inspection of examination records**

¹ Up to six months after completion of the particular examination procedure for a module examination, including the final examination, determined from the date the grade was issued, the candidate may inspect upon application to the examination board his or her written examination tasks, the examiners' reports related to these tasks and the examination records related to them. ² The chair of the examination board determines the location and time of the inspection. ³ Furthermore, section 14 paragraph 3 shall apply accordingly.

Section 34 **Scope regulation**

(1)¹ The provisions in these framework examination regulations shall apply to all Bachelor's degrees and Master's programmes at the Neubrandenburg University of Applied Sciences directly and supplement the particular departmental examination regulations, provided that they do not have their own permitted provisions. ² The departmental examination regulations for the individual courses may deviate from the provisions of the framework examination regulations only if and where the framework examination regulations allow this. ³ Otherwise, the departmental examination regulations must be approved in accordance with section 13 paragraph 3 clause 2 of the State University Act.

(2) The framework structural guidelines agreed by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany are used for the Bachelor's degrees and Master's programmes.

(3) To maintain uniformity, the Office I – Course and Examinations provides forms for course and examination matters, templates for and samples of qualification diplomas, certificates, diploma supplements, transcripts of records, module descriptions, course and examination schedules as well as the departmental examination and study regulations which must be applied across the University by the relevant areas and offices.

Section 34a **Procedure for examinations in force majeure events**

(1) If examinations cannot be conducted in an orderly or specifically a timely manner due to a force

majeure event that affects the entire University, it is permissible to deviate from the provisions in these regulations and the relevant departmental examination regulations relating to the type, scope, and timing of examinations. A relevant modification may only be made if the qualification objective that is intended to be assessed by the examination can also be achieved by another type of examination or an examination of a different scope and that there are no penalties for students as a result. If students are reliant on a particular type of examination due to compensation for a disadvantage, the examination must not be modified.

(2) Under the same conditions, the processing time for alternative assessments (according to section 15 paragraph 1) and theses (according to section 24) can be extended by more than the periods specified in section 15 paragraph 6 and section 24 paragraph 7(2) and in the provisions of the specific departmental examination regulations based thereon.

(3) The deadline for publishing the examination dates as defined in section 18 paragraph 3 is shortened in cases of paragraph 1 to three weeks. The start, duration, and location of the module examination in these cases are published at the latest one week before the start of the examination period. If the type or scope of the examination is modified, the Examination Board ensures through the Examination Office that students are notified in good time. Students are also obligated to make relevant enquiries about this to the Examination Office.

(4) The determination under section 1(1) is made by the University administration after consultation with the deans and the chair of the Senate. The Examination Board decides, with the involvement of the Examination Office, which examinations are affected and by when they must be retaken. The next normally conducted examinations represent the longest time limit in this case. The Examination Board together with the Examination Office decides about a modification of the type, scope, or timing of examinations and any extensions as defined in section 2.

(5) The Examination Office and the deans of the University as well as the Ministry of Education, Science and Culture of Mecklenburg-Vorpommern must be promptly informed about decisions pertaining to sections 1 and 2 that are made by the University administration and the Examination Board.

Section 35 **Effective date, lapsing**


(1) These framework examination regulations are effective upon being approved by the Ministry for Education, Science and Culture of the State of Mecklenburg-Vorpommern on the day after its publication.

(2)¹ These regulations are used as framework examination regulations for all departmental examination regulations as well as changes to departmental examination regulations that are concluded after these regulations become effective. They are also applied to existing departmental examination regulations provided these do not conflict with these regulations.² If these regulations conflict with provisions from the previous framework examination regulations of the Neubrandenburg University of Applied Sciences, for those students who were already enrolled in a course prior to these regulations coming into effect the more favourable regulations shall apply.

Prepared on the basis of the resolution by the Senate of the Neubrandenburg University of Applied Sciences dated 17 May 2017 and the approval of the chancellor on 16 August 2017.

Neubrandenburg, 16 August 2017

on behalf of

A handwritten signature in black ink, appearing to read "M. Jussio". The signature is written in a cursive style with a prominent initial "M" and a long, sweeping tail.

The Chancellor
of the Neubrandenburg
University of Applied Sciences