



## Official Announcements

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Framework Examination Regulations  
2024 for bachelor's and master's degree  
programs at Hochschule RheinMain

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Announcement

Pursuant to Article 1 of the statutes of Hochschule RheinMain concerning the announcement of its statutes dated June 4, 2013 (StAnz. dated July 29, 2013, p. 929), the Framework Examination Regulations 2024 of Hochschule RheinMain are published herewith.

Wiesbaden, February 29, 2024

Prof. Dr. jur. Eva Waller  
President of Hochschule RheinMain

## Preamble

Pursuant to Article 42 (2) no. 2 of the Hessian Higher Education Act (Hessisches Hochschulgesetz HessHG) in the version dated December 14, 2021 (GVBl. p. 931, last amended by Article 7 of the law dated June 29, 2023 (GVBl. p. 456)), the Senate at Hochschule RheinMain, after consulting the student body, based on the resolution of February 13, 2024, passes the following Framework Examination Regulations 2024 of Hochschule RheinMain, which were approved by the President's Council on February 20, 2024, in accordance with Article 43 (5) HessHG. They include the binding regulations for the examination regulations of all bachelor's and master's degree programs at Hochschule RheinMain. They are part of the respective examination regulations and are supplemented by the regulations for the specific degree programs which the faculties themselves define in the examination regulations of their degree programs. The Framework Examination Regulations comply with the regulations on the accreditation of degree programs dated July 22, 2019 (GVBl. p. 187). Insofar as there are discrepancies between the Framework Examination Regulations and the examination regulations of the individual degree programs, the Framework Examination Regulations shall take precedence, unless the Framework Examination Regulations contradict the regulations on the accreditation of degree programs. In this case, the examination regulations of the degree programs shall take precedence insofar as they comply with the regulations on the accreditation of degree programs.

# Contents

<b>I</b>	<b>General provisions</b>	<b>7</b>
§ 1	Scope of application . . . . .	7
§ 2	Degree program objectives . . . . .	7
§ 3	Bachelor's/master's examination and academic degree . . . . .	7
§ 4	Graduation documents . . . . .	7
<b>II</b>	<b>Scope of degree programs and examinations; structure of studies</b>	<b>9</b>
§ 5	Credit points and standard period of study . . . . .	9
§ 6	Modules . . . . .	9
§ 7	Curriculum and module handbook . . . . .	10
§ 8	Specialization . . . . .	10
§ 9	Internationalization and periods of study abroad . . . . .	10
§ 10	Internships . . . . .	11
<b>III</b>	<b>Organization and administration of examinations; Recognition of courses and examinations</b>	<b>12</b>
§ 11	Responsibility and tasks of the Examination Boards . . . . .	12
§ 12	Recognition . . . . .	13
§ 13	Regulations regarding changes . . . . .	13
<b>IV</b>	<b>Examinations</b>	<b>14</b>
§ 14	Announcements . . . . .	14
§ 15	Graded course components and repeatable graded course components . . . . .	14
§ 16	Registration for examinations; examination dates . . . . .	15
§ 17	Admittance to examinations and academic progress policies . . . . .	16
§ 18	Examination formats . . . . .	17
§ 19	Written examinations . . . . .	17
§ 20	Oral examinations . . . . .	18
§ 21	Practical or artistic work . . . . .	19
§ 22	Group examinations . . . . .	19
§ 23	Attendance . . . . .	19
§ 24	Bachelor's/master's thesis module . . . . .	20
§ 25	Written examinations in the bachelor's/master's thesis module . . . . .	20
§ 26	Oral examinations in the bachelor's/master's thesis module . . . . .	21
§ 27	Evaluation of (repeatable) graded course components; calculation of examination and module grades . . . . .	21
§ 28	Bonus tasks . . . . .	22
§ 29	Calculation of the bachelor's/master's examination grade (overall grade) . . . . .	23
§ 30	Withdrawal without providing reasons . . . . .	23
§ 31	Withdrawal providing reasons . . . . .	23
§ 32	Extension of deadlines . . . . .	24
§ 33	Absence . . . . .	25
§ 34	Retaking (repeatable) graded course components . . . . .	25
§ 35	Changing modules or courses and retaking examinations for required electives . . . . .	25
§ 36	Deception, other conduct in violation of the examination regulations . . . . .	26
§ 37	Disruption of the examination process . . . . .	27
§ 38	Final failure; certificate and disenrollment . . . . .	27

§ 39 Appeal . . . . .	28
§ 40 Access to the examination file . . . . .	28
§ 41 Compensation for disadvantages . . . . .	29
§ 42 Participation in courses and examinations during pregnancy and nursing periods . . . . .	30
§ 43 Participation in courses and examinations during parental leave . . . . .	30
§ 44 Compensation for students with children or relatives in need of care . . . . .	30
<b>V Final provisions</b>	<b>31</b>
§ 45 Cooperative projects . . . . .	31
§ 46 Discontinuation of degree programs . . . . .	31
§ 47 Effective date . . . . .	31

## **I General provisions**

### **§ 1 Scope of application**

(1) The Framework Examination Regulations apply to all degree programs at Hochschule RheinMain leading to bachelor's and master's degrees. They are supplemented by the examination regulations of the degree programs.

(2) The Framework Examination Regulations govern the relationship between students and Hochschule RheinMain.

### **§ 2 Degree program objectives**

(1) The bachelor's degree program leads to a professional university degree that qualifies graduates to take on scientific or artistic professional activities using scientific findings and methods and enables graduates to critically evaluate the latter and to act responsibly. Bachelor's degrees also qualify students for master's degree programs.

(2) Master's degree programs lead to a second, advanced university degree that qualifies graduates to take on executive professional activities, to carry them out by applying scientific findings and methods in a professional manner appropriate to the situation and involving making well-reflected decisions and assuming responsibility. Master's degrees also serve as a qualification for a doctorate. The examination regulations of the degree programs specify whether the individual master's degree programs are consecutive or continuing education programs.

(3) The specific degree program objectives are set out in the examination regulations of the degree programs.

### **§ 3 Bachelor's/master's examination and academic degree**

(1) The bachelor's/master's examination is deemed to have been passed if all courses and examinations required to complete the degree program have been successfully completed.

(2) Upon successful completion of the degree program, Hochschule RheinMain awards the academic degree in accordance with the accreditation of the degree program pursuant to the examination regulations of the degree program. The academic title may only be used after the certificate has been awarded as defined in Article 4.

### **§ 4 Graduation documents**

(1) The graduation documents consist of the graded degree certificate, the bachelor's or master's degree certificate, the diploma supplement, and the transcript of records.

(2) A graded degree certificate is issued documenting the successful completion of the bachelor's/master's examination. This includes in particular

- the grades and credit points of all modules that are included in the overall grade in accordance with Article 29
- the topic of the thesis
- the overall grade
- the specialization, if applicable

graded degree certificate bears the date of the day on which the last examination was taken or the thesis was submitted. The certificate is signed by the respective Head of the Examination Board and the Dean responsible and bears the seal of the faculty.

(3) In addition to the graded degree certificate, the student receives a degree certificate confirming the award of the academic degree and which contains the overall grade of the bachelor's/master's degree in accordance with Article 29. The degree certificate bears the date of the graded degree certificate and is signed by the President of the University and the Dean responsible and bears the seal of the University.

(4) Each graded certificate is accompanied by a Diploma Supplement issued in English and German in accordance with the European Diploma Supplement Model. The contents of the Diploma Supplement specific to the degree program shall be specified in the examination regulations of the degree programs in the "Diploma Supplement" annex. The Diploma Supplement is signed by the Head of the Examination Board and is only valid in conjunction with the original graded degree certificate.

(5) In addition to the overall grade, the Diploma Supplement includes a grading table in accordance with the current version of the ECTS guidelines of the European Commission, which shows the statistical distribution of the final grades of the students of the respective degree program who have successfully completed their studies within the last six semesters. In this context, the number of graduates in this period must amount to at least 30.

(6) Together with the Diploma Supplement, a Transcript of Records is issued in English listing all modules with their (repeatable) graded course components successfully completed during the degree program, including the credit points and grades awarded for them. It bears the seal of the faculty and is only valid in conjunction with the original graded degree certificate.

## **II Scope of degree programs and examinations; structure of studies**

### **§ 5 Credit points and standard period of study**

(1) The basis for awarding credit points is the European Transfer System (ECTS). Credit points indicate the average student workload. The workload includes participation in courses and examinations, and time spent preparing for and following up on courses and examinations, including final and other papers. One credit point represents a workload of 30 hours. In the case of cooperative or part-time degree programs, the examination regulations of the degree programs may stipulate that one credit point represents a workload of 25 hours.

(2) The standard period of study is based on the number of credit points awarded to the degree program. A full-time degree program allocates 60 credit points per academic year.

(3) The number of credit points per academic year may differ for dual or part-time degree programs. In these cases, the period of study must be adjusted accordingly.

(4) The examination regulations of the degree programs must specify the number of credit points required to complete the degree program, the credit points awarded per academic year, the standard period of study and the type of degree program.

(5) The total standard period of study for bachelor's and associated consecutive master's degree programs is ten semesters. Shorter or longer standard periods of study are also possible in exceptional cases, without prejudice to Article 5 (3), if the curriculum is designed accordingly. Insofar as current statutory provisions stipulate other regulations, these shall have precedence.

### **§ 6 Modules**

(1) The degree programs have a modular structure. Modules comprise units of study that are self-contained in terms of subject matter and time. They can be composed of various courses. Modules can extend over one to two semesters. A module is completed when all the related courses and examinations (in accordance with Article 15) have been successfully completed.

(2) Each module is assigned credit points.

(3) A module must be worth at least five credit points.

(4) A compulsory module is a module that must be completed as part of the degree program. Required elective modules or courses are modules or courses of which a specified number must be selected from a catalog of offerings. The catalog of required elective modules and courses may be updated each semester and must be made public at least within the degree program at the beginning of each semester.

## **§ 7 Curriculum and module handbook**

(1) The curriculum is an annex to the examination regulations of the degree programs. It specifies in particular:

- the descriptions of the modules and the associated courses as well as the credit points assigned to each of them and the semester to which they are normally assigned;
- the forms of teaching;
- the forms that may be chosen for the respective (repeatable) graded course components (cf. Article 15 (4)) and their possible combinations.

(2) The degree program prepares and maintains a detailed module description with the specific learning content and learning objectives for each module. The module description is based on the respective applicable legal requirements for accreditation. The module handbook is publicly available to at least the members of the faculty and serves as a source of information for the students.

## **§ 8 Specialization**

A specialization is a particular focus within the degree program that can be chosen by the student. The specialization is stated on the graded degree certificate. The examination regulations of the degree programs must specify which specializations are offered, whether the choice is optional or mandatory, when the student must make the choice and whether and under what conditions changing to another specialization may be possible (see also Article 13 (3)).

## **§ 9 Internationalization and periods of study abroad**

(1) Hochschule RheinMain has defined a catalog of internationalization measures that is binding for all degree programs. The faculties also have the option of including compulsory periods of study abroad in the curriculum. The internationalization measures or periods abroad selected for the degree program must be specified in the examination regulations of the degree programs. Further details on periods abroad can be found in the Regulations for Semesters Abroad annex in the examination regulations of the degree programs.

(2) Courses and examinations may be offered in English, provided this is indicated in the degree program's admission regulations. The respective language of instruction is specified in the module descriptions. The language of instruction is always the language in which the corresponding examination is to be taken.

## **§ 10 Internships**

(1) Bachelor's degree programs include an internship module. Master's degree programs may include an internship module. The module comprises an internship to be completed at a placement site supervised by Hochschule RheinMain and, if applicable, accompanying classes. Further details can be found in the Internship annex of the examination regulations of the degree programs.

(2) Cooperative degree programs may include regular practical phases or individual weekdays to be spent at the placement site, which are awarded credit points, instead of the internship module. If necessary, further details can be the examination regulations of the degree regulated in a corresponding annex. The module descriptions must make it clear which competences are acquired in the practical phases and the workload involved.

(3) In justified exceptional cases, the activity in the company or the internship can, upon application, be replaced in whole or in part by equivalent practical projects. The decision shall be made by the Examination Board on the basis of its own expertise.

### III Organization and administration of examinations; Recognition of courses and examinations

#### § 11 Responsibility and tasks of the Examination Boards

(1) The Examination Boards of the faculties are responsible for ensuring that the examinations in the individual degree programs are organized and carried out correctly. The final responsibility of the Dean's Office for the organization of the degree programs and examinations (Article 51 (1) of the Hessian Higher Education Act, HessHG) remains unaffected. Further provisions are set out in the current version of the statutes of Hochschule RheinMain on the organization of Examination Boards (Examination Board Statutes).

- (2)
- (2) In addition to the tasks explicitly mentioned in these Framework Examination Regulations, the Examination Boards are also responsible for the following tasks:
1. Appointing all examiners. As a rule, the last person to have held the corresponding course(s) is automatically appointed as the examiner. If this is the case, an explicit appointment may be waived.
  2. Appointing observers for oral examinations.
  3. Appointment of the second examiners and, if applicable, third examiners.
  4. Appointment of the examiners and second examiners for the supervision of theses.
  5. Setting and announcing the registration deadlines for the (repeatable) graded course components.
  6. Setting and announcing examination dates for (repeatable) graded course components by the Head of the Examination Board. Irrespective of how frequently a module is offered, (repeatable) graded course components are to be offered every semester. Exceptions are possible for modules that are only offered annually.
  7. Decision on admittance to examinations in contentious cases.
  8. Setting deadlines for the evaluation of (repeatable) graded course components by the examiners.
  9. Monitoring compliance with the examination regulations of the degree programs.
  10. Recognition of courses and examinations completed outside the degree program unless the Examination Board has delegated the relevant tasks and decisions to a recognition officer.
  11. Decisions on the rejection of examiners due to concerns about conflicts of interest. Students can submit an application to this effect as soon as the examiners have been announced, if there are reasons to doubt their impartiality (conflict of interest). The reasons for the concern

regarding conflicts of interest must be substantiated in the application. The application must be received by the Examination Board in good time before the examination. Examiners must notify the Examination Board of any conflict of interest of their own in good time.

12. Upon application, setting alternative dates for examinations due to bans on working on religious grounds in accordance with Article 25 (2) no. 7 HessHG.

(3) The Examination Board shall state the reasons for any negative decision in writing and provide information on the right of appeal.

(4) Applications to the Examination Board must be submitted in writing. As soon as and insofar as Hochschule RheinMain has set up appropriate portals for this purpose, these can also be used to submit applications.

## **§ 12 Recognition**

The recognition of (repeatable) graded course components, degrees and skills acquired outside the University is subject to the regulations of the statutes of Hochschule RheinMain on recognition (recognition statutes) in their respective valid versions.

## **§ 13 Regulations regarding changes**

(1) In the event of a change of degree program within Hochschule RheinMain, failed attempts will not be transferred to the new degree program. This does not apply in cases where a student withdraws from a degree program and then later reenrolls in the same degree program at Hochschule RheinMain (interruption of studies).

(2) In the event of a change in the examination regulations of a degree program, all equivalent successfully completed courses and examinations are recognized and any failed attempts are transferred. To simplify matters, this can be carried out on the basis of an equivalence list to be drawn up by the Examination Board.

(3) In the event of a change of specialization, failed attempts will not be transferred, unless these were in a course or examination that will also be included in the final grade. Article 13 (1) clause 2 applies accordingly.

## IV Examinations

### § 14 Announcements

Unless otherwise agreed, the announcement of the examination parameters is made publicly at least for the respective degree program via a Hochschule RheinMain portal or alternatively via the notice board used by the respective degree program. Students must inform themselves in good time as to where the announcement will be made.

### § 15 Graded course components and repeatable graded course components

(1) The modules to be completed for the bachelor's/master's degree generally conclude with a module examination. Examinations at course level may only be offered as part of required elective courses.

(2) By taking the examinations, students prove that they have the competencies formulated in the degree program and module objectives. Examinations may be carried out during the semester. The examiners decide on the approved resources and announce them in a suitable form in good time.

(3) Courses and examinations as defined in these Framework Examination Regulations are graded course components and repeatable graded course components:

1. Graded course components for the purposes of these Framework Examination Regulations are graded by the examiners in accordance with Article 27 (4).
2. Repeatable graded course components for the purposes of these Framework Examination Regulations are evaluated by the examiners as "passed" or "failed" but are not graded.

(4) A module examination should be composed as follows:

1. a graded course component consisting of a maximum of two partial examinations, the results of which must be offset against each other in accordance with Article 27 (6), or
2. two separate graded course components in the bachelor's/master's thesis module which must both be passed. Further details are set out in Article 24 (3) or
3. a graded course component and a repeatable graded course component, which must be passed separately. In these cases, the module grade is equal to the grade of the graded course component or
4. a repeatable graded course component or

5. two repeatable graded course components, which must be passed separately, or
6. several repeatable graded course components, if it is a module with required elective courses.

## **§ 16 Registration for examinations; examination dates**

(1) Students must register separately for each module examination, unless registration is compulsory in accordance with Article 16 (6). If a module examination consists of two separate (repeatable) graded course components in accordance with Article 15 (4), students must register separately for each one. This must be undertaken by the students themselves, within the specified registration deadlines in accordance with Article 16 (4), online via the examination management system, or alternatively in writing to the Head of the Examination Board.

(2) The registration deadlines are announced at the latest at the start of lectures each semester pursuant to Article 14.

(3) If participation in the examination takes place before the start of the registration period, the binding examination registration is made upon issue of the task or assignment. In these cases, admittance to the examination in question is granted by the examiners, subject to the prerequisites for admittance being met when the assignment is issued. It is the student's responsibility to provide the examiner with the information required for admittance. In all cases, students must also register in the system during the registration period.

(4) Registration should take place in the semester in which the student attended the last course(s) leading to the examination.

(5) The dates of the examinations must be announced at least two weeks before the start of the respective examination phase in accordance with Article 14. In justified cases, the exact time of the specific examination may be announced with a shorter notice period, but no later than two days before the start of the examination. Dates for examinations during the semester must be announced no later than the first day of classes in accordance with Article 14. In the case of examinations with individual examination dates, students may waive the two-week deadline in writing to the Head of the Examination Board. In particularly justified exceptional cases, especially in cases of illness of the examiners, announced dates may be changed at short notice. The new date may take place at the earliest two days after the announcement of the change.

(6) If no academic progress policies pursuant to Article 17 (5) are in place, the examination regulations of the degree programs may stipulate that students are subject to compulsory re-registration for retakes. The option to withdraw from the examination subject to providing reasons in accordance with Article 31 remains unaffected. Compulsory registration does not apply to the final module; students must always re-register for its graded course components.

(7) For the examinations in the final module, the provisions of Article 25 (5) – (6) shall prevail.

## **§ 17 Admittance to examinations and academic progress policies**

(1) The examination regulations of the degree programs regulate the requirements for admittance to the examinations.

(2) Students shall be admitted to an examination provided they

1. have registered within the prescribed period and in the correct form in accordance with Article 16,
2. are enrolled at Hochschule RheinMain at the time of the examination and
3. meet the requirements specified for the examination in question.

(3) After registration, the admittance requirements for the respective examinations are checked. If these are fulfilled, admittance is announced via the Hochschule RheinMain examination administration system, or alternatively by the Head of the Examination Board in writing in pseudonymous form via the notice board used by the respective degree program.

(4) Once the student has been admitted, the registration is binding. Binding registration is a prerequisite for participation in the examinations. Withdrawal from the examination after binding registration is only possible under the provisions of Articles 30 –31.

(5) The examination regulations of the degree programs may specify academic progress policies. Academic progress policies may apply to module-by-module progress (competence strands), semester-by-semester progress, the internship, or the thesis. Competence strands define the sequence in which didactically related modules are to be completed. A maximum of three academic progress policies may be defined in bachelor's degree programs and a maximum of two in master's degree programs. If specializations pursuant to Article 8 are mandatory, the policy applies per specialization. The academic progress policies should be designed in such a way that they promote expeditious study progress.

(6) If the examination regulations of a degree program stipulate an academic progress policy, the Examination Board may, upon application, grant exceptions to the progress policy for students who, through no fault of their own, have been prevented from complying due to a change of degree program or university, a semester abroad, or a proven disability, chronic or serious illness, pregnancy or caring responsibilities for an underage child or a relative in need of care, so that they may continue with their studies within a reasonable time frame.

(7) For students from partner universities abroad who are only enrolled for a limited period of time as part of a student exchange program, the responsible Examination Board may allow exceptions to the provisions under Article 2.

## § 18 Examination formats

(1) Examination formats are:

1. written examinations (cf. Article 19);
2. oral examinations (cf. Article 20);
3. practical or artistic work (cf. Article 21);

forms of the aforementioned examination formats are possible. These examination formats include various types of examination, which are explained in more detail in the guidelines for the Framework Examination Regulations.

(2) The possible examination types are regulated in the Curriculum annex of the respective examination regulations of the degree programs. Up to three possible types of examination or combinations of types of examination (cf. Article 15 (4)) can be specified for each module examination. The examiners of the module select the specific type of examination or combination of types of examination from the annex on a semester-by-semester basis, which is then announced by the Examination Board no later than the first day of classes pursuant to Article 14.

(3) The examination formats listed in Article 18 (1) can – where possible - also be offered in a suitable digital form.

## § 19 Written examinations

(1) The time allotted for the completion of written examinations is specified in the examination regulations of the degree programs, whereby the time allotted for written assignments may not be less than one week and for written examinations and e-examinations 60 minutes. Time periods may also be specified. In these cases, the exact time allowed for the individual examinations is determined by the examiners and announced by the Head of the Examination Board no later than the first day of classes in accordance with Article 14.

(2) The scope of written assignments is specified in the examination regulations of the degree programs. In the case of group assignments, the scope must be specified per student.

(3) A record must be made by the supervisors or examiners of written examinations that take place under supervision. This includes the start and end times of the examination and details of any significant deviations from the normal course of the examination.

(4) Written examinations may be designed in whole or in part as multiple-choice formats. In this case, the following requirements must be met:

1. The examination questions must be based on the knowledge generally required in the respective module and must allow for reliable examination results.
2. All possible solutions must be pre-determined, and the tasks must be formulated in such a way that they are comprehensible, consistent, and unambiguous. In particular, no solution may be justifiable other than the one specified as correct during evaluation.
3. Tasks that prove to be unsuitable for these purposes will be excluded from the evaluation. Answers that do not correspond to the solution template but are nevertheless justifiable will be recognized in the student's favor.

a written examination consists entirely of tasks in multiple-choice format, the examination is deemed to have been passed if the student has achieved at least 50% of the total points possible. The examination regulations of the degree programs may stipulate a higher pass mark. In this case, the relative pass mark and the reference group required to calculate it must also be regulated.

(5) The Examination Board and the examiners are authorized to use software to assist in the detection of plagiarism in written examination papers.

(6) When submitting examination papers that were written without supervision, students must confirm in writing that they have prepared the work in accordance with the requirements communicated by the teaching staff. A declaration of authorship must be submitted for this purpose. This must be included in the digital copy of the written examination paper with a handwritten signature or a scanned signature in the case of digital submission. Failure to submit or submitting an incomplete declaration of authorship is considered an attempt to deceive.

## **§ 20 Oral examinations**

(1) The duration of oral examinations is specified in the examination regulations of the degree programs. Time periods may also be specified. In these cases, the exact time allowed for the individual examinations is determined by the examiners and announced by the Head of the Examination Board no later than the first day of classes in accordance with Article 14.

(2) A record must be made of the oral examination by the examiners. This includes the start and end times of the examination, the names of the examiners and the examinees, the main points of the examination and the results of the examination. The individual result shall be announced to the examinee in a timely manner following the examination.

(3) For the types of examination "oral examination" and "thesis defense", the Examination Board appoints an examination committee. This consists of one examiner and one qualified observer or several examiners (collegial examination).

(4) The Head of the Examination Board shall announce the members of the examination committee no later than one week before the start of the examination in accordance with Article 14. The members of the examination committee can also be announced with a shorter notice period in justified cases. Qualified observers can generally be appointed at a later date. The data protection regulations

must be observed.

(5) Qualified observers have neither the right to evaluate nor the right to ask questions. They have only the right to observe the course of the examination. Their presence is intended to ensure that the examination procedure is conducted properly. They may be entrusted with the task of documenting the examination.

(6) The members of the Examination Board have the right to attend the oral examinations as listeners. Students of the same degree program at Hochschule RheinMain shall be admitted as listeners to the oral examinations if sufficient space is available. Students to be examined within the same examination period are not permitted as listeners unless it is the oral component of the final module. This also applies to the student members of the Examination Board. Only the examiners take part in the discussion of the examination result. The announcement of the examination result may, in addition to Article 27 (2), also be made orally in the exclusive presence of the examiners and the examinee.

## **§ 21 Practical or artistic work**

In the case of practical and artistic work, the examiners shall announce the parameters (in particular the time allotted for completion, the submission date, details of execution) to the individual students or in accordance with Article 14 in good time.

## **§ 22 Group examinations**

(1) The examination regulations of the degree programs may stipulate that examinations (with the exception of the types of examination explicitly defined as individual examinations in the guidelines) are to be conducted as group assignments. This also applies to the thesis. In the event that the thesis takes the form of a group assignment, the oral component may also be conducted as a group examination.

(2) The admissible group size is regulated by the examination regulations of the degree programs, whereby a group may consist of a maximum of five persons for oral examinations.

(3) In the case of group examinations, the individual contribution of each student during the group examination is evaluated. When assigning topics, the examiners must ensure that it is possible to clearly differentiate and evaluate the performance of each individual student when students work on a topic together.

## **§ 23 Attendance**

Compulsory attendance of courses may only be required in particularly justified cases. Particularly justified cases are courses with a very high practical component. In these cases, no more than 1/3 of the total number of credit points awarded for the degree program may be subject to compulsory attendance. The courses concerned and the amount of attendance required must be indicated in the

curriculum.

## **§ 24 Bachelor's/master's thesis module**

- (1) The bachelor's/master's thesis module (final module) consists of the graded course component of the bachelor's/master's thesis and an oral examination/graded course component.
- (2) The bachelor's thesis must be worth no less than 6 and no more than 12 credit points. The master's thesis must be worth no less than 15 and no more than 30 credit points.
- (3) If one of the two graded course components is failed, the entire final module is deemed to have been failed.
- (4) The final module may not be retaken a second time.

## **§ 25 Written examinations in the bachelor's/master's thesis module**

- (1) Theses may contain both written and practical components and are evaluated by an examiner and a second examiner. At least one of the two must be a member of Hochschule RheinMain or, in the case of cooperative degree programs, a member of one of the cooperating universities. The person who assigns the topic for the thesis is appointed as the examiner. A third person may additionally be appointed as supervisor for the thesis.
- (2) Examiners in bachelor's degree programs should be qualified professorial teaching staff. Other persons authorized to conduct examinations in accordance with Article 22 (2) HessHG may be authorized as examiners by the Examination Board if they are professionally qualified. Professional qualification can be assumed in particular in the case of a relevant academic university degree. Pursuant to Article 22 (2) HessHG, second examiners must be persons authorized to conduct examinations.
- (3) Examiners in master's degree programs should be qualified professorial teaching staff. Other persons authorized to conduct examinations in accordance with Article 22 (2) HessHG may be authorized as examiners by the Examination Board if they are professionally qualified. Pursuant to Article 22 (2) HessHG, second examiners must be persons authorized to conduct examinations and, if not professorial teaching staff, should be suitably qualified. Professional qualification can be assumed in particular in the case of a relevant doctorate.
- (4) The examination regulations of the degree programs stipulate the time allotted for completing the thesis. This shall be – in accordance with the credit points assigned to it – at least five weeks for bachelor's theses and twelve weeks for master's theses. The topic of the thesis must be of such a nature that it can be completed within the respective time allotted for its completion. The examiners must ensure that this is the case.
- (5) The Head of the Examination Board shall ensure that the student is assigned and informed of

the topic of the thesis and of the examiner and second examiner. Once the topic has been communicated (assigned), the student is admitted to the thesis and the time allotted for the completion of the thesis begins.

(6) The date on which the thesis is assigned, the date it is submitted, the topic of the thesis, the name of the student, the name of the examiner, and the name of the second examiner must be documented.

(7) The examination regulations of the degree programs specify the languages in which the thesis must be written.

(8) In derogation from Article 30, withdrawal without providing reasons is only possible once, in the first third of the time period allotted for completion, without this being considered a failed attempt at the thesis. If the withdrawal is effectively declared, the student must re-register for the graded course component of the bachelor's/master's thesis.

(9) In the case of work conducted at an institution outside Hochschule RheinMain or in the case of experimental/empirical work, the Examination Board may, when issuing the topic and in agreement with the examiners and the second examiners, determine a workload-neutral extension of a maximum of three months of the time allotted for completion.

(10) The written thesis must be submitted in digital form by the due date. Submission shall be made via a university portal. The specific location and the digital form will be announced by the Examination Board. The degree programs may also regulate the submission of practical components in physical form in their examination regulations.

## **§ 26 Oral examinations in the bachelor's/master's thesis module**

(1) The examination regulations of the degree programs set out the form in which the oral graded course component in the bachelor's/master's thesis module is to be completed and include more detailed provisions in this regard.

(2) Article 20 shall apply accordingly to the execution of the oral graded course component.

## **§ 27 Evaluation of (repeatable) graded course components; calculation of examination and module grades**

(1) The individual (repeatable) graded course components are evaluated by the respective examiners within the deadlines set by the Examination Board in accordance with Article 11 (2) no. 8.

(2) The results of all examinations must be announced within the deadlines for evaluation set by the Examination Board. The announcement shall be made via the examination administration system of Hochschule RheinMain, alternatively by means of written notification or public notice in pseudonymous form on the notice board of the respective degree program. In the latter case, the announcement must be recorded on file.

(3) Pursuant to Article 24 (3), theses shall be evaluated by the examiner and the second examiner within two months and after completion of the oral graded course component. Justifications for the evaluation shall be provided.

(4) For the evaluation of a graded course component or a module, the grades in Table A (see annex) are awarded.

(5) Table A also applies if a graded course component is evaluated by more than one examiner. In this case, the arithmetic mean of the individual grades awarded will be calculated and assigned to the grades according to Table B. When determining the grade, only the first decimal place after the decimal point is included; all other places are deleted without rounding. If the two evaluations differ by more than one grade or if only one of the two evaluations is a "fail (5.0)", a third examiner will be called in by the Examination Board. If, in this case, at least two evaluations are "sufficient (4.0)", the examination is deemed to have been passed with a grade of at least "sufficient (4.0)". If two of the examiners award a grade of "fail (5.0)", the examination is deemed to have been failed regardless of the arithmetic mean. In all other cases, the arithmetic mean of the individual grades awarded is calculated and assigned to the grades according to Table B.

(6) Table A also applies to the evaluation of individual parts of the examination if a graded course component consists of several parts. The grade of the graded course component is calculated in accordance with Table B (see annex) according to the weighting specified in Article 29 (1).

## **§ 28 Bonus tasks**

(1) In addition to a module examination, teaching staff may provide bonus tasks (bonuses) during the semester which can be used to improve the relevant module grade.

(2) On the first day of classes, the lecturer shall announce whether and in which circumstances bonuses will be awarded.

(3) Participation in the bonus system is voluntary for students. A grade of 1.0 can thus also be achieved without participation in the system.

(4) Bonuses may not be awarded for mere attendance in a course, but only for measurable activities.

(5) Bonuses can be used to achieve a maximum of 20% of the possible points for the graded course component. Alternatively, an improvement of a maximum of one grade can be achieved.

(6) In order to apply bonuses, the examination must have been passed without the use of bonuses.

(7) Bonuses earned expire at the end of the semester in which they were earned unless the module examination is not offered. The teaching staff conducting the examination may allow for deviations from Article 28 (1).

(8) The teaching staff must inform students of and document the awarding of bonuses.

## **§ 29 Calculation of the bachelor's/master's examination grade (overall grade)**

(1) In the case of partial graded course components pursuant to Article 15 (4) and in the case of examinations in the bachelor's/master's thesis module (final module), each part is included in the total module grade to equal parts, unless the examination regulations of the degree programs specify a different weighting. The same applies to examinations that take place during the semester.

(2) The overall grade of the bachelor's/master's examination is calculated from the weighted arithmetic mean of the grades of all the individual graded modules. The weighting of the modules is specified in the examination regulations of the degree programs. Only those modules are included that are required to achieve the total number of credit points of the degree program.

(3) When calculating the overall grade, only the first decimal place after the decimal point is included; all other decimal places are deleted without rounding. The grade corresponds to the grades in words listed in Table C (see annex).

## **§ 30 Withdrawal without providing reasons**

(1) A withdrawal without providing reasons must be declared in the examination administration system no later than five days before the start of the examination. An examination is deemed to have started when the assignment is issued. The examination regulations of the degree programs may contain regulations that improve students' rights of withdrawal. For theses, Article 25 (8) applies.

(2) If the degree program stipulates that students' registration for retakes is automatic and mandatory (cf. Article 16 (6)), a withdrawal without providing reasons is only possible from the first attempt. In this case, students are responsible for registering again for the next examination date. For retakes, registration for the next regularly scheduled examination date is automatic and mandatory.

(3) If an examination consists of two partial graded course components, the results of which are to be offset against each other in accordance with Article 15 (4) no. 1, withdrawal is not permitted if the student has already begun completion of a partial graded course component at the time of withdrawal. This applies accordingly for examinations taking place during the semester.

## **§ 31 Withdrawal providing reasons**

(1) If the student is prevented from participating in an individual examination for a valid reason, in particular due to illness, after the deadline for withdrawal without providing reasons has expired, the student may submit an application for withdrawal. If the graded course component consists of more than one part, the student may only withdraw from the entire graded course component. This applies accordingly to examinations taking place during the semester. This does not apply to the final module.

(2) The application must be submitted to the Examination Board immediately and in writing, stating the examination in question and the reason for the application. It is the student's responsibility to immediately provide evidence for the reason for the withdrawal or failure to attend the examination.

(3) In the event of illness, a qualified medical certificate, for which the form provided by the Hochschule RheinMain is to be used, must be obtained, and submitted to the Examination Board as evidence for the reasons given. To ensure that the Examination Board can correctly assess the student's inability to take the examination in question, this certificate must include the nature of the impairment of their performance.

(4) In the case of illness of a child under the student's care or of another close relative in need of care, a medical certificate must be obtained immediately and submitted to the Examination Board by way of evidence. In the case of close relatives in need of care, the student must also prove that he or she has assumed responsibility for the care of the relative in question.

(5) The costs for any such required documentation will not be reimbursed. In justified cases of doubt, the Examination Board may also request the submission of a medical certificate issued by a medical officer.

(6) If the application is successful, the examination is deemed not to have been taken and a new opportunity to take the examination is granted by the Examination Board.

(7) If the application is not successful and the graded course component is nevertheless not completed, the course component is deemed to have been failed.

## **§ 32 Extension of deadlines**

(1) If a student's ability to take an examination is permanently restricted for a valid reason, in particular due to illness, during the preparation of a written assignment for which a period of at least one week is allotted for completion, the time allotted may be extended upon application to the Examination Board by a period of time equaling the duration of the restricted ability to take the examination, but in total by no more than 50% of the time allotted for completion, with partial days being rounded up.

(2) A permanent restriction for the purposes of Article 32 (1) clause 1 is only the case if the restriction lasts for longer than three calendar days. If the time allotted for completion is less than one week or if the duration of the restriction is more than 50% of the time allotted for completion, the regulations for withdrawing from the examination pursuant to Article 31 shall apply accordingly. A new application for withdrawal is not required. In these cases, the student will receive a new assignment that is not related to the original one in terms of content.

(3) Health-related restrictions must be evidenced by a qualified medical certificate in accordance with Article 31 (2) – (4).

### **§ 33 Absence**

If the student fails to attend an examination for reasons for which he or she is responsible or fails to submit an examination paper or does not submit it in due time, the graded course component is deemed to have been failed or graded as a “fail (5.0)”.

### **§ 34 Retaking (repeatable) graded course components**

(1) (Repeatable) graded course components that have been passed may not be retaken. Notwithstanding the above, the final module must always be passed as a whole.

(2) Graded course components that have not been passed can be retaken twice. When repeating a graded course component that consists of two partial graded course components, the results of which are to be offset against each other in accordance with Article 15 (4) no. 1, the examination must be repeated in its entirety in deviation from Article 34 (1). Repeatable graded course components that have not been passed can be retaken as often as required.

(3) The examinations in the bachelor’s/master’s thesis module may not be retaken a second time.

(4) Examinations that can no longer be retaken must be evaluated by two examiners. Article 27 applies with regard to the evaluation of the examination and the calculation of the grade.

(5) In the case of written examinations, the examination regulations of the degree programs may stipulate that students, upon application, may choose between a written examination or an oral examination at the last attempt to retake the examination. In the case of written examinations in multiple-choice format only, the last attempt shall take the form of an oral examination.

(6) The examination regulations of the degree programs may stipulate that a supplementary oral examination may be held at the student’s request in the case of an examination in the form of a written examination that was not passed at the third attempt. Such an application can be made by the student once per degree program and must be submitted to the Examination Board no later than two weeks after the announcement of the examination result. After the deadline has expired, the examination is deemed to have been failed with final effect. As part of the supplementary oral examination, an oral examination is held on the contents of the module concerned to assess whether the student has achieved the module objectives despite failing the written examinations. If the supplementary oral examination is passed, the overall grade of the second retake is set as “sufficient (4.0)”; if the supplementary oral examination is failed, the grade of the second retake remains unaffected (5.0). In all other respects, Article 20 applies with regard to procedure.

### **§ 35 Changing modules or courses and retaking examinations for required electives**

(1) The examination regulations of the degree programs specify whether and how often it is possi-

ble to change a required elective module or a required elective course.

(2) Insofar as the maximum number specified in Article 35 (1) is not exceeded, students who have failed the examination in a required elective module or a required elective course or who have effectively declared withdrawal from the examination may change the required elective module or the required elective course until the start of the third attempt. Students are responsible for registering for the examination in the newly selected required elective module or in the newly selected required elective course.

(3) In the event of a change, failed attempts will not be transferred unless the student is changing to a required elective module already taken in the past or to a required elective course already taken in the past.

(4) A change of required elective module or required elective course is not possible if the examination in the respective module or course has already been passed.

(5) Insofar as the maximum number specified in Article 35 (1) is exceeded and the required elective module or required elective course is no longer offered by the University although the student still has the option to retake it, the Examination Board shall, upon application, grant the student an additional option to be chosen from a selection of required electives defined by the Examination Board.

## **§ 36 Deception, other conduct in violation of the examination regulations**

(1) If the student attempts to manipulate the result of his or her (repeatable) graded course component by means of deception, the use of inadmissible resources or the appropriation of a third party's intellectual achievement (plagiarism), the (repeatable) graded course component will be graded as a "fail (5.0)".

(2) The same applies if the student has inadmissible resources with him or her after the assignment has been issued and does not prove that he or she did not come into possession of these resources either intentionally or negligently.

(3) Cell phones or other electronic devices, unless they are expressly permitted, are only allowed in the examination room when they are switched off and out of reach and must be handed over to the invigilator on request. Bringing these inadmissible resources to the examination as defined in clause 1 of this Article will be considered an attempt to deceive. The (repeatable) graded course component in question will be graded as a "fail (5.0)".

(4) If a student attempts to obtain the right to participate in a (repeatable) graded course component by fraud, by presenting falsified documents (in particular registration confirmations), this will be considered a serious attempt to deceive. The (repeatable) graded course component in question will not be evaluated. The decision in this regard shall be made by the Examination Board after hearing the person concerned.

(5) In the event of multiple or serious attempts to deceive, the student may be disenrolled. The decision in this regard is made by the Examination Board after hearing the person concerned. In particular,

an attempt to deceive is considered to be serious if the student deceives with regard to the person taking the examination by having or attempting to have the examination taken by someone other than themselves.

(6) Depending on the severity of the case, a period of up to two years shall be specified upon disenrollment, within which renewed enrollment at the University is excluded (enrollment ban).

(7) If the student has committed or attempted to commit deception during the examination and this only becomes known after the grade has been announced, the Examination Board may retroactively correct the grades for the (repeatable) graded course components concerned and declare the examination a “fail (5.0)”.

(8) Any graduation documents obtained by means of deception shall be retracted and, if necessary, reissued. A decision pursuant to Article 36 (7) is excluded after a period of five years from the date of the certificate.

### **§ 37 Disruption of the examination process**

A student who disrupts the orderly conduct of the examination – despite being requested by the invigilator or examiner to refrain from doing so – may be excluded from continuing the examination. In the event of exclusion, the (repeatable) graded course component in question will be graded as a “fail (5.0)”.

### **§ 38 Final failure; certificate and disenrollment**

(1) If it is no longer possible to retake a graded course component that would have been required in order to pass a module, this leads to final failure.

(2) In the event of final failure, written notification will be issued with instructions on the right of appeal.

(3) Students who fail to pass any of the course certificates stipulated in an examination regulation within four semesters of their studies may be disenrolled (cf. Art. 65 (4) HessHG). The decision is made by the Examination Board according to its best judgment. The student shall have the right to be heard prior to the decision. After the hearing, the Examination Board can also reach a written agreement with the student concerned in which an appropriate number of (repeatable) graded course components required in the coming semester are specified in binding form. This agreement may also stipulate that disenrollment may be imposed in the event of non-compliance. In this case, renewed enrollment in the same degree program is to be excluded for a period of two years (enrollment ban).

## § 39 Appeal

(1) Appeals as defined by the Administrative Court Procedures Code (Verwaltungsgerichtsordnung) (cf. Art. 68 ff. VwGO) against the examination procedure, examination decisions and other negative decisions by the Examination Board must be lodged in writing, by declaration or as an electronic document (cf. Art. 3a of the Administrative Procedures Act of Hesse (Hessisches Verwaltungsverfahrensgesetz, HVwVfG) with the Examination Board within one month of announcement, provided instructions on the right of appeal have been issued, otherwise within one year of announcement. The time limit is also met by filing the appeal with the President.

(2) If the Examination Board does not grant the redress sought by the appeal, it shall forward the case, together with the student's complete file, to the President for further processing – stating the facts of the case, the reasons for rejection of the appeal, and a proposal for the further procedure.

(3) The President shall issue the ruling on the appeal. If the appeal is rejected, the reasons for the rejection shall be stated in the ruling. It shall be served accompanied by instructions on the right of appeal.

(4) If the student has been notified of final failure and this notification is not yet legally definitive, the student shall be admitted to further examinations until the final outcome of the case. No further retakes are to be granted in the module that has been finally failed until the notification becomes final. The student must be informed that any graded course components successfully completed during the pending case will be retroactively revoked if the redress sought by the appeal is not granted. Students must continue to re-register and must pay the semester fees due for the respective semester until the final decision on the appeal has been made.

(5) If the appeal is not directed against the final failure, the Examination Board may, upon written application by the student, grant exemption from participation in the corresponding retakes of the examination under dispute until the final decision on the appeal has been made. The application must be submitted at the latest by the end of the registration period for the examination in question.

## § 40 Access to the examination file

(1) Students must be granted access to the examination file during the teaching period and for a reasonable period of time after the grades have been announced. If this is not the case, students may apply to the Dean's Office for access. This access must be granted to them immediately after submission of the application.

(2) The right to inspect files in accordance with the Administrative Procedures Act of Hesse (Hessisches Verwaltungsverfahrensgesetz) (cf. Art. 29 HVwVfG) shall remain unaffected by the above.

## § 41 Compensation for disadvantages

(1) If a student's special needs (disability, chronic illness, or serious illness) make it impossible or difficult for them to take part in a scheduled (repeatable) graded course component, the Examination Board will grant appropriate compensation upon application of the student to ensure equal opportunities. A change in the type of examination is only permitted if all other options for compensation of disadvantages have been exhausted or are unlikely to be successful. If a student submits an appeal following a negative decision, the Examination Board will consult the commissioner for students with disabilities and chronic illnesses when revisiting the case.

(2) It is the student's responsibility to provide evidence of the circumstances justifying compensation for disadvantages. In the event of illness, a medical certificate containing the medical findings necessary for the assessment as well as a recommendation on the type and scope of the compensation for disadvantages to be granted must be obtained and submitted to the Examination Board. In cases of doubt, a certificate issued by a medical officer may be required to substantiate the claim. The costs of the above-mentioned certificates will not be reimbursed.

(3) An application for compensation for disadvantages must be submitted in writing to the Examination Board. The Examination Board may consult the commissioner for prospective students/students with disabilities and chronic illnesses when making a decision on the application.

(4) A complete application for compensation for disadvantages (including all supporting documents) must be submitted in good time. In the case of (repeatable) graded course components for which students must register themselves, the application should be submitted within the registration period, but no later than six weeks before the start of the first examination for which the application for compensation for disadvantages is being made.

(5) If it is foreseeable that the circumstances giving rise to the disadvantage will persist for longer than one semester, the Examination Board may, upon application, grant compensation for disadvantages for a longer period or indefinitely. The right to submit a new application in the event of a worsening of the condition remains unaffected.

(6) Depending on the student's individual needs, compensation for disadvantages may include, in particular, the provision of appropriate aids and assistance services or permission to take examinations in a separate room. The aids are to be procured by the students themselves. The University's service units will assist with procurement if necessary.

(7) Should there be any significant changes in the circumstances justifying the compensation for disadvantages before or during the period of application, in particular should the preconditions cease to apply, the Examination Board must be notified immediately in writing. Failure to notify the examination board that preconditions no longer apply will be deemed an attempt to deceive for all examinations in which compensation for disadvantages was wrongfully claimed.

## **§ 42 Participation in courses and examinations during pregnancy and nursing periods**

(1) In accordance with the current version of the Maternity Protection Act (Mutterschutzgesetz, MuSchG), there is a conditional ban on employment during statutory maternity protection periods. During these periods, participation in courses and/or examinations is only permitted at the express written request of the student.

(2) If participation in a scheduled (repeatable) graded course component is rendered impossible or difficult due to pregnancy or nursing, the Examination Board, in consultation with the person responsible for the (repeatable) graded course component in question, shall, if the student submits a written application in good time, grant appropriate compensation or an extension of the deadline to ensure equal opportunities. Articles 41 (1) – (3) and 32 apply accordingly. The regulations on withdrawal providing reasons pursuant to Article 31 apply accordingly.

## **§ 43 Participation in courses and examinations during parental leave**

(1) If students wish to take parental leave in accordance with the provisions of the Federal Parental Allowance and Parental Leave Act (BEEG) in its currently valid version and therefore not participate in courses with attendance requirements or examinations, they can take a leave of absence in accordance with the provisions of the enrollment statutes of Hochschule RheinMain in their currently valid version.

(2) During parental leave, an extension of the time allotted for the completion of examinations already begun can only be requested from the Examination Board if this does not result in the maximum extension period pursuant to Article 32 being exceeded.

## **§ 44 Compensation for students with children or relatives in need of care**

(1) Students who are unable to take an examination due to an acute illness of a child they are caring for or a relative in need of care for the purposes of Art. 7 (3) of the Caregiver Leave Act (Pflegezeitgesetz) or who are prevented from meeting a submission deadline for this reason may withdraw from the examination subject to the provisions of Article 31 (4) or apply for an appropriate extension of the time allotted for completion in accordance with Article 32.

(2) Students are only entitled to apply to withdraw from the examination or extend the time allowed for completion of the examination in the event that childcare unexpectedly becomes unavailable at short notice and no alternative childcare can be found. These circumstances must be substantiated in the application.

## **V Final provisions**

### **§ 45 Cooperative projects**

If Hochschule RheinMain cooperates with other universities by operating a joint degree program or exchanging or providing individual modules, the specific organizational aspects shall be regulated in a special cooperation agreement and set out in the examination regulations of the degree programs, without prejudice to the other provisions of the statutes applicable to the degree program.

### **§ 46 Discontinuation of degree programs**

If a degree program is discontinued, students are given the opportunity to complete their studies within the standard period of study in accordance with Article 18 (2) HessHG. This does not apply if students can reasonably be expected to continue their studies in a comparable degree program at another university in Hesse due to geographical proximity or for other reasons. The Faculty Council shall decide during which period of time courses and examinations will continue to be offered.

### **§ 47 Effective date**

These Framework Examination Regulations are effective as of April 1, 2024, with their publication in Hochschule RheinMain Official Announcements. The currently valid Special Provisions for Examination Regulations of the degree programs shall be replaced by examination regulations related to these Framework Examination Regulations whenever changes are made, but at the latest at the time of re-accreditation. The General Provisions for Examination Regulations of Bachelor's Degree Programs dated January 24, 2017, in the version published in Official Announcements no. 690 of July 14, 2020, as well as the General Provisions for Examination Regulations of Master's Degree Programs dated January 24, 2017, in the version published in Official Announcements no. 691 of July 14, 2020, shall continue to apply until new examination regulations become effective.

Wiesbaden, February 29, 2024

Prof. Dr. jur. Eva Waller  
President of Hochschule RheinMain

Table A: Evaluation of graded course components

Grade	Grade in words	Definition
1,0 1,3	very good	an outstanding achievement
1,7 2,0 2,3	good	an achievement that significantly exceeds the average requirements
2,7 3,0 3,3	satisfactory	an achievement that satisfies average requirements
3,7 4,0	sufficient	an achievement that, despite its deficiencies, still satisfies the requirements
5,0	fail	an achievement that no longer satisfies the requirements due to considerable deficiencies

Table B: Calculation of the grade of a graded course component by several examiners in the event of different evaluation results

Arithmetic mean	Grade		
1,0	1,0	very good	an outstanding achievement
1,1	1,0		
1,2	1,3		
1,3	1,3		
1,4	1,3		
1,5	1,3		
1,6	1,7	good	an achievement that significantly exceeds the average requirements
1,7	1,7		
1,8	1,7		
1,9	2,0		
2,0	2,0		
2,1	2,0		
2,2	2,3		
2,3	2,3		
2,4	2,3		
2,5	2,3		
2,6	2,7	satisfactory	an achievement that satisfies average requirements
2,7	2,7		
2,8	2,7		
2,9	3,0		
3,0	3,0		
3,1	3,0		
3,2	3,3		
3,3	3,3		
3,4	3,3		
3,5	3,3		
3,6	3,7	sufficient	an achievement that, despite its deficiencies, still satisfies the requirements
3,7	3,7		
3,8	3,7		
3,9	4,0		
4,0	4,0		
4,1	5,0	fail	an achievement that no longer satisfies the requirements due to considerable deficiencies
4,2	5,0		
4,3	5,0		
4,4	5,0		
4,5	5,0		
4,6	5,0		
4,7	5,0		
4,8	5,0		
4,9	5,0		
5,0	5,0		

Table C: Module grades and overall grades

Grade	Grade in words	Definition
1,0 1,1 1,2 1,3 1,4 1,5	very good	an outstanding achievement
1,6 1,7 1,8 1,9 2,0 2,1 2,2 2,3 2,4 2,5	good	an achievement that significantly exceeds the average requirements
2,6 2,7 2,8 2,9 3,0 3,1 3,2 3,3 3,4 3,5	satisfactory	an achievement that satisfies average requirements
3,6 3,7 3,8 3,9 4,0	sufficient	an achievement that, despite its deficiencies, still satisfies the requirements