

**Bachelor examination regulations 2025  
(BPO IB B.Sc. - winter semester 2025/2026)**

**for the degree programme International Business (B.Sc.)**

**at the Sankt Augustin campus**

**Hochschule Bonn-Rhein-Sieg University of Applied Sciences**

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Based on Section 2 (4) and Section 64 of the North Rhine-Westphalia Higher Education Act (Hochschulgesetz - HG NRW) in the version published on 16 September 2014 (GV. NRW. page 547), last amended by Article 2 of the Act of 5 December 2023 (GV.NRW.p. 1278), the Department of Management Sciences of Hochschule Bonn-Rhein-Sieg University of Applied Sciences at the Sankt Augustin campus has issued the following Bachelor's examination regulations 2025 for the International Business degree programme (BPO IB B.Sc. 2025):

*For the convenience of our international students, we have included the examination regulations in the following English translation. Legal force only applies to the German version that was published.*

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## **I. General information**

### **§ 1 Scope of the examination regulations**

These Bachelor's examination regulations (BPO) govern the examinations for the degree in the English-language International Business programme at the Department of Management Sciences of the Hochschule Bonn-Rhein-Sieg University of Applied Sciences at the Sankt Augustin campus.

### **§ 2 Aim of the programme, purpose of the examination, academic degree**

(1) Taking into account the general study objectives (§ 58 HG NRW), the degree programme is intended to teach students the application-related content of their subject and its implementation on the basis of scientific knowledge. At the same time, the programme should promote the international mobility of students. Students should be enabled to analyse processes and problems, particularly in international business practice, to develop practical solutions to problems and to take into account extracurricular references and intercultural characteristics. In addition, the programme aims to develop students' creative and design skills and prepare them for the Bachelor's examination.

(2) The Bachelor's degree constitutes a first academic degree qualifying for a profession. The Bachelor's examination determines whether the candidate has achieved the objectives of the degree programme.

(3) If the Bachelor's examination is passed, the university will award the academic degree "Bachelor of Science". The degree generally qualifies the holder for admission to a Master's degree programme.

### **§ 3 Study requirements**

(1) Admission to the degree programme requires a general higher education entrance qualification or a subject-specific higher education entrance qualification or a qualification recognised as equivalent.

(2) If an applicant has definitively failed an examination required by the examination regulations in the chosen degree programme at a higher education institution within the scope of the Basic Law or has lost the right to take an examination for any other reason, enrolment for this degree programme is excluded. This applies accordingly to degree programmes that are very similar in content to the previous degree programme. The responsible Examination Board (§ 6) shall decide whether the content of the programme is significantly related.

(3) In the Bachelor's degree programme in International Business, English language proficiency at level B2 according to the Common European Framework of Reference for Languages (CEFR) must be demonstrated as proof of language proficiency.

### **§ 4 Standard period of study, scope of study, teaching language**

(1) The degree programme comprises a standard period of study of seven semesters, including the practical semester/study semester abroad and the Bachelor's thesis. The degree programme is divided into modules. These are assessed with credit points in accordance with the European Credit Transfer System (ECTS), which measure the workload of the students. The completion of all coursework in a

standard semester is assessed with 30 credit points, the Bachelor's degree programme comprises a total of 210 credit points.

(2) One credit point corresponds to a working time of 30 hours, resulting in a total working time of 6,300 hours. These time hours include the attendance time at the university as well as the time for preparation and follow-up work, including exam preparation and exam time.

(3) The teaching languages are English and German or the respective target language of the course assigned to the module in the foreign language modules "Language I", "Language II" and "Language III".

(4) Students who have not submitted an application for admission to all graded examinations required under these examination regulations in accordance with Section 15 (3) of the first semester (cf. Section 11 (1)) by the end of the fourth semester shall lose the right to take examinations unless the student can prove that he/she is not responsible for the failure (Section 9 (2)). In particular, the reasons set out in Section 64 (3a) HG NRW must be taken into account. If a cancellation is made after admission (§ 17 Para. 5), the registration is deemed not to have taken place.

(5) Admission to the first semester of the degree programme begins in the winter semester.

(6) The courses take place either at the Sankt Augustin campus or at the Rheinbach campus.

## **§ Section 5 Scope and structure of the examination, examination period**

(1) The Bachelor's examination consists of course-related examinations. Early graduation is possible if the required achievements are proven.

(2) The credit points of a module are obtained by passing the associated examinations. These should take place at the point in time at which the associated module or teaching unit in the degree programme is completed in accordance with the curriculum. The study plan (part of the examination regulations) should ensure that students are able to take all examinations during their studies by the end of the seventh semester.

(3) The head of degree programme summarises the module descriptions prepared by the module coordinators in a degree programme-related module handbook, which can provide information in particular on

- Title and identification number of the module,
- Title of the individual courses,
- Semester, rotation, duration of the module,
- the allocation of the individual courses to the curriculum,
- Workload (contact time, self-study) and credit points,
- Participation requirements and necessary and desirable prior knowledge,
- the objectives and structure of the individual courses,
- Possible forms of teaching, possible teaching languages
- possible forms of examination, possible examination languages,
- Requirements for the awarding of credit points, significance of the grade for the final grade and module coordinator.

## § 6 Audit Committee

(1) The Examination Board of the Department of Management Sciences, Sankt Augustin Campus assumes the tasks assigned by these examination regulations for the International Business (B.Sc.) degree programme. The Examination Board is an independent examination body of the Bonn-Rhein-Sieg University of Applied Sciences.

(2) The Examination Board consists of six persons elected by the Departmental Council:

1. Three members from the group of university lecturers in the department,
2. one member from the group of academic staff in the department,
3. one member from the group of technical and administrative staff in the department and
4. one member from group of students in the department.

The Examination Board elects a chairperson and a deputy chairperson from among the members representing university professors. With the exception of the chairperson and the deputy chairperson, representatives should also be elected for all members of the Examination Board. The term of office of the elected members of the Examination Board is two years, with the exception of the term of office of the student member, which is one year. Re-election is permitted.

(3) The examination board ensures compliance with the examination regulations, ensures that the examinations are conducted properly and decides on the type and form of the examinations (§ 17 para. 1-3, § 18 para. 2). In particular, it is responsible for deciding on appeals against decisions made in examination procedures. Upon request, the Examination Board reports to the Departmental Council on the development of examinations and study times. If the actual average period of study deviates from the standard period of study, it proposes examination-related measures to shorten periods of study to the Departmental Council. It makes suggestions for the reform of the examination regulations. The Examination Board can delegate the following decisions to the respective chairperson or deputy chairperson, either generally or on a case-by-case basis:

- The determination that a degree programme has a significant content-related proximity to the chosen degree programme (Section 3 (3)).
- The appointment and cancellation of examiners (§ 7 para. 1; § 12 para. 6; § 19 para. 2 and 3; § 22 para. 2).
- The recognition of coursework and examinations, including the recognition of failed attempts (Section 8 (2), (3), (4), (6), (7) and (9); Section 13 (2)).
- The authorisation to withdraw from an examination (e.g. by recognising a doctor's certificate of incapacity to take the examination) or taking into account a missed examination, as well as the obligation to submit a medical certificate from a trustworthy doctor (Section 9 (2)).
- The authorisation of deviating examination modalities in the case of interests worthy of protection (§ 9).
- The extension of the internship semester or the subsequent division of the internship semester as well as the subsequent change of training centre (§ 12 para. 8).
- Determining the details of the examination, in particular the form of examination, language and authorised aids (Section 14 (4)).
- Admission and subsequent admission to examinations (Section 17 (4) and (5)).
- Admission to the Bachelor's thesis and the extension of its completion time (§ 20 para. 4, § 21 para. 2).

This does not apply to the decision on objections.

(4) The Examination Board shall constitute a quorum if, in addition to the Chairperson or Deputy Chairperson, one other member from among the university lecturers with voting rights and at least

one other member with voting rights are present. It passes resolutions by simple majority. In the event of a tie, the Chairperson or, in his/her absence, the Deputy Chairperson has the casting vote.

If no member of the Examination Committee objects, resolutions of the Examination Committee may exceptionally be passed by written/electronic circulation procedure outside of regular meetings if there is an objective reason, particularly in urgent cases. A reasonable deadline must be set for the casting of votes with prior opportunity to comment.

This does not apply in the case of decisions on appeals against notifications that involve the failure of an examination or the loss of the right to take an examination.

The student member does not take part in the discussion and decision-making on matters relating to the setting of examination tasks or his/her own examination.

(5) The members of the Examination Board and an authorised representative of the Presidential Board have the right to be present during examinations. This does not apply to students who are taking the same examination on the same examination date.

(6) The members of the examination board, the examiners and the assessors are bound by official secrecy. If they are not in public service, they must be sworn to secrecy by their chairperson.

At the invitation of the chairperson, guests may participate in the deliberations and votes of the Audit Committee; they are equally bound to secrecy. Guests are authorised to speak but are not entitled to propose motions or vote.

(7) Incriminating decisions by the Examination Board or its chairperson must be communicated to the students concerned without delay. The students concerned must be given the opportunity to be heard before the decision is made.

## **§ Section 7 Examiners and assessors**

(1) The Examination Board appoints the examiners and assessors for examinations and the Bachelor's thesis. Only lecturers at the university and persons experienced in professional practice and training may be appointed as examiners, insofar as this is necessary or appropriate to fulfil the purpose of the examination. Examinations may only be assessed by persons who themselves possess at least the qualification to be determined by the examination or a comparable qualification.

(2) If several examiners are to be appointed, at least one examiner should have taught in the relevant examination subject. Only a person who possesses at least the qualification to be determined by the examination or a comparable qualification may be appointed as an assessor (expert assessor).

(3) Examiners are independent of instructions in their examination activities.

(4) The candidate may propose examiners for the Bachelor's thesis. The Examination Board shall ensure that the examination obligation is distributed as evenly as possible among the examiners. Students' suggestions shall be taken into consideration wherever possible.

## **§ 8 Recognition of examination results**

(1) Examination achievements that have been completed in degree programmes at other state or state-recognised universities, at state or state-recognised vocational academies or in degree programmes at

foreign state or state-recognised universities or in another degree programme at Bonn-Rhein-Sieg University of Applied Sciences will be recognised upon application, provided that there is no significant difference between the competences acquired and the achievements that are being replaced. Recognition within the meaning of sentence 1 serves the continuation of the degree programme, the taking of examinations or the commencement of a further degree programme.

(2) The examination board shall conduct the recognition procedure. In case of doubt, it shall decide on recognition after consulting the examiners.

(3) It is the student's responsibility to provide the necessary information about the achievement to be recognised. Corresponding applications to the Examination Board must always be made in writing. Documents from foreign universities where German is not the official language must also be submitted in the form of a certified translation into German. In the case of documents in English, the Examination Board may waive the additional submission in the form of such a certified translation. The burden of proof that an application within the meaning of para. 1 does not fulfil the requirements for recognition lies with the Examination Board.

(4) On the basis of the recognition in accordance with para. 1, and at the request of the student, the university must classify the student into a subject-related semester, the number of which is determined by the number of ECTS credit points acquired through the recognition in relation to the total number of ECTS credit points that can be acquired in the respective degree programme. If the decimal place is less than five, the number is rounded down to whole semesters, otherwise it is rounded up. The application for recognition of coursework completed prior to enrolment must be submitted in full to the Examination Board by 30 April for enrolment in the summer semester or by 31 October for enrolment in the winter semester (cut-off deadline). Decisions on applications within the meaning of para. 1 will be made within a period of six weeks from submission of the complete documents in accordance with para. 3.

(5) If the recognition sought on the basis of an application within the meaning of para. 1 is refused, the student may request a review of the decision by the Presidential Board; the Presidential Board shall make a recommendation to the Examination Board regarding the further handling of the application.

(6) Upon application, other knowledge and qualifications may be recognised on the basis of documents submitted if this knowledge and qualifications are equivalent in terms of content and level to the examinations they are intended to replace. The recognition of these extracurricular achievements is limited to a maximum of half of the credit points provided for this degree programme (Section 63a (7) HG NRW)

(7) Within the framework of cooperation agreements between the Department of Management Sciences and comparable departments of its own or other universities, research institutions, institutions affiliated with the university or other institutes with comparable university-like seminar content, students have the opportunity to take the examinations specified in the respective cooperation agreements at the cooperating university or institution and then have them recognised in accordance with the above paragraphs.

(8) In the event of re-enrolment in the same degree programme at Hochschule Bonn-Rhein-Sieg University of Applied Sciences, all examination results previously acquired in this degree programme, including failed attempts, shall be retained. The same applies in the event of a change of examination regulations.

(9) The examination procedure begins with the first registration for an examination. It ends when the last examination decision becomes final. If, after the start of the examination procedure at Hochschule

Bonn-Rhein-Sieg University of Applied Sciences or at other universities or institutions, work is to be performed and credited as examination work, these external examination attempts must be registered with the Examination Board at least six weeks before the external examination date. Paragraph 3 applies accordingly. Insofar as the responsible Examination Board determines that the external attempt can be recognised in principle in accordance with Para. 1, an external attempt undertaken shall be deemed to be an examination attempt undertaken at Bonn-Rhein-Sieg University of Applied Sciences. Following the external examination attempt, the student is obliged to inform the responsible examination board of the result and to provide evidence of this. Admission to the relevant examination at Bonn-Rhein-Sieg University of Applied Sciences is excluded until notification or submission of the proof.

## **§ Section 9 Default, cancellation, legitimate interests**

(1) An examination shall be graded as "insufficient" if the candidate fails to appear at an examination date for which he/she is registered without good reason or if he/she withdraws from the examination after the start of the examination without good reason or does not complete the examination by the end of the examination. Sentence 1 applies accordingly if the candidate does not submit the Bachelor's thesis on time.

(2) The reasons given for the withdrawal or failure to attend must be notified to the Examination Board in writing without delay and substantiated. The Examination Board may request the submission of suitable documents for this purpose. If the student is unable to take the examination due to illness, proof of the inability to take the examination due to illness is generally provided by a medical certificate confirming the inability to take the examination, unless there is sufficient factual evidence to assume that the student is likely to be able to take the examination or that other proof is appropriate. If there are such indications, the Examination Board may request a medical certificate from a university medical officer at the university's expense. The student may choose between several medical officers. If the Examination Board recognises the reasons, the candidate will be informed that he/she can reapply for admission to the relevant examination (without it being counted as a failed attempt).

(3) Care must be taken to ensure that the examination conditions are designed in such a way as to compensate for any disadvantages for students who are prevented from taking an examination or acquiring a participation requirement in accordance with Section 64 (2) No. 2 HG NRW in the manner provided for in the examination regulations due to a disability or chronic illness or due to the provisions of maternity protection law. If the candidate demonstrates to the Examination Board by means of a medical certificate or in another way that he/she is not able to realise his/her existing intellectual abilities within the scope of the performance and therefore to take an examination in whole or in part in the intended form or duration for the aforementioned reasons, the Examination Board may, at the candidate's request, in particular allow the candidate to perform equivalent study and examination work in a different form and/or duration and/or using aids and/or aids and/or assistants on a case-by-case basis.

In case of doubt, the examination committee may request further evidence in this regard.

(4) Applications for compensation for disadvantages should be submitted at least 3 weeks before the start of the respective examination registration period. The application must be submitted to the responsible Examination Board together with the supporting documents in accordance with para. 3. It is recommended that a counselling interview with the university's representative for severely disabled students or, in the case of para. 5, with employees of the university's Equal Opportunities Office be held before the application is submitted.

(5) In addition, the provisions on caring for persons and the provisions on parental leave must also be taken into account appropriately.

## **§ 10 Deception, breach of regulations, notification of defects**

(1) Anyone who attempts to influence the result of their examination performance by cheating or using unauthorised aids has failed the examination. Students who disrupt the orderly progress of the examination may be excluded from continuing the examination by the respective examiner or invigilator; in this case, the entire examination is deemed to have been failed. The reasons for the exclusion must be recorded. Students who are excluded from continuing with an examination may request that this decision be reviewed by the Examination Board. This applies accordingly in the case of findings by examiners or supervisors in accordance with sentence 1.

The possession of unauthorised aids in the examination room during and after the examination papers have been handed out is also considered an attempt. In particular, mobile phones or other electronic means of communication are not permitted aids. Possession in the examination room is equivalent to depositing them in the vicinity of the examination room, e.g. in the toilets, corridors or stairwells. The general principles of prima facie evidence apply.

Anyone who wilfully fulfils the offences in sentences 1 and 2 is committing an administrative offence. The offence may be punished in accordance with Section 63 (5) HG NRW. In the event of multiple or other serious attempts to deceive, the candidate may also be exmatriculated.

(2) Any deficiencies in the examination procedure must be reported immediately by the student to the relevant examiner and the responsible chairperson of the examination board. If, in exceptional cases, an immediate assertion is not reasonable in individual cases, deficiencies must be

- for the examination date in the winter semester by 30 April of the year in which the winter semester ends,
- for the examination date in the summer semester by 31 October of the same year

in writing, stating the reasons. If the deadline expires, the student can no longer invoke the deficiency. (Exclusion period).

## II Regulations on the course of study

### § 11 Examinations in the course of study

(1) In the International Business (B.Sc.) degree programme, the following examinations are to be taken in the semesters specified, which are assessed with grades in accordance with Section 15 (3).

Semester	Module	Examinations
1	Business Administration 1	<ul style="list-style-type: none"> <li>Principles of Human Resource Management and Principles of Marketing</li> </ul>
1	Business Administration 2	<ul style="list-style-type: none"> <li>Principles of Production and Logistics and Principles of Accounting</li> </ul>
1	Business Fundamentals & Entrepreneurship	<ul style="list-style-type: none"> <li>Business Fundamentals &amp; Entrepreneurship</li> </ul>
1	Mathematics	<ul style="list-style-type: none"> <li>Mathematics</li> </ul>
2	Cost Accounting	<ul style="list-style-type: none"> <li>Cost Accounting</li> </ul>
2	Business Information Systems	<ul style="list-style-type: none"> <li>Business Information Systems</li> </ul>
2	International Business Law	<ul style="list-style-type: none"> <li>International Business Law</li> </ul>
2	Statistics	<ul style="list-style-type: none"> <li>Statistics</li> </ul>
2	Language I	<ul style="list-style-type: none"> <li>Language I</li> </ul>
3	International Financial Accounting/Taxation	<ul style="list-style-type: none"> <li>International Financial Accounting/Taxation</li> </ul>
3	Finance	<ul style="list-style-type: none"> <li>Finance</li> </ul>
3	Language II	<ul style="list-style-type: none"> <li>Language II</li> </ul>
3	Microeconomics	<ul style="list-style-type: none"> <li>Microeconomics</li> </ul>
4	Macroeconomics	<ul style="list-style-type: none"> <li>Macroeconomics</li> </ul>
4	Language III	<ul style="list-style-type: none"> <li>Language III</li> </ul>
4	Specialisation 1	<ul style="list-style-type: none"> <li>Specialisation 1</li> </ul>
5	Specialisation 2	<ul style="list-style-type: none"> <li>Specialisation 2</li> </ul>
5	Data Science	<ul style="list-style-type: none"> <li>Business Application Programming</li> <li>Data Literacy</li> </ul>
7	Economic Policy in Practice	<ul style="list-style-type: none"> <li>Economic Policy in Practice</li> </ul>
7	Final Thesis	<ul style="list-style-type: none"> <li>Final Thesis</li> </ul>
7	Colloquium/Tutorial	<ul style="list-style-type: none"> <li>Colloquium</li> </ul>

Students can generally take the specialisation subjects (Specialisation 1 and Specialisation 2) at both campuses of the Department of Management Sciences (Rheinbach and Sankt Augustin). The Departmental Council of the Department of Management Sciences determines the catalogue of available specialisation subjects at the end of the previous semester.

If fewer than 10 students register for a specialisation subject, this specialisation subject is generally not offered in the respective semester. In this case, the students concerned can subsequently take another subject from the catalogue decided by the Departmental Council. If the Departmental Council decides to no longer offer a specialisation subject in the future, examinations in this subject will only be offered four semesters after the last time the relevant course was offered. The semester in which the course was offered shall count.

In the modules "Language I to III", different competences according to the Common European Framework of Reference for Languages (CEFR) are achieved over three consecutive semesters, depending on

the entry level in a chosen foreign language. The "Language II" and "Language III" modules build on the language level achieved in the previous module. It is not possible to change the language, i.e. the modules "Language I", "Language II" and "Language III" must be completed in the same foreign language.

(2) In the International Business (B.Sc.) degree programme, the following examinations are to be taken in the semesters specified, which are assessed as "passed" or "failed" in accordance with Section 15 (4):

Semester	Module	Examinations
1	Intercultural Communication	• Intercultural Communication
3	Academic Research & Writing	• Academic Research & Writing
3	Business IT Alignment	• Development of Business Application Systems • Usage of Business Application Systems
4	Business Simulation	• Business Simulation
4	Applied International Project Management	• Applied International Project Management
5	Elective	• Elective
6	Internship or Study Abroad	• Internship or Study Abroad
7	International Strategic Management	• International Strategic Management
7	Business Ethics & CSR Management	• Business Ethics & CSR Management
7	Colloquium/Tutorial	• Tutorial

The electives vary in content from semester to semester and cover topics relevant to students on the degree programme (including practical projects). The range of courses on offer is announced each semester on the notice board. If fewer than 10 students register for an elective, this course is generally not offered in the respective semester. In this case, the students concerned can subsequently take another elective subject.

## § 12 Practical semester

(1) A continuous practical activity of at least 20 weeks and a maximum of 27 weeks is integrated into the degree programme (practical semester). The practical semester must be completed in a company or other institution, usually in the sixth semester of the degree programme, during the usual weekly working hours of a full-time employee.

(2) The practical semester is intended to strengthen the link between the degree programme and professional practice. Students should familiarise themselves with the reality of the profession, apply the knowledge and skills acquired during their studies through specific tasks and describe and evaluate the experience gained during their practical work. In addition to business management issues, they should become aware of the requirements of the world of work with its social and ecological issues. As far as possible, they should participate in solving business management problems under supervision.

(3) Students are admitted to the practical semester if they have completed at least four semesters and have achieved at least 70 ECTS credits from examinations graded in accordance with Section 15 (3).

(4) The practical semester is carried out in suitable companies, administrations or other suitable institutions (training centres) in Germany or abroad that are recognised by the university. In justified individual cases, the university itself may also be a training centre.

(5) A practical semester contract must be concluded between the training centre and the student, which in particular defines the rights and obligations of the contractual partners as well as the organisational and professional supervision. The responsibility for the conclusion of a practical semester contract lies with the student.

(6) During the practical semester, students are supervised by a person teaching at the university who must be a member of the teaching staff authorised to conduct examinations.

(7) Confirmation of the required participation in the internship semester will only be issued by the person responsible for supervision if

1. a qualified reference from the training centre about the student's work,
2. the student has prepared a report, countersigned by the training centre, with a guideline value of 3,000 words on the practical activity during the practical semester,
3. the practical activity fulfils the purpose of the internship semester and the student has carried out the work assigned to him/her.

(8) If the internship semester is interrupted or shortened by more than two weeks due to illness or other reasons and if the purpose of the internship semester is not or not fully achieved due to this interruption or shortening, the internship semester shall be extended accordingly. The person responsible for supervision shall decide on the necessary duration of the extension. An extended contract period for the purpose of attending lectures is only permitted in justified exceptional cases upon application to the Examination Board. After the start of the internship semester, a change of training location or a division of the internship semester is only possible for good cause (e.g. in the case of legal interests worthy of protection such as caring for persons, provisions of the Maternity Protection Act and parental leave) with the consent of the university lecturer supervising the internship semester and the responsible examination board.

(9) If successful participation in the internship semester is not confirmed by the person responsible for supervision in accordance with para. 7 after the internship semester has been completed, the internship semester may be repeated once.

### **§ 13 Semester abroad**

(1) During a semester abroad, students should gain international experience and familiarise themselves with relevant course content at a foreign university. Students can complete parts of their degree programme, in particular the 5th, 6th and/or 7th semester, at a foreign university.

(2) In the case of a semester abroad in the 5th semester, students may in particular replace the examinations of this semester with examinations at the foreign university. It is recommended that the subject and scope of the examinations at the foreign university are agreed with the Examination Board, if necessary in consultation with the respective lecturers, before the start of the study semester(s).

(3) In the 6th semester, students preferably have the option of choosing between an internship semester in Germany or abroad (§ 12) or a semester abroad. The semester abroad replaces the practical semester. Students must attend courses totalling 30 credit points at the foreign university, take part in the associated examinations and provide proof of passing examinations totalling at least 22 credit points as well as a report on the semester abroad with a guideline value of 3,000 words. The semester

abroad can be repeated once if the person responsible for supervision (§ 12 Para. 6) does not confirm successful participation.

(4) Students who have completed at least four semesters and have achieved at least 70 credit points from the examinations graded in accordance with Section 15 (3) are regularly admitted to the semester abroad in accordance with (3). In addition, students studying abroad must provide evidence of language proficiency in the respective language of instruction and study, which indicates that the programme can be successfully completed. The required level is determined by the requirements of the foreign university or the level specified in a university-partner agreement.

(5) During a semester abroad in the 7th semester, students may in particular complete the Bachelor's thesis and replace the other examinations of the 7th semester with examinations at the foreign university.

(6) In the cases of paragraphs 2 and 5, examination achievements are recognised in accordance with the Higher Education Act and § 8 BPO, provided that there is no significant difference in the competences acquired compared to the achievements that are being replaced. As a rule, proof of examination achievements requires the submission of a transcript of grades from the foreign university.

### III. regulations on the examination procedure

#### § Section 14 Objective, scope, language and form of examinations

(1) The examinations are intended to determine whether the candidate has mastered the content and methods of the examination subjects in the essential contexts and can apply the acquired knowledge and skills independently.

(2) The examination requirements shall relate to the content of the courses that are provided for the subject in question on the basis of the curriculum (part of the examination regulations). A level of knowledge already tested in previous study sections shall only be determined to the extent required by the objective of the examination in accordance with para. 1.

(3) The examination languages are English and/or German or, in the foreign language modules "Language I", "Language II" and "Language III", the respective target language of the course and examination assigned to the module.

(4) Details of the audit, such as

- Exam form and language
- Time, place, duration and aids authorised for the examination

The examination board determines the examination dates in good time in advance and publicises them in writing no later than twelve weeks before the examination. Announcement by notice board and/or internet is sufficient.

By way of derogation from sentence 1, in cases where the realisation and presentation of a practical assignment (paragraph 10) is chosen as the form of examination, the Examination Board shall announce the dates for the completion of the examination work, as proposed by the examiner(s), stating the duration of the examination in the first quarter of the course. Sentence 2 applies accordingly.

(5) In written examinations, the candidate should demonstrate that he/she can recognise problems from areas of the respective examination subject in a limited time and with limited aids using the usual methods of the subject areas and find the correct way to a solution. The written examinations take place under supervision.

(5a) Written examinations may be partially taken using the answer-choice method (single or multiple-choice examinations), whereby the proportion of this method per examination paper may be up to a maximum of 50 per cent. When setting the examination questions, it must be determined which answers are recognised as correct. If the examination task prohibits multiple answers, multiple answers are not permitted and will not be assessed. The examination questions must be checked by at least two setters before the examination result is determined to ensure that they provide reliable examination results. If this check reveals that individual examination tasks are incorrect, these are not to be taken into account when determining the examination result; the reduced number of examination tasks is to be used as a basis. The reduction in the number of examination tasks may not be to the detriment of an examinee. No minus points may be awarded beyond the respective task.

Examinations in accordance with sentence 1 are deemed to have been passed if 1. the candidate has correctly answered at least 60 per cent of the examination questions set or has achieved at least 60 per cent of the points to be scored or 2. the candidate has correctly answered at least 50 per cent of the examination questions set or the points to be scored and the number of examination questions correctly answered by the candidate or the number of points to be scored is not more than 22 per

cent lower than the average examination performance of all candidates who have taken part in the corresponding examination for the first time.

In the case of written examinations that are only partially taken using the answer-choice procedure, the provisions of this paragraph only apply to this part.

Section 15 (3) applies to the assessment.

(6) In oral examinations, the candidate should demonstrate that he/she can recognise and solve problems from areas of the respective examination subject using common methods of the subject area. Oral examinations can be conducted separately for each student or for several students at the same time (group examination). In the case of group examinations, the duration of the examination is multiplied depending on the number of students to be examined. The main subjects and results of the oral examination, in particular the facts relevant to the grade, must be recorded in a protocol. The result of the examination must be announced to the candidate following the respective oral examination.

Students who wish to take the same oral examination at a later date will be admitted as listeners, subject to room conditions, unless a candidate has objected when registering for the oral examination. Admission does not extend to the consultation and announcement of the examination result.

(7) A term paper is an independent, written assignment of a subject-specific task with the inclusion and evaluation of relevant literature.

(8) A presentation comprises, on the one hand, an independent written elaboration on a problem in the respective subject area, including and analysing relevant literature, and, on the other hand, the presentation of the work and communication of its results in an oral presentation.

(9) The simulation game is intended to simulate professional situations under conditions similar to those encountered in practice. The aim is to practise complex and professionally relevant situations.

(10) The realisation and presentation of a practical assignment (e.g. workshop, training, negotiation, etc.) serves to determine whether the candidate is capable of independently working on a practice-oriented task within a specified period of time using scientific and practical methods and presenting it in a technically appropriate manner by means of verbal communication. The facts relevant to the grading of the presentation of the practical work must be recorded in a protocol.

(11) Examinations may be taken and/or analysed in electronic communication (via digital media) and/or electronic (in particular computer-based) form (e-examinations). In the case of an examination in electronic communication, at least one examiner or assessor must be physically present on the candidate's side.

The authenticity and integrity of the examination results must be ensured. An automated assessment of an examination performance must be checked by an examiner. § Section 15 (2) applies accordingly. A general briefing takes place before an e-examination is conducted for the first time during the course of study.

Candidates must be given the opportunity to inspect the computer-based examination and their results.

Otherwise, the respective provisions of these examination regulations continue to apply.

## § Section 15 Assessment of examinations

(1) Examinations shall be assessed in accordance with this provision. The assessment must be comprehensible. Students shall be notified of the assessment immediately in the case of oral examinations, and in all other cases after six weeks at the latest. Notification via the valid electronic student information system is sufficient. As a rule, the examiner is the lecturer responsible for the course in which the student wishes to take the examination. If several examiners are involved in an examination, they shall assess the entire examination jointly. Para. 2 sentence 1 remains unaffected.

(2) Examinations that conclude a degree programme and repeat examinations for which there is no possibility of compensation in the event of final failure shall be assessed by at least two examiners; otherwise, assessment by one examiner shall suffice. For oral examinations that do not fall under sentence 1, the examination board may appoint only one examiner. In this case, an expert assessor must be consulted; the examiner must hear the assessor before determining the grade.

(3) Subject to paragraph 4, the following grades shall be used to assess the examinations:

1	= very good	= excellent performance;
2	=good	=a performance that significantly exceeds the average requirements;
3	=satisfactory	= performance that fulfils average requirements corresponds;
4	=sufficient	= a performance which, despite its shortcomings, still fulfils the requirements are met;
5	= unsatisfactory	= a performance which, due to significant deficiencies, does not fulfil the requirements are no longer met.

Grades reduced or increased by 0.3 may be used to further differentiate the assessment; the grades 0.7; 4.3; 4.7 and 5.3 are excluded.

This results in the formation of grades from intermediate values:

with an intermediate value of up to 1.5	the grade "very good"
with an intermediate value above 1.5 to 2.5	the grade "good"
with an intermediate value above 2.5 to 3.5	the grade "satisfactory"
with an intermediate value above 3.5 to 4.0	the grade "sufficient"
with an intermediate value above 4.0	the grade "insufficient".

Intermediate values are only taken into account with the first decimal place; all other places after the decimal point are cancelled without rounding.

An examination is passed if the examination performance has been assessed as at least "sufficient". If two examiners have jointly assessed an examination in accordance with Section 15 (1) sentence 6, the grade is calculated from the arithmetic mean of the grades if they do not agree.

The following scheme applies to the calculation of grades:

<b>Evaluation scheme (max. 100 points)</b>		
<b>Score</b>		<b>Grade</b>
<b>from</b>	<b>up to (incl.)</b>	
0	49,5	5,0
50	54,5	4,0
55	59,5	3,7
60	64,5	3,3
65	69,5	3,0
70	74,5	2,7
75	79,5	2,3
80	84,5	2,0
85	89,5	1,7
90	94,5	1,3
95	100	1,0
from 98		Diploma Supplement

Outstanding achievements of 98 per cent or more of the achievable points lead to special recognition and mention in the Diploma Supplement (§ 26 para. 5).

If a module consists of several examinations assessed in accordance with § 15 Para. 3 and/or Para. 4, the module grade is calculated as the arithmetic mean of the grades of the examinations assessed in accordance with § 15 Para. 3 alone, whereby the grades of these examinations are weighted with the credit points allocated to them.

(4) Notwithstanding para. 3, examinations can also be assessed as "passed" or "failed". In this case, an examination is passed if the examiner assesses the performance as at least "still fulfils the requirements despite individual deficiencies". If the course is an excursion, a language course, a practical semester, a practical exercise or a comparable course (e.g. a business game), in addition to sentence 2, the student registered for the course must have participated in at least 75 per cent of the total duration of the course in order to pass.

(5) At the request of the examiner or supervisor, the candidate must identify him/herself with his/her student ID and an official photo ID.

(6) The examinations may also be authorised in the form of group work if the contribution of the individual candidate(s) to be assessed is clearly distinguishable and assessable on the basis of criteria that enable differentiation.

(7) In addition to the grade based on the German grading scale from 1 to 5, a relative grade in accordance with the ECTS Users' Guide, as amended, is also shown in the Diploma Supplement.

## **§ Section 16 Repetition of examinations**

(1) An examination which has been failed in its entirety and which is assessed in accordance with Section 15 (3) or Section 15 (4) may be repeated twice.

(2) If a candidate has failed an examination in the second examination attempt, he/she can arrange a counselling interview with an examiner of the second examination attempt if desired. The purpose of the counselling interview is to explore possible reasons for the failure in study behaviour and to point out possibilities for improvement.

(3) To improve their grade, students may repeat examinations in their entirety once. Students may complete a total of three attempts to improve their grade during their degree programme. A second attempt to improve the grade in the same examination is excluded, as is an attempt to improve the grade in the Bachelor's thesis, the colloquium or the written substitute performance. If the grade of the improvement attempt differs from the grade of the first attempt, the better of the two results will be counted. Otherwise, an examination graded at least "sufficient" or "pass" in its entirety cannot be repeated.

(4) The partial examination accompanying the lecture and the final part of an examination each form a unit and are coordinated with regard to the acquisition of competences. For this reason, points from partial examinations accompanying lectures cannot be transferred to subsequent semesters if the student does not take part in the associated final part of this examination. ECTS credits are only awarded if both related examination parts are completed in the same semester or, in the case of two-semester modules (cf. Law II), in these two consecutive semesters and the examination is graded at least "sufficient" overall.

The reasons for not taking part in the final part of the examination are irrelevant.

(5) The regulation in para. 4 does not apply to partial examinations in the form of preliminary work within the meaning of Section 17 para. 1 sentence 5 (table), which are only assessed as "passed" or "failed". A preliminary examination graded as "pass" remains valid regardless of when the student participates in the final part of the examination.

## **§ Section 17 Regulations on examinations in accordance with Section 15 (3)**

(1) Examinations that are assessed in accordance with Section 15 (3) may consist of partial examinations during the lecture in accordance with (2) and a final part at the end of the semester in accordance with (3) (examination types). The examination types shall be determined by the Examination Board in good time in advance and announced to the students in the first week of lectures at the latest. Announcement by notice board and/or internet is sufficient.

The following combinations of examination types are permitted:

Case 1: Final part of the examination

Cases 2 and 3: Partial examinations accompanying the lecture and final part of the examination

The following points apply to the various combinations

Type of examination	Points		
	Case 1	Case 2	Case 3
Lecture-accompanying partial examinations	-	0 / advance payment	25
Final part of the examination	100	100	75

In case 2, the preliminary work is a prerequisite for admission to the final part of the examination. Section 15 (4) applies analogously to the assessment.

In case 3, the points of the individual examination types are added together.

The final part of examinations usually takes place outside of lectures during the lecture-free period. For the final part of examinations, one examination date is usually scheduled at the end of the winter semester and one at the end of the summer semester.

All partial examination forms are lecture-based.

(2) The following forms of examination are possible for partial examinations accompanying lectures:

- Term paper, with a guideline value of 4,000 words for individual work, for group work the multiple according to the number of students, the regulations of § 14 para. 7 apply.
- Presentation including case studies and project work, with a guideline of 20 - 45 minutes for the oral presentation for individual work, for group work a multiple depending on the number of students. Depending on the duration of the oral presentation, a guideline value of 1,000 (for a 45-minute oral presentation) - 3,000 (for a 20-minute oral presentation) words applies to the written paper for individual papers, for group work the multiple according to the number of students, the regulations of § 14 para. 8 apply.
- Simulation game with an oral examination of 15 minutes, the regulations of § 14 para. 9 apply.
- two written tests of 15 minutes per semester, the better of which is included in the assessment of the examination.
- oral examination, with a guideline value for the duration of individual oral examinations of at least 15 to a maximum of 45 minutes; the provisions of Section 14 (6) apply.

The organisation of partial examinations accompanying lectures is the responsibility of the lecturers. Partial examinations are generally assessed by an examiner. The examiners are the respective lecturers with whom the course is attended. Formal admission does not take place; the regulations on failures and withdrawal (Section 9 (1) and (2)) do not apply.

(3) The following forms of examination are possible for the final part of an examination:

- written written examination, lasting at least one hour, maximum two hours, in the specialisation subjects at least two hours, maximum three hours, the regulations of § 14 para. 5 apply.
- oral examination, with a guideline value for the duration of individual oral examinations of at least 15 to a maximum of 45 minutes; the provisions of Section 14 (6) apply.
- Term paper with a length of approx. 8,000 words for individual work, for group work the multiple according to the number of students. The provisions of Section 14 (7) apply; the provisions of Section 14 (6) apply to the oral examination.

The examination forms mentioned can also be combined with each other. If two forms of examination are combined, half of the final score for the final part of the examination is calculated; if three forms

of examination are combined, one third each is calculated from the result of the examination forms included.

- Implementation and presentation of practical work (e.g. workshop, training, negotiation, etc.) including all materials required for implementation (e.g. flipcharts, guidelines, handouts, pod casts, videos) including an optional written elaboration. The examination duration for the oral presentation is a minimum of 60 minutes and a maximum of 120 minutes for individual work and a multiple of the number of students for group work. Depending on the duration of the oral presentation, a guideline value of 4,000 (for 60-minute oral presentations) - 2,000 (for 120-minute oral presentations) words applies to the written paper for individual work, and a multiple of the number of students for group work.

(4) The application for admission to the final part of an examination must be submitted to the examination board by the date set by the examination board. The application must be submitted electronically via the Internet. The application can be submitted for several examinations at the same time if they are to take place on the same examination date in the following semester. If an application for admission to the final part of an examination in electronic form via the Internet is not possible due to technical faults for which the university is responsible, the student must inform the Examination Board of this in writing or in electronic form without delay, at the latest by the end of the registration period (cut-off period).

The specialisation subjects named in the application for admission in which the student wishes to take the examination are bindingly determined when the application is submitted. It is no longer possible to change the specialisation subject after expiry of the deregistration deadline in accordance with para. 5.

Registration after the registration deadline can only take place for good cause with the approval of the Examination Board. In cases of subsequent admission, the Examination Board may exclude subsequent deregistration (para. 5).

Applications for admission to the final part of an examination must be submitted to the examination board:

1. proof of the aforementioned admission requirements,
2. a declaration of previous attempts to take corresponding examinations as well as previous attempts to take a final examination and, if applicable, a preliminary and intermediate examination in the same or a comparable degree programme,
3. if the examination is an oral examination, a declaration as to whether the admission of an audience to the examination is objected to.

The Examination Board decides on admission to the examination. The Examination Board shall announce the students admitted to the final part of an examination in good time, i.e. as a rule at least two weeks before the final part of the examination in accordance with para. 1.

(5) An application for admission to the final part of an examination can be withdrawn electronically via the Internet with the examination board up to seven days before the scheduled date of the examination without counting towards the number of possible examination attempts (deregistration). Para. 4 sentence 4 applies accordingly.

(6) Admission to an examination is announced via the valid electronic student information system. The student must check the student information system to ensure that he/she has been admitted and that the registration or, if applicable, cancellation has been correctly noted. Only students who are noted as admitted may take the examination.

## **§ Section 18 Regulations on examinations in accordance with Section 15 (4)**

(1) Formal admission to the examination does not take place. The candidate must register bindingly by signing a list of participants or electronically via the Internet on a date announced by the lecturer at the beginning of the semester. This registration is a prerequisite for participation. The regulations on failure to attend and cancellation (Section 9 (1) and (2)) apply accordingly.

(2) In particular, the following forms of examination are possible:

- Participation in at least 75 per cent of the total duration of a course, provided that the course is an excursion, a language course, a practical semester, a practical exercise or a comparable course (e.g. a business game).
- written examination lasting one hour; the provisions of Section 14 (5) apply.
- Oral examination with a guideline value for the duration of individual oral examinations of at least 15 or 45 minutes; the provisions of Section 14 (6) apply.
- Term paper with a guideline value of 4,000 words for individual work, for group work the multiple according to the number of students, the regulations of § 14 para. 7 apply.
- Presentation including case studies, practical exercises and project work, with a guideline of 20 - 45 minutes for the oral presentation for individual work and a multiple depending on the number of students for group work. Depending on the duration of the oral presentation, a guideline value of 1,000 (for a 45-minute oral presentation) - 3,000 (for a 20-minute oral presentation) words applies to the written paper for individual work, for group work the multiple according to the number of students; the regulations of § 14 para. 8 apply.
- Simulation game with an oral examination of 15 minutes, the regulations of § 14 para. 9 apply.
- Development, realisation and evaluation of empirical studies including a written elaboration. The scope and form of the paper are determined by the examiner.

## **IV. Bachelor thesis**

### **§ Section 19 Purpose of the Bachelor's thesis, topic, examiners**

(1) The Bachelor's thesis is a written assignment on a defined problem. It should show that the candidate is capable of independently working on a practice-oriented task from the subject area within a specified period of time, both in its technical details and in the interdisciplinary contexts, using scientific and practical methods. The Bachelor's thesis can be written in English, German or another language accepted by the examiners.

(2) The Bachelor's thesis can be issued and supervised by any lecturer who can be appointed for the examination in accordance with Section 7 (1). The candidate shall be given the opportunity to make suggestions for the subject area and examiners of the Bachelor's thesis.

(3) At the candidate's request, the Examination Board may also appoint an honorary professor, lecturers entrusted with corresponding tasks and persons experienced in professional practice and training as supervisors in accordance with Section 7 (1). In this case, the second assessor must be a full-time professor in the department. With the approval of the Examination Board, the Bachelor's thesis may be completed at an institution outside the university if it can be adequately supervised there.

(4) Upon request, the Chair of the Examination Board shall ensure that the applicant receives a topic for the Bachelor's thesis in good time. The Examination Board shall ensure that the examination obligations are distributed as evenly as possible among the examiners.

(5) The Bachelor's thesis may also be admitted in the form of a group thesis if the contribution of the individual candidate(s) to be assessed as an examination performance is clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other criteria that enable differentiation and fulfils the requirements according to para. 1.

### **§ 20 Admission to the Bachelor's thesis**

(1) Admission to the Bachelor's thesis is granted to students who have achieved 140 ECTS credits from the examinations in semesters 1 to 5 inclusive in accordance with the study plan listed in Section 11 (1) and (2) and in the appendix to these examination regulations.

(2) The application for admission must be submitted electronically via the Internet or in writing to the Chairperson of the Examination Board. The application must be accompanied by the following documents, if not already submitted:

1. A declaration of which examiners are willing to supervise the Bachelor's thesis,
2. The specification of the subject area of the Bachelor's thesis that the examiner wishes to issue,
3. A declaration of previous attempts to complete a Bachelor's thesis.

(3) The application for admission may be withdrawn in writing until the decision on the application for admission is announced, without giving reasons and without counting towards the number of possible examination attempts.

(4) The examination board decides on admission. Admission shall be refused if the requirements specified in para. 1 are not met or the documents are incomplete.

## **§ 21 Issuing and editing the Bachelor's thesis**

(1) The topic of the Bachelor's thesis is issued by the Chair of the Examination Board or the Deputy Chair of the Examination Board. The date of issue shall be the date on which he/she announces the topic set by the supervisor of the Bachelor's thesis and the examiners to the candidate; the date shall be recorded.

(2) The processing time (period from issue to submission of the Bachelor's thesis) is three months. In the case of a Bachelor's thesis with an empirical character, the processing time can be extended by one month upon request. Whether the Bachelor's thesis is an empirical topic is decided by the Chair of the Examination Board after consultation with the examiner appointed for the Bachelor's thesis. The topic and the task must be such that the Bachelor's thesis can be completed within the specified period. Irrespective of this, the Examination Board may exceptionally extend the completion time by up to one month upon a justified request submitted before the deadline. The thesis supervisor should be consulted on the application. In the case of an extension of the deadline due to illness, the application must be accompanied by a certificate in accordance with § 9 para. 2. If the illness lasts longer than one month, the topic of the Bachelor's thesis may be returned.

(3) The guideline value for the length of the Bachelor's thesis is 15,000 - 17,500 words in the form determined by the examination board.

(4) The topic of the Bachelor's thesis can only be returned once and only within the first three weeks of the completion period without giving reasons. In the case of a repetition, the return is only permitted if the candidate did not make use of this option when writing the first Bachelor's thesis.

## **§ Section 22 Submission and assessment of the Bachelor's thesis, repetition**

(1) Two printed and bound copies as well as three digital copies of the Bachelor's thesis must be submitted to the Chair of the Examination Board by the deadline. The digital version (e.g. on CD-ROM) of the thesis must be enclosed in generally readable file formats (e.g. txt, doc, rtf or pdf, each without access protection). The time of submission must be recorded; if the thesis is delivered by post, the time of posting at the post office is decisive. When submitting the Bachelor's thesis, the candidate must confirm in writing that he/she has prepared the thesis independently and has not used any sources or aids other than those specified and indicated in the case of quotations. In addition, he/she must ensure that there is no factual agreement with the thesis completed as part of a previous degree programme.

(2) The Bachelor's thesis must be assessed by two examiners. One of them should have supervised the thesis. The second examiner shall be appointed by the Examination Board; the students have the right to make proposals. In the cases of § 19 para. 3, the second examiner must be a full-time professor in the department.

If the examiners do not agree on the grade, the grade of the Bachelor's thesis is calculated from the arithmetic mean of the individual grades if both examiners have graded the Bachelor's thesis at least "sufficient" and the difference between the two grades is less than 2.0.

If an examiner has assessed the work as failed and/or the difference in the grade is 2.0 or more, a third examiner will be appointed by the examination board. In this case, the grade is calculated from the arithmetic mean of the two better individual grades. However, the Bachelor's thesis can only be graded as "sufficient" (4.0) or better if at least two of the grades are "sufficient" (4.0) or better. All grades must be justified in writing.

(3) The Bachelor's thesis may be repeated once. A Bachelor's thesis graded at least as sufficient cannot be repeated.

## **§ 23 Colloquium**

(1) The colloquium supplements the Bachelor's thesis and is to be assessed independently. It serves to determine whether the candidate is able to present the results of the Bachelor's thesis, its technical and methodological foundations, interdisciplinary contexts and extracurricular references orally or in writing and to justify them independently as well as to assess their significance for practice.

(2) The colloquium is generally conducted as an oral examination lasting 30 to 45 minutes. The regulations for oral examinations (Section 14 (6)) shall apply accordingly.

(3) At the request of the Bachelor's thesis supervisor, the Examination Board may decide that an alternative written assignment can be submitted instead of the colloquium. It comprises two parts: a concept for a 30 - 45-minute oral presentation and a written dissertation of 1,000 words.

(4) Only those who have passed all examinations and the Bachelor's thesis may be admitted to the colloquium. Students who have passed all examinations and submitted their Bachelor's thesis on time may be admitted to the written substitute examination, subject to passing the Bachelor's thesis at a later date.

In justified exceptional cases, in particular within the framework of agreements with foreign universities, admission to the colloquium or substitute performance in written form can also take place before completion of the practical semester or semester abroad.

(5) The application for admission to the colloquium or substitute performance in written form must be submitted electronically via the Internet or in writing to the chairperson of the responsible examination board.

(6) The colloquium or the substitute performance in written form is generally assessed by the examiners of the Bachelor's thesis. In the case of Section 22 (2), the colloquium shall be assessed by the examiners whose individual assessments were used to calculate the grade for the Bachelor's thesis.

(7) The colloquium or the substitute performance in written form can be repeated once. Paragraph 8 remains unaffected. A colloquium graded as at least "sufficient" or a written substitute performance graded as at least "sufficient" cannot be repeated.

(8) If the Bachelor's thesis is not passed, the substitute performance in written form is deemed not to have been undertaken; admission to the colloquium or substitute performance must be applied for again if the Bachelor's thesis is repeated.

## **§ 24 Additional subjects**

In addition to the specialisation subjects and supplementary subjects specified in these examination regulations, students may take a further specialisation subject or supplementary subject and sit examinations which are not included in the Bachelor's examination. At the student's request, the department will issue certificates for these examinations. Students can apply for this after the end of the regular enrolment period for the relevant subjects. A decision on the enrolment is to be made within the framework of the available capacities.

## V. Result of the Bachelor's examination

### § 25 Result of the Bachelor's examination

(1) The Bachelor's examination is passed if all examinations and the Bachelor's thesis have been assessed as at least "sufficient" (4.0) or "passed".

(2) The Bachelor's examination is failed if one of the examinations mentioned in para. 1 has been definitively assessed as "insufficient" or "failed". A notification will be issued regarding the failed Bachelor's examination or the loss of the right to take the examination, which must be accompanied by information on legal remedies.

Upon request, the Chair of the Examination Board will issue a certificate containing the examinations taken and their grades as well as the examinations still missing for the Bachelor's examination. The certificate must state that the candidate has definitively failed the Bachelor's examination or has lost his/her entitlement to take the examination.

### § 26 Certificate, certificate and diploma supplement, overall grade

(1) The certificate to be issued for the passed Bachelor's examination contains the credit points of a subject, the assessment of the examinations and the Bachelor's thesis, the topic of the Bachelor's thesis and the overall grade of the Bachelor's examination.

(2) The overall grade of the Bachelor's examination is calculated as the arithmetic mean of the grades of the examinations assessed in accordance with Section 15 (3) alone. The following weighting factors apply:

- Grade of the Bachelor thesis 15 per cent
- Grade of the colloquium 5 per cent
- the module grades of the examinations that are assessed in accordance with Section 15 (3), 80 per cent  
of which 16 per cent is accounted for by each specialisation subject, a total of 32 per cent  
and 3 per cent on each additional module examination, totalling 48 per cent

(3) The certificate of successful completion of the Bachelor's examination is issued immediately, if possible within four weeks of completion of the last examination. It shall be signed by the Dean or the Vice Dean and the Chairperson of the Examination Board or the Deputy Chairperson of the Examination Board and shall bear the date of the day on which the last examination was completed.

(4) Together with the certificate and its date, the candidate will receive a Bachelor's degree certificate. This certifies the award of the academic Bachelor's degree. The certificate is signed by the Dean or the Vice Dean and by the Chair of the Examination Board or the Deputy Chair of the Examination Board and bears the seal of the university.

(5) The Diploma Supplement should provide information on the number of examinations completed with excellent grades that were assessed in accordance with Section 15 (3). The Diploma Supplement shall be signed by the Dean or the Vice Dean and by the Chair of the Examination Board or the Deputy Chair of the Examination Board and handed to the candidate.

## **VI Final provisions**

### **§ Section 27 Access to the examination files**

Students can apply to the chairperson of the examination board to inspect the respective examination documents after the respective examination has been announced. The examination board shall determine the time and place of the inspection appointment. As part of the inspection, students are permitted to make a copy or other faithful reproduction of the examination file.

### **§ Section 28 Invalidity of examinations, revocation of the Bachelor's degree**

(1) If the candidate has cheated in an examination and this fact only becomes known retrospectively, the Examination Board may subsequently correct the grades for those examinations in which the candidate has cheated. If the cheating becomes known after the certificate has been issued, the Examination Board may declare the Bachelor's examination failed in whole or in part.

(2) If the requirements for admission to an examination were not met without the candidate intending to deceive about this and this fact only becomes known after the certificate has been issued, this deficiency is cured by passing the examination. If the candidate has wilfully obtained admission unlawfully, the Examination Board shall decide on the legal consequences in accordance with the Administrative Procedure Act for the State of North Rhine-Westphalia.

(3) The incorrect examination certificate shall be withdrawn and, if necessary, reissued. A decision in accordance with para. 1 and para. 2 sentence 2 is excluded after a period of five years following the issue of the examination certificate.

### **§ Section 29 Entry into force and publication, transitional provisions**

(1) These examination regulations are published in the official announcements of the Bonn-Rhein-Sieg University of Applied Sciences (Announcement Gazette). They shall apply from the day after their publication to all students who enrol on the International Business (B.Sc.) degree programme at the university from the winter semester 2025/2026.

(2) If these examination regulations are replaced by subsequent ones or the degree programme is discontinued, examinations shall be offered until the fourth semester after the semester in which the course assigned to the examination was last offered. The semester in which the course was offered for the last time counts. Further details can be regulated in separate regulations.

Issued on the basis of the resolution of the Departmental Council of the Department of Management  
Sciences on 27 June 2024.

Sankt Augustin, 27.06.2024

The Dean  
of the Department of Management Sciences at Hochschule Bonn-Rhein-Sieg University of Applied  
Sciences  
Prof. Dr. Peter Muck

## Appendix 1: Recommended study programme plan

Modules	Examination	SWS	CP	Teaching units	Total SWS	Semester							
						1	2	3	4	5	6	7	
Business Administration 1	§15 para. 3	5	6	Business Fundamentals & Entrepreneurship	5	5							
Business Administration 2	§15 para. 3	5	6	Principles of Production and Logistics	3	3							
				Principles of Accounting	2	2							
Business Administration 3	§15 para. 3	5	6	Principles of Human Resource Management	3	3							
				Principles of Marketing	2	2							
Intercultural Communication	§15 para. 4	4	6	Intercultural Communication	4	4							
Mathematics	§15 para. 3	5	6	Mathematics	5	5							
Cost Accounting	§15 para. 3	4	6	Cost Accounting	4		4						
Business Information Systems	§15 para. 3	4	6	Business Information Systems	4		4						
International Business Law	§15 para. 3	4	6	International Business Law	4		4						
Statistics	§15 para. 3	4	6	Statistics	4		4						
Language I	§15 para. 3	4	6	Language I	4		4						
Language II	§15 para. 3	4	6	Language II	4			4					
Finance	§15 para. 3	5	6	Finance	3			5					
				Investments	2								
International Financial Accounting/Taxation	§15 para. 3	4	6	International Financial Accounting/Taxation	4			4					
Microeconomics	§15 para. 3	4	6	Microeconomics	4			4					
Academic Research & Writing	§15 para. 4	2	3	Academic Research & Writing	2			2					
Business IT Alignment	§15 para. 4	4	3	Development of Business Application Systems Alignment	2			2					
				Usage of Business Application Systems	2			2					
Specialisation 1	§15 para. 3	13	18	Specialisation 1	13				13				
Macroeconomics	§15 para. 3	4	4	Macroeconomics	4				4				
Business Simulation	§15 para. 4	4	2	Business Simulation	4				4				
Language III	§15 para. 3	4	6	Language III	4				4				
Data Science	§15 para. 3	3	3	Business Application Programming	2					2			
				Data Literacy	1					1			
Applied International Project Management	§15 para. 4	3	3	Applied International Project Management	3					3			
Specialisation 2	§15 para. 3	13	18	Specialisation 2	13					13			
Elective	§15 para. 4	4	6	Elective 1	2					2			
				Elective 2	2					2			
Internship or Study Abroad	§15 para. 4		30	Internship									
International Strategic Management	§15 para. 4	4	6	International Strategic Management	4								4
Business Ethics & CSR Management	§15 para. 4	2	3	Business Ethics & CSR Management	2								2
Economic Policy in Practice	§15 para. 3	2	3	Economic Policy in Practice	2								2
Final Thesis	§15 para. 3		12	Final Thesis									
Colloquium/Tutorial	§15 para. 3	1	6	Colloquium									
	§15 para. 4			Tutorial	1								1
		<b>124</b>	<b>210</b>	<b>Total hours</b>	<b>124</b>	<b>24</b>	<b>20</b>	<b>23</b>	<b>25</b>	<b>23</b>	<b>9</b>		

As part of the study counselling, students can receive an individual study plan at their request.

## Appendix 2: Forms of examination

Type of examination	Examination		Assessment with the grades "pass"/"fail" (§ 15 para. 4)
	Evaluation with differentiated grade (§ 15 para. 3)	Final examination	
	Partial examination accompanying the lecture		
Written exam (minutes) Written exam in SPF (minutes)	--	60-120 120-180	60 -
Term paper (words)	4.000	8.000	4.000
Presentation/case study oral part (minutes) Presentation/case study written part (words)	20-45 3.000-1.000	--	20-45 3.000-1.000
2 written tests (minutes)	15 each	-	-
Business game	Yes	-	Yes
empir. Unters. (written elaboration)	-	-	yes Scope determined by examiner
Oral examination	15-45	15-45	15-45
Participation in LV (share)	-	-	at least two thirds
Bachelor thesis (words)	-	15.000-17.500	-
Colloquium (minutes) or colloquium (words)	--	30-45 1,000 plus concept	--

### Remark:

- Group work is possible for the following types of examination: term paper, presentation, simulation game, empirical study, realisation and presentation of practical work, oral examination, Bachelor's thesis.  
In this case, the value shown in the table must be multiplied by the number of students.