*In the course of drafting the study and examination regulations, please also submit the English translation of the name of the degree programme and the module title.*

Regulations for the Faculty … [*designation*]/
of the Johann Wolfgang Goethe University Frankfurt am Main
for the minor subject … [*designation*] in the “Multiple-subject Bachelor degree programmes“ from … [*specify*]

Based on §§ 20, 44 Paragraph 1 No. 1 of the Hessian Act on Higher Education in the version from 14 December 2009, last altered by the law passed on 27 May 2013, the faculty board of the faculty … [*designation*] of the Johann Wolfgang Goethe University Frankfurt am Main agreed on …\* upon the following set of regulations for the Bachelor minor subject … [*designation*]. This set of regulations has been authorised by the presidium of the Johann Wolfgang Goethe University according to § 37 Paragraph 5 Hessian Act on Higher Education on … [*date*]. It is hereby announced.

*\* Date of the last passing of a resolution about the set of regulations in the Faculty Board.*

**Note concerning the Table of Contents:** *If the paragraph titles change please also ensure to adapt the Table of Contents appropriately.*

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Appendices:

Appendix …: Excluded combinations of subjects (Appendix 3 RO)

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**Note:** *Please see the appendices to the framework regulations.*

List of abbreviations:

GVBl. Gesetz- und Verordnungsblatt für das Land Hessen (Official Gazette of Hessen)

HHG Hessisches Hochschulgesetz (Hessian Act on Higher Education) from 14 December
 2009 (GVBl. I, p. 666), last altered by Article 11 of the law passed on 27th May 2013
 (GVBl. p. 218)

HImmaVO Hessische Immatrikulationsverordnung (Hessian Enrolment Regulations) from
 24th February 2010 (GVBl. p. 94), last altered on 23 April 2013 (GVBl. I, p. 192),

RO Framework regulations for tiered and modular degree programmes which are offered by
 Johann Wolfgang Goethe University Frankfurt am Main from 30 April 2014

**Note:** *Add further abbreviations used as necessary.*

Section I: General Points

§ 1 The area of validity of the set of regulations and outline of the course of studies (RO: § 10)

(1) This set of regulations regulates the course of studies and the module examinations in the minor subject … [*designation*] in a multiple-subject degree programme. It applies when used in combination with the framework regulations for tiered and modular degree programmes which are offered by Johann Wolfgang from 30 April 2014, UniReport statutes and regulations from … [*date of publication*] in the respective currently valid version, hereinafter referred to as the framework regulations (RO).

(2) The minor subject … [*designation*] is studied in parallel to the main subject. The studies and the module examinations in the main subject should be completed in accordance with the respective pertinent set of regulations for the minor subject. As a main subject a Bachelor main subject with a scope of 180 CP is to be completed for six semester degree programmes, a Bachelor main subject with a scope of 120 CP is to be completed for eight semester degree programmes (with two minor subjects each with 60 CP) or with a scope of 180 CP.

**optional:**

Forbidden combinations are listed in Appendix … [*specify*].

**Note to Paragraph 2:** *In as far as some subject combinations are excluded, this is to be established in a appendix to the set of regulations.* *The last sentence of Paragraph 2 should be deleted otherwise.*

§ 2 Purpose of the Bachelor examination in the minor subject (RO: § 2)

(1) The Bachelor degree studies in the main subject finish with the first qualification for entry into a profession. The Bachelor examination in the minor subject serves to determine whether the student has achieved the goal for taking the minor subject Bachelor degree programme. The examinations in the Bachelor minor subject occur cumulatively, that is the sum of the module examinations constitutes the Bachelor examination in the minor subject.

(2) The cumulative Bachelor examination in the minor subject … [*designation*] is intended to establish whether the student has acquired sufficient specialist knowledge in the examination areas and also has the ability to use basic scientific methods and knowledge, self-sufficiently, as well as being prepared to enter into professional practice or a consecutive course of studies.

§ 3 Academic degree (RO: § 3)

Upon successful completion of the course of studies and upon passing of the examinations in the Bachelor main subject and in the minor subject … [*designation*] as well as in an additional minor subject (see also § 1 Pargraph 2), the faculty for the main subject awards the academic degree Bachelor of Arts, abbreviated as B.A. The degree awarded is oriented on § 3 of the framework regulations (RO) and dependes on the choice of main subject.

**Note:** *Comparisons for determination of the title, also the shared state structural regulations for accreditation of Bachelor and Master’s degree programmes.* *Resolution of the Ministerial Conference of Ministers of Education and the Arts from 10.10.2003 in the version* *from 04.02.* *2010.* [*http://www.kmk.org/fileadmin/veroeffentlichungen\_beschluesse/2003/2003\_10\_10-Laendergemeinsame-Strukturvorgaben.pdf*](http://www.kmk.org/fileadmin/veroeffentlichungen_beschluesse/2003/2003_10_10-Laendergemeinsame-Strukturvorgaben.pdf)*, situation at:* *04.07.2012.*

§ 4 Standard period of study; part-time study (RO: § 4)

(1) The standard period of study for the minor subject Bachelor partial degree programme … [*designation*] is base on the tandard period of study of the selected Bachelor main subject. The Bachelor degree programme can be completed in a shorter period of time.

(2) As part of the minor subject Bachelor partial degree programme it is necessary, according to § 13 to achieve 60 credit points – hereinafter referred to as CP.

**Note to Paragraph 1 and Paragraph 2:** *According to § 10 Paragraph 3 RO the BA degree programmes can be offered as a “Single-subject degree programme“ with a scope of 180 CP or as six or eight semester “Multiple-subject degree programmes“ (combination degree programmes), consisting, for six semester degree programmes, of a main subject and a minor subject (120/60 CP), for eight semester degree programmes of a main subject and a minor subject (180/60 CP) or a main subject and two minor subjects (120/60/60 CP).*

(3) It is possible according to state law to completely or partially complete the course of studies as part-time studies. In the case of part-time studies there is no entitlement to provision of a special teaching and study course.

(4) The faculty … [*designation*] provides a course of study minor subject … [*designation*] and ensures that fixed suitable examination dates are set so the course can be completed within the standard period of study.

§ 5 Studying abroad (RO: § 5)

(1) During the period of studying on the Bachelor degree programme we recommend studying for at least one semester at a foreign university or planning in an appropriate period outside of Germany. Connections which exist between the Johann Wolfgang Goethe University and foreign universities can be used, over which information can be distributed in the Academic Advisory Service and in the International Office.

**optional addition:**

(2) Study abroad /a period of stay abroad is recommended in … [*specify*] semester. The modules planned for this period of time are particularly suitable for completion at foreign universities and for crediting to the studies undertaken at Johann Wolfgang Goethe University.

**Note to Paragraph 2:** *The regulation in Paragraph 2 (§ 5 Paragraph 2 RO) is not mandatory.* *In as far as no recommendation can be made according to Paragraph 2, Paragraph 2 is not applicable and therefore also section number (1).*

Section II: Objectives of the part-time degree programme; beginning the degree programme
and entrance requirements to take the course

§ 6 Objectives of the part-time degree programme (RO: § 6)

(1) The minor subject Bachelor partial degree programme … [*designation*] is an undergraduate scientific minor subject degree programme which, in combination with a main subject Bachelor partial degree programme leads to a first academic qualification or first qualification for entry into a profession.

(2) The degree programme in the minor subject … [*designation*] aims at …

**Note to Paragraph 2:** *According to § 6 Paragraph 1 RO a Bachelor degree programme provides the student with the technical fundamentals and the methodological competence which, at the same time, implies also provision of qualifications related to a specific professional field.* *Please give a description in § 6 Paragraph 2 of the typical abilities, knowledge (competences) and qualification objectives which are provided by the Bachelor minor subject (course) and state the objects and objectives of the course.* *In describing the objectives one should also mention the interdisciplinary competencies acquisition whereby there is creation of interdisciplinary connections and acquisition of key qualifications such language competences, social competences, methodological competences, gender competences, media competences etc.* *Please take note of the detailed notes in the resolution of the Ministerial Conference of Ministers of Education and the Arts “Qualifications Framework for German University Degrees“ from 21st April 2005 (http://www.kmk.org/fileadmin/veroeffentlichungen\_beschluesse/2005/2005\_04\_21-Qualifikationsrahmen-HS-Abschluesse.pdf).*

(3) Successful completion of the degree programme in the minor subject … [*designation*] qualifies the graduate for …

**Note to Paragraph 3:** *Please give an explanation about the occupational fields the minor subject Bachelor partial degree programme will qualify graduates to work in.* *Mention all possible occupations or occupational fields, whereby one should avoid use of general phrases such as working as a civil servant or in the media etc.*

§ 7 Beginning the course (RO: § 7)

The degree programme in the Bachelor minor subject … [*designation*] can only be started during the winter semester.

**alternatively:**

The degree programme in the Bachelor minor subject … [*designation*] can only be started during the summer semester.

**Note:** *It is possible to begin the degree programme in the summer semester but only when associated with a limited study course.*

**alternatively:**

The degree programme in the minor subject … [*designation*] can be started either during the winter semester or during the summer semester.

§ 8 Prerequisites for approval to take the minor subject Bachelor partial degree programme (RO: § 8)

(1) Only those persons can be registered to take the minor subject Bachelor partial degree programme … [*designation*] who have the university entrance qualification required by law and who are not prevented from enrolling according to § 57 HHG. In particular the right to examination for the minor subject Bachelor partial degree programme … [*designation*] must still exists, for example the Bachelor examination in this minor subject course or the final examination in a closely related degree programme may not yet have been finally failed. Declarations according to § 22 Paragraph 1 b) and c) should be submitted regarding this examination. § 22 Paragraph 3 applies correspondingly.

**optional addition:**

(2) It is assumed that the student has both adequate active and passive command of the English language which allows him to attend lectures involving English language specialist literature and also to attend courses delivered in the English language. Mention is made in the module manual(s) concerned if some modules cannot be offered in the German language.

**Note to Paragraph 2:** *This regulation is according to § 8 Paragraph 3 RO.* *This is only to be considered as a recommendation.* *Please delete Paragraph 2 if this recommendation is not followed; the following paragraphs will then alter appropriately.*

**optional addition:**

(3) A further eligibility requirement to take the minor subject Bachelor partial degree programme … [*designation*] is… [*specify*]

**Note to Paragraph 3:** *Fundamentally the qualification required to take a university degree programme is obtained by acquiring the general qualification for university entrance or through demonstrating completion of an equivalent recognised educational background.* *Furthermore, according to § 8 Paragraph 2 and Paragraph 4 RO, it is only necessary for some degree programmes to require eligibility requirements (degree programme specific capabilities such as command of additional languages, athletic abilities, artistic talents).* *Please specify in Paragraph 3 the degree programme specific requirements with demands (for example the scope of command of languages according to § 8 Paragraph 4 RO) (if necessary, making reference to a special statute).* *Delete Paragraph 3 if there are no further entrance requirements planned.* *The subsequent paragraph marks will change appropriately*

(4) Enrolment takes place contingent upon the fact that the knowledge and abilities specified in Paragraph 3 can be shown to have been acquired by completion of the first two semesters, otherwise re-registration Bachelor partial degree programme for the third semester is excluded.

**Note to Paragraph 4:** *This regulation (see also § 8 Paragraph 5 RO) is only applied when the requirements do not already have to be met to obtain approval to take the degree programme.* *Paragraph 4 should also be deleted if Paragraph 3 is not applicable.* *The subsequent paragraph marks will change appropriately*

(5) Foreign applicants to take the Bachelor degree programme must, according to the “regulations of the Johann Wolfgang Goethe University Frankfurt am Main concerning the German language proficiency test for university entrance (DSH) for applicants with a foreign university eligibility to study“ in the respectively currently valid version, submit a language certificate for Level B 2 (DSH-2), in as far as they are not exempted from the German language proficiency test according to the DSH regulations.

**Note to Paragraph 5:** *Level B 2 (DSH-2) usually applies for Bachelor degree programmes offered at the Johann Wolfgang Goethe University.* *The faculties can require slightly lower entrance requirements.* *This is regulated in more detail in the DSH regulations.*

(6) A Certificate of Transferable Credits according to §§ 29, 30 is to be submitted for enrolment in a higher subject-related semester on the basis of transferable credits, for enrolment in the minor subject Bachelor partial degree programme.

**Note to Paragraph 6:** *According to § 8 Paragraph 7 RO this requirement can be more clearly defined if necessary.*

(7) The requirements for obtaining approval to take the minor subject Bachelor examination are regulated in § 22.

(8) A selection procedure will be implemented according to state law if there is some admission restriction for the minor subject Bachelor partial degree programme … *designation*] on capacity grounds.

Section III: Structure and organisation of the studies course

§ 9 Structure of the studies course; modularisation (RO: § 11)

(1) The minor subject Bachelor partial degree programme … [*designation*] consists of a number of modules. A module is a teaching and learning unit restricted in terms of time and scope. It comprises a set of courses whose contents relate to each other including practical training phases, project work as well as private study times and is oriented on a defined learning goal. Modules can extend over one or two semesters.

(2) The minor subject Bachelor partial degree programme … [*designation*] is subdivided into the study phases … [*specify*]

**Note to Paragraph 1:** *According to § 11 Paragraph 2 RO it s only possible for modules to extend over a period of more than two semesters in special subject-specific and didactically justified cases as well while taking account of the required time windows for stays abroad and work placements in every degree programme.*

**Note to Paragraph 2:** *The structure of the minor subject should be shown here according to § 11 Paragraph 3.* *To do this the various study phases should be described (for example the basic phase, the advanced phase, the in-depth studies phase etc.) as well as their connection to the minor subject and the modules, assigned in particular according to their level and how they are designated (e.g. basic modules, advanced modules, in-depth modules, profile modules, optional modules, practical modules, final modules etc.).* *In doing so only refer to the module categories which are relevant to the minor subject concerned.* *If the degree programme is subdivided into fields of study or major fields of study, this should also be regulated in Paragraph 2.*

(3) Modules can be: Compulsory modules which are obligatory or optional compulsory modules which can be selected from a given catalogue of modules.

**optional addition to Paragraph 3:**

Furthermore, there is an optional module included in the minor subject Bachelor partial degree programme … [*designation*] which can be freely chosen from the courses being offered by Johann Wolfgang Goethe University.

**a further optional addition to Paragraph 3:**

The modules … [*specify*] are project and/or practice-oriented. They promote academic reflection in a subject related context. More detailed provisions are in § 11.

**Note to Paragraph 3:** *According to § 11 Paragraph 5 RO there should be interdisciplinary modules offered amongst the optional compulsory modules.*

**Note concerning the optional addition:** *Please also see § 11 Paragraph 6 RO regarding this as well as the regulation for determination of key competences (§ 11 Paragraph 5 and 6 RO).* *Also higher education policy activities can be considered as one of the optional modules.*

(4) The following programme structure is then obtained from assignment of the modules to the course phases, the degree of commitment the modules require and the workload on the student calculated according to § 13 in credit points (CP) for the minor subject Bachelor partial degree programme:

**Note to Paragraph 4:** *The overview should be oriented on the established pattern.*

**Example:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Compulsory (PF)/ Optional compulsory (WP)** | **Credit points (CP)** | **Explanation** |
| **Basic phase** | **PF** | **25** |  |
|  |  |  |  |
| Module 1 | PF | 10 |  |
| Module 2 | PF | 10 |  |
| Module 3 | WP | 5 | *3 or 4* |
| Module 4 | WP | 5 |  |
|  |  |  |  |
| **Advanced phase:**  | **PF** | **15** |  |
|  |  |  |  |
| Module A1 | PF | 5 |  |
| Module B1Module C1 | PFPF | 55 |  |
|  |  |  |  |
| The in-depth studies phase  | **PF** | **20** | *A and B* |
|  |  |  |  |
| Module A2 | WP | 10 | *A2 or A3* |
| Module A3 | WP | 10 |  |
| Module B2 | WP | 10 | *B2 or B3* |
| Module B3 | WP | 10 |  |
|  |  |  |  |
| **Total** |  | **60** |  |
|  |  |  |  |

(5) The availability for selection of optional compulsory modules can be limited by a resolution of the faculty council due to a lack of capacity. The limitation should be announced to the students immediately by the Dean's Office. § 16 Paragraph 2 applies.

**optional addition to Paragraph 5:**

Further optional compulsory modules can also be approved by a resolution of the faculty council without making any changes to this regulation if they match in their scope and requirements the optional compulsory modules mentioned in this regulation. § 12 Paragraph 4 and § 16 Paragraph 2 are relevant here.

(6) The courses included in the modules differ in terms of their degree of commitment in compulsory and optional compulsory courses. Compulsory courses are clearly determined, as concerns the contents and form of the class, in the module description. Optional compulsory courses are courses which students should select within a module from a certain specialist field or concerning a certain subject area.

(7) In as far as individual courses are offered in
… [*please specify the foreign language*] then these are regulated in the module description [*or possibly also the module manual*].

(8) If the courses of a module cumulatively build on one another then the students are bound, in accordance with the module description, to the sequence given therein.

**Note to Paragraph 5:** *Paragraph 5 is not applicable if no optional compulsory modules are planned.*

**Note to Paragraph 7:** *According to § 11 Paragraph 12 RO it is possible to regulate the fact that the individual courses can be offered in English or in one of the other foreign languages.* *Paragraph 7 can therefore be omitted completely or also extended to include the one or the other foreign language.* *If Paragraph 7 is omitted the subsequent paragraph marks will change appropriately.*

(9) The students have the option, within the minor subject Bachelor partial degree programme … [*designation*] to ask to be examined or their work to be checked, according to what free places are available, for more modules than those which are prescribed in this regulation (additional modules). The result of the examination will not be included when arriving at the grade (overall) achieved in the Bachelor minor subject.

§ 10 Use of modules (RO: § 12)

**Note:** *§ 10 Paragraph 1 is not applicable if no imported modules are planned.*

(1) If modules of the minor subject Bachelor partial degree programme … [*designation*] are from other degree programmes being offered (“imported modules“), they are subject to the examination regulations of the exporting faculty (source regulation). They are listed in Appendix … [*specify*] . Changes made by the examination committee will be included in good time in the module manual (see also § 12) and placed on the degree programme related website (see also § 16 Paragraph 2) at [[http://www](http://www/)](http://www)... .

[*(2) Apart from that*] The regulations contained in § 12 of the Framework Regulations (RO) apply.

§ 11 Practical modules (RO: § 13)

**Note:** *§ 11 Paragraph 1 is not applicable if no practical modules are planned.* *If § 11 is omitted the subsequent paragraph marks will also change appropriately.*

(1) There is an internal practical module contained in the minor subject Bachelor partial degree programme … [*designation*] [*alternatively: there are internal practical modules*] planned in the study phase … [*specify*] in the form of … [*specify*] .

**Note:** *The form of the practical module (for example an excursion, project work, project studies) should be described in Paragraph 1 as specified in § 13 Paragraph 2 RO.* *Paragraph 2 can be used as an alternative and/or addition to Paragraph 1.* *The regulations contained in § 13 RO apply.* *According to § 13 Paragraph 2 RO it is possible to specify in the course of studies specific set of regulations that the practical module should be completed in lecture-free time.* *One should also provide for the option for the work placement to be split into several sessions and/or completed part-time and also that pertinent professional experiences can be taken into account.* *Paragraph 2 can also be extended by adopting a regulation according to § 13 Paragraph 4 RO whereby an equivalent, internal module can be offered to students who have not found a work placement despite making efforts to do so.*

**Alternatively or in addition:**

(2) An external practical module is provided as part of the minor subject Bachelor partial degree programme … [*designation*] by the module This is regulated in more detail in the module description.

**optional:**

This is regulated in more detail in the work placement regulation.

**optional addition:**

(3) There is an expectation placed upon the students that they make efforts themselves to find a work placement. The placements officer (module officer) advises the students in their search for a suitable work placement and during the whole work placement.

**optional addition:**

(4) If students have not found a work placement despite making efforts to do so, the faculty can replace the external work placement by the module [*alternatively: the modules*] … [*designation(s)*].

**Note:** *If an own work placement regulation is created.*

**Note to Paragraph 3:** *In derogation of this there can also be the regulation that the faculty finds a suitable external work placement within a reasonable period of time for those students who could not find a work placement.* *In this case the optional addition in Paragraph 4 does not apply.*

§ 12 Description of modules/the module manual (RO: § 14)

(1) Appendix … [*specify*] contains a module description produced in accordance with § 14 Paragraph 2 RO for every compulsory and optional compulsory module. The module descriptions are an integral part of this set of regulations.

**Note to Paragraph 1:** *Where it is just intended to produce module descriptions (there is no module manual), the module descriptions must also contain the minimum information specified in Paragraph 3.*

**optional:**

(2) The module descriptions are supplemented by a regularly updated module manual. This contains additional information in accordance with Paragraph 3 and, in particular, serves as a source of information for the students.

**Note to paragraphs 2 - 5:** *Creation of a module manual is optional.* *Therefore paragraphs 2 – 5 may not apply according to § 14 Paragraph 3 RO.*

**only if Paragraph 2:**

(3) In accordance with § 14 Paragraph 5 Framework Regulations the module manual should contain at least the following contents:

* (if necessary) marking as an imported module
* The cycle according to which the module is offered (annually or every semester)
* the workload on the student differentiated according to the time they must be present or in regular contact and the private study time in hours and credit points (CP)
* the duration of the module
* recommended prerequisites
* the course/examination language
* courses with teaching and learning methods as well as the semester periods per week and credit points
* the usability of the module
* the module officer
* (where necessary) a time schedule for the module

**Note:** *Observe § 15 Paragraph 5 RO for the designation of the module:* *The courses and their semester periods per week should be given for the time students must be present.* *The workload in hours can be derived from the semester periods per week and the number of weeks for courses, whereby 15 should be taken for this.* *It is also necessary to add at least 30 minutes for preparation for and post-processing of an hour of lessons.* *The time required for checking the student’s work (course performances, examinations) and for their preparation should be listed in hours required.* *The CP should be shown as whole points (see also § 15 Paragraph 6 RO).*

**only if Paragraph 2:**

(4) Changes in the module manual which do not affect the contents of the module descriptions made according to § 14 Paragraph 2 RO by a resolution of the faculty council, made in good time before beginning the courses of a semester, are possible and are to be announced up to this point in time on the degree programme related website. They must not lead to any significant change in the curriculum. The university computer centre should be consulted about the changes in good time before passing of a resolution in the faculty board.

**only if Paragraph 2:**

(5) Changes in the imported modules can be made by the specialist area offering them without any need to change these regulations. They will be included in good time by the examination committee in the module manual and announced on the degree programme related website.

§ 13 Scope of the degree programme and the modules; credit points (CP) (RO: § 15)

(1) Every module is awarded credit points (CP) in the module description on the basis of the European Credit Transfer Systems (ECTS) while taking account of resolutions and recommendations from the Conference of Ministers for Cultural Affairs and the German Rectors' Conference. The CP allow transfer of a student’s performance to other degree programmes offered by Johann Wolfgang Goethe University or another university, or vice versa.

(2) CP are a quantitative measure of the workload which the average student must fulfil to successfully complete the respective module for learning in class, participation on work placements outside the university or on excursions, preparation and post-processing of the lesson contents, preparation and development of one’s own contributions as well as examination performances. A CP represents a workload of 30 hours. One can expect a maximum of 1800 working hours per academic year as a regular workload. 30 CP represents the average workload of a semester.

**Note to Paragraph 1 and Paragraph 2:** *§ 18 Paragraph 1 HHG requires modularisation and introduction of a performance points system for new degree programmes.* *In justified exceptional cases deviations from this of up to 6 CP per semester are permissible for workload (Paragraph 2) in as far the deviation is not greater than 60 CP per academic year above or below.* *The workload (CP) for a module must be clear from the module description.* *According to § 15 Paragraph 4 RO it is at least* *5 CP and at most 15 CP.* *Deviations from this are exceptions and must be justified subject-related and didactically.* *Modules under 3 CP are excluded.*

(3) For the “multiple-subject“ Bachelor degree programme a total of 180 CP or 240 CP should be delivered according to standard period of study. 60 CP are awarded to the minor subject.

(4) The CP are only awarded for a fully and successfully completed module.

(5) For every student enrolled in the Bachelor minor subject the examinations office responsible for the minor subject sets up a credit points account. In as far as this is possible from an organisational point of view, every student can obtain information about the status of his account at any time.

(6) The workload is checked as part of the evaluation according to § 12 Paragraph 1 and Paragraph 2 HHG as well as for re-accreditation for the degree programme and is adapted to the workload determined by the evaluation.

§ 14 Teaching and learning methods; access to modules (RO: § 16)

(1) The courses in the Bachelor minor subject … [*designation*] are given in the following forms:

1. Lecture: A logical presentation and communication of basic and specialist knowledge as well as methodological knowledge in the form of a talk, possibly also combined with demonstrations or experiments. The lecturers develop and communicate teaching contents through inclusion of the students;
2. Exercises: Working with and deepening of understanding of subject matter as well as receiving training in the specialist methodology and communication of special skills through working through and discussing exemplary tasks;

**Note to Paragraph 1:** *One should only list here the teaching and learning methods used in the Bachelor degree programme in accordance with § 16 RO.* *The definitions used in RO should be adopted.* *Further teaching methods (such as colloquia) can be added (see also § 16 Paragraph 2 RO).* *The widest possible spectrum of course types should be offered during the degree programme.*

1. Undergraduate seminar/seminar: Development of scientific insights or working on current problem definitions through application of scientific methods, usually prepared by the students, contributions, mastering and practicing or obtaining deeper understanding of presentation and discussion techniques;
2. Work placement: Guided performance of practical tasks in the experimental and apparatus area and/or computer simulations; providing training in use of scientific investigation and problem-solving methods; communication of technical skills and providing insight into functional sequences;
3. Project: Development of concepts as well as realisation of solutions for complex, practical tasks; communication of social competence through primarily self-sufficient performing of a task while, at the same time, receiving subject-specific and work methodology guidance;
4. Excursion: A prepared event taking place outside the university;
5. Vocational work placement: Obtaining experience of practical professional work through active participation, usually outside the university (a provider of practical training) under local guidance and usually accompanied by subject-specific and methodological support from a teacher;
6. Tutoring/mentoring: A course prepared according to § 75 Paragraph 1 HHG for running tutorials as well as running a tutorial; training in communication of subject-specific and didactic competences as well as mastering presentation and discussion techniques. The course is subject-specifically and methodologically lead by teachers;
7. Private study: The degree programmespecific set of regulations establishes which requirements are placed on private study.

(2) If, in accordance with the module description, access to the courses of a module is dependent upon successful completion of another module or from visiting the Academic Advisory Service, or if in the module description participation on an individual course requires a participation or certificate of achievement for another course, then the eligibility will be checked by … [*specify according to* *note*].

(3) The module description can stipulate that a binding registration can be required to participate on the module or particular courses/events of the module. An announcement will be made in good time on the degree programme specific website as to whether and by which means binding registration should occur.

**Note to Paragraph 2 (§ 16 Paragraph 3 RO):** *Please add what office (the course leadership, module officer, examinations office) respectively checks the eligibility in the cases mentioned in Paragraph 2.*

**Note to Paragraph 3 (§ 16 Paragraph 4 RO):** *Delete Paragraph 3 if there are no further special registration procedures planned.*

§ 15 Study records (performance and attendance records) (RO: § 17)

**Note to § 15:** *A regulation concerning the study records (performance and attendance records) should only be instigated if the respective records are foreseen in the curriculum, that is it not just module tests in accordance with* *§§ 22, 31 which must be passed.* *If § 15 is omitted the subsequent paragraph marks will change appropriately.*

(1) During the minor subject degree programme study records (performance and attendance records) are foreseen and planned as verification of orderly study (pre-examination performances) or, together with the CP for the passing of the module examination, as a prerequisite for awarding the CP to be produced and earned from the module. The following regulations apply:

**an alternative Paragraph 1:**

(1) During the minor subject degree programme performance records are foreseen and planned as verification of orderly study (pre-examination performances) or, together with the CP for the passing of the module examination, as a prerequisite for awarding the CP to be produced and earned from the module. §§ 31 ff. apply for the module examinations while the following regulations apply for the performance records:

**Note to Paragraph 1:** *Paragraph 1 should only be adopted if performance and attendance records are required.* *Performance records can only be required in modules which is are not completed with a cumulative module examination (see also § 17 Paragraph 2 RO).*

**Note to Paragraph 1, first alternative:** *Paragraph 1 only applies if no attendance records are required, but performance records are required.* *(The latter are course performances not examination performances/credits; the difference between examination performances and course performances is that examination performances can only be repeated in a limited manner and are always assessed.)*

**an alternative Paragraph 1:**

(1) During the minor subject degree programme attendance records are foreseen and planned as verification of orderly study or, together with the CP for the passing of the module examination, as a prerequisite for awarding the CP to be produced and earned from the module. The following regulations apply:

(2) If there is a regulation in the module description which states that there is a duty to regularly attend courses then this will be documented on the basis of attendance records or absence lists. The course leadership decides on the form the documentation should take. Recording/certification of regular attendance is not taken as a course performance in accordance with Paragraph 6.

(3) Regular participation on a course is taken to be the case when the student was present at all individual courses scheduled by the course leadership throughout a given semester. It must still be confirmed if the student missed up to three individual courses for 15 scheduled dates or 20% of the course time in the case of less scheduled dates. If the permissible period of absence is exceeded for reasons which the student has no control over, such as illness, necessary support of a child living in one’s own household or caring for a close relative (children, parents, grandparents, spouse, partner in a non-marital partnership) or involvement as a named or selected representative in the academic or student self-administration, the module officer will decide whether and in what way an equivalent performance is required and appropriate. The regulations concerning compensation for disadvantages contained in § 25 should be observed.

(4) In derogation of Paragraph 3 a regulation can also be integrated in the module description regarding issuing of an attendance record which states that the student must not only have regularly attended the course in accordance with Paragraph 3 but should also have actively participated in it. It can also just require active participation. According to that which has been established by the course leadership, active participation can include performance of a small amount of work such a writing reports, short presentations and group work. This work will neither be assessed nor evaluated as passed/not passed.

**Note to Paragraph 1, second alternative:** *The second alternative to Paragraph 1 should only be adopted if no performance records are required but attendance records are required.*

**Note to paragraphs 2 and 3:** *According to § 17 Paragraph 3 RO a duty to attend in terms of the attendance records may only be established if it is essential to achieve the acquisition of knowledge and skills associated with the module.* *No duty to attend may be formulated for lectures; this applies for lectures even when a performance record is foreseen.*

**Note:** *Paragraphs 2, 3 and 4 should only be adopted if attendance records are required.* *The subsequent paragraph marks will change appropriately if the paragraphs are deleted.*

**Note to Paragraph 4:** *Paragraph 4 is not required if just the physical presence of a student should be checked based on the attendance records.* *The subsequent paragraph marks will then change appropriately.*

(5) Participation on a vocational work placement should be certified by the training place. The certification must contain the following details: Designation of the establishment, the first name, last name, date of birth, matriculation number of the apprentice as well as the type and duration of the activity. A work placement report should be produced by the apprentice about the work placement which

... is assessed in accordance with § 38 Paragraph 3 [*alternatively*: *paragraphs 3 and 4*].

**alternatively:**

... is evaluated as passed/not passed.

**Note to Paragraph 5:** *Delete Paragraph 5 if there is no vocational work placement planned.* *The subsequent paragraph marks are to be changed appropriately* *According to § 17 Paragraph 6 RO it is possible to just evaluate a work placement report as passed/not passed instead of assessing the work placement report.*

(6) A performance record for a course which is produced because it is required according to the module description documents successful delivery of a course performance. The course performance is delivered successfully when it is was assessed by the teacher in accordance with the module description as “passed“ or was positively awarded a grade according to § 38 Paragraph 3. For group work the individual performance must be clearly delimitable and evaluatable. The grades for the course performances are not added into the module grade or grade (overall) for the Bachelor examination; § 38 Paragraph 7 remains unaffected.

**optional addition 1 to Paragraph 6:**

In as far as the teachers require it, also regular participation on the course in accordance with Paragraph 3 is required for a performance record.

**Note to paragraph 6, 1st optional addition:** *Only use addition 1 if Paragraph 3 should be used:*

**optional addition 2 to Paragraph 6:**

In as far as the module description requires it, also regular participation on the course is required to obtain a performance record. This is taken to be the case when the student was present at all individual courses scheduled by the course leadership throughout a given semester. It must still be confirmed if the student missed up to three individual courses for 15 scheduled dates or 20% of the course time in the case of less scheduled dates. If the permissible period of absence is exceeded for reasons which the student has no control over, such as illness, necessary support of a child living in one’s own household or caring for a close relative (children, parents, grandparents, spouse, partner in a non-marital partnership) or involvement as a named or selected representative in the academic or student self-administration, the module officer will decide whether and in what way an equivalent performance is required and appropriate. The regulations concerning compensation for disadvantages contained in § 25 should be observed.

**Note concerning the optional addition 2:** *In as far as no attendance records are required for the minor subject course and therefore the regulation concerning this in Paragraph 3 is not required, the second optional addition should be adopted with the definition of “regular attendance“ (in as far as regular attendance is also required for the performance record).*

(7) Course performances can, in particular, include

* written examinations
* written papers or term papers
* presentations (with or without preparation)
* technical discussions
* work reports, reports
* working through practice exercises
* performance of tests and trials
* tests
* literature reports or documentation
* excursions

**Note to Paragraph 7:** *Only list the forms which will actually be used for performance checking in the degree programme.*

The form and the time limit within which the course performance should be delivered is made known to the students by the teachers at the beginning of the course. The criteria for awarding the performance record should not be altered during the current semester in a way which is disadvantageous to the students. The teacher can allow the students to improve a written piece of work within a time limit.

(8) Written work which is not to be produced under supervision should be produced by the students according to the rules of good scientific practice The student must be able, upon submission of the work, to state in writing that they produced the work themselves and that all sources and aids used to complete the work are cited. A declaration should also be made that the work was not yet – even in part – used in another degree programme as a course or examination performance. § 27 applies appropriately. In order to check observance of the rules of good scientific practice the teachers are entitled to require that the students also submit written work which is not to be produced under supervision in a suitable electronic form. The examination committee will decide upon more detailed regulations concerning this matter.

(9) Passed course performances cannot be repeated. Course performances which are not awarded a pass can be repeated as many times as necessary.

§ 16 Course of study plan; information (RO: § 18)

(1) The course of study plan included as Appendix … [*specify*] provides the student with some guidelines for target-oriented organisation of his minor subject studies. It takes account of content-related references between modules and organisational conditions of the degree programme being offered.

**Note to Paragraph 1:** *See the very last page for a sample course of study plan.*

**alternatively:** **For beginning one’s studies in the summer semester and the winter semester (see also § 18 Framework Regulations):**

(1) The course of study plans included as Appendix … [*specify*] are based on possible starting of a course in the summer semester or in the winter semester and provide the student with some guidelines for target-oriented organisation of his minor subject studies. The course of study plans take account of content-related references between modules and organisational conditions of the degree programme being offered.

(2) The faculty sets up a website for the minor subject Bachelor partial degree programme … [*designation*] on which general information and the regulations for the degree programme are presented in the respectively current form. One can also find the module manual published there and the course of study plan there and, if modules are imported and/or exported, the list of the currently imported and exported courses for the degree programme.

(3) The faculty creates for the minor subject Bachelor partial degree programme … [*designation*] on the basis of the module descriptions and the course of study plan

**Note to Paragraph 2:** *The words “also the module manual and“ should be deleted in sentence 2 if no module manual is to be introduced for the minor subject Bachelor degree programme.*

**Note to Paragraph 3, alternative:** *Only if Paragraph 1 (alternative) is relevant:*

**alternatively:**

the course of study plan

a directory of courses, with comments, with a description of the contents and organisation of degree programme being offered. This should be updated for every semester and should appear in the last lecture week of the previous semester.

§ 17 Course guidance service; orientation event (RO: § 19)

(1) The students have the option during the whole course of study to use the services of the Academic Advisory Service for the minor subject Bachelor partial degree programme … [*designation*] of the faculty … [*designation*]. The Academic Advisory Service is run by persons commissioned by the Dean of Studies. By making use of the Academic Advisory Service students receive support, in particular concerning questions about study organisation, studying techniques and selection of courses. The Academic Advisory Service should, in particular, be used:

* at the beginning of the first semester;
* when failing to pass examinations and when failing in attempts to obtain the required performance records;
* in case of difficulties experienced in individual courses;
* for a change of degree programmes or university.

(2) Apart from the course guidance service students also have access to the central course guidance provided by Johann Wolfgang Goethe University. It provides information, as a general course guidance centre, about course options, contents, the structure and requirements of a degree programme and gives advice in cases of course-related personal difficulties.

(3) An orientation event takes place before beginning the lecture period of each semester in which the students can begin their studies to which first-year students are invited by displaying a notice or in some other way. Information is provided during this event about the structure and the overall design of the degree programme and about special features of the specific semester. The students are given the opportunity to ask relevant questions, particularly those concerning organisation of studies.

§ 18 Academic management and the module officer (RO: § 20)

(1) The task of the academic management of the minor subject Bachelor partial degree programme … [*designation*] id taken on by the Dean of Studies in as far this is not transferred by the faculty board, based upon his suggestion, to a member of the professors group authorised to act as an examiner for the Bachelor degree programme for the period of … [*specify*]. The academic leader is the advisory member in the study commission and particularly has the following tasks:

**Note to Paragraph 1:** *According to § 20 Paragraph 1 RO the task of academic management must be handed over for a period of* ***at least*** *two years.*

* Coordination of the courses and examinations involved in the degree programme in cooperation with the module officers, and possibly also with those from other faculties;
* Creation and updating of examiner lists;
* Evaluation of the degree programme and implementation of any required and developed quality assurance measures in cooperation with the study commission (see also § 6 Evaluation statutes for teaching and learning);
* (if necessary) Commissioning of module officers (Paragraph 2 remains unaffected).

(2) For every module the academic leadership for the degree programme nominates a module officer from the ranks of the teachers of the module. For interdisciplinary modules the module officer is nominated in cooperation with the Dean of Studies of the other faculty. The module officer must be a professor or a permanent scientific member of the teaching unit. She or he is responsible for all consultations concerning the contents of the module and organisational tasks assigned to her or him from this set of regulations, in particular for involvement in organisation of the module examination. The module officer is represented by the academic leadership for the degree programme.

**Note to Paragraph 2:** *According to § 20 Paragraph 1 RO the authority to appoint the module officer can be regulated differently to Paragraph 2 Sentence 1, for example one can arrange for the appointment to be performed by the Dean of Studies.*

Section IV: Organisation of Examinations

§ 19 Examination committee; examinations office (RO: § 21)

**1st** **alternative:**

(1) The faculty board forms an examination committee for the minor subject Bachelor partial degree programme … [*designation*]

**2nd** **alternative:**

(1) The faculty board of the faculty … [*designation*] forms a joint examination committee for the Bachelor degree programmes … [*please list* ].

**Note to Paragraph 1:** *According to § 21 RO, in derogation of the 1st* *alternative, a joint examination committee can be formed for consecutive degree programmes for a number of or all BA/MA degree programmes the faculty is responsible for.* *In this case the regulations should be taken from the set of regulations for the main subject.*

(2) There are seven members on the examination committee of which four are members of the group of the professorate, plus one scientific member and two students.

(3) The members of the examination committee are selected along with a representative based on a suggestion from the respective group from the faculty board for the faculty … [*designation*]. The period of office of the students is one year while that of the other members is two years. Re-election is permissible.

(4) If matters arise which concern a member of the examination committee, his membership will be suspended with reference to this matter and will be performed by his/her representative. This does not apply concerning purely organisational issues.

(5) The Dean of Studies is the chairperson of the examination committee.

**Note to Paragraph 5, Sentence 1, an alternative regulation:** *This alternative permits use of § 21 Paragraph 5 Sentence 2 RO):*

**Alternative to sentence 1:**

(5) The examination committee selects a chairperson from the group of the professors on the committee. The deputy chairperson is selected from the group of the professors on the committee or their representatives. The chairperson conducts the business of the examination committee. She or her sends out the invitations to the examination committee meetings and is the chairperson for all proceedings and making of resolutions. At least one meeting of the examination committee should normally take place in every semester. A meeting is to be called when at least two members of the examination committee ask for one.

(6) The examination committee does not meet publically. It is empowered to make resolutions when at least one half of the members, including the chairperson or the chairperson, are present and a majority of the professors vote in favour of the resolution. Agreement on the part of a majority present is required to pass resolutions. In the case of an equal number of votes for and against the chairperson has the casting vote. Resolutions made by the examination committee must be minuted. In all other matters the procedure is according to the Rules of Procedure for the committee of Johann Wolfgang Goethe University.

**optional:**

(7) The module officers in the minor subject Bachelor degree programme … [*designation*] assist the examination committee in an advisory capacity.

**Note to Paragraph 7:** *According to § 21 Paragraph 7 RO it is possible to arrange for the module officers to assist the examination committee in an advisory capacity.* *Delete Paragraph 7 if this is not required.* *The subsequent paragraph marks then change appropriately.*

(8) The examination committee can delegate individual tasks to its superiors for sole performance and decision-taking. The members of the examination committee and the examinee in question have power of veto over their decisions. The chairperson of the examination committee can delegate performance of tasks to the examinations office. This is the business office of the examination committee. It handles the daily business arising under the direction of the examination committee and their superiors.

**Note to Paragraph 8:**
*See also § 21 Paragraph 13 RO for setting up the examinations office.*

(9) The members of the examination committee and their representatives are required to observe official secrecy. In as far as they are not in public office the members are required by the chairperson to observe secrecy; they confirm their intention to do this with their signature which is placed on file.

(10) The members of the examination committee have the right to participate on oral examinations as a listener.

(11) The examination committee can announce decrees, establishment of fixed dates and other decisions, with legally binding effect, while taking account of data protection provisions, by displaying them on a board at the examinations office or by using other appropriate measures according to § 41 of the Hessian Administrative Procedures Act.

(12) Adverse decisions taken by the examination committee or the chairperson of the examination committee should be reported to student concerned without delay, in writing, should be justified and should also make reference to legal remedies. The student concerned should be given the opportunity to make a statement before the decision is finally reached.

§ 20 Tasks of the examination committee (RO: § 22)

(1) The examination committee and the examinations office responsible for the Bachelor minor subject … [*designation*] are responsible for organisation and orderly running of the examinations in the minor subject Bachelor partial degree programme … [*designation*] . The examination committee ensures that the provisions of this set of regulations are observed and, in cases of doubt, decides on questions of interpretation of this set of regulations. It decides on all examinations matters which are not taken from the set of regulations or statutes of another organ or committee or from the chairperson of the examination committee.

(2) The examination committee is usually fully responsible to fulfill the following tasks:

* Establishment of time limits for examinations, time periods and time limits for registration and withdrawal for the examinations and their announcement;
* (if necessary) Appointment of examiners;
* Decisions concerning admission to examinations;
* the decision concerning allowing crediting of academic performances according to §§ 29, 30 as well as imposing of additional requirements regarding course or examination performances to be caught up on as part of the crediting of academic performances;
* calculation and announcement of the grades achieved in examinations as well as the grade (overall) for the minor subject;
* the decisions concerning passed and failed;
* the decisions concerning compensation for disadvantages and extension of examination or work deadlines;
* the decisions concerning violation of examination regulations;
* the decisions concerning the non-validity of a Bachelor degree in the minor subject;
* Decisions concerning pleas and inconsistencies by students concerning decisions made in the examination procedure, in as far as these should take place;
* regular reporting in the study commission about the development of examination and study times as well as about the demand from students for the various optional compulsory modules;
* disclosure of the distribution of subject and grades (overall);
* suggestions given to reform this set of regulations.

(3) For the purposes of checking observance of good scientific practice the examination committee is authorised to also check scientific work using suitable electronic means for deceptions and attempts to deceive. To do this it can demand that the work to be examined is submitted in an electronic form within a reasonable time limit. If the author of the work does not meet this requirement then the work will be awarded a fail grade.

§ 21 Examiners; observer assessors (RO: § 23)

(1) Members of the professors group, scientific workers who were commissioned with autonomous teaching in undergraduate programmes, as well as lecturers and teaching assistants for special tasks are authorised (§ 18 Paragraph 2 HHG) to check and assess university examination performances. Outside lecturers, unplanned professors, honorary professors who respectively teach in the subjects being examined as well as professors who have been relieved of their post and retired can be appointed by the examination committee with their agreement as examiners. Examination performances may only be evaluated by persons who themselves hold at least the qualification (or an equivalent one) to be established by the examination.

(2) The examination which is associated with a module is usually administered, inspected and approved by the lecturers / teachers of the module without requiring any special appointment by the examination committee. If, for any reason, it is simply not possible for the teachers to administer, inspect and approve the examinations then the examination committee can appoint another examiner.

(3) Written examination performances which can no longer be repeated are to be assessed by two examiners. Oral examinations are to be run by a number of examiners or by one examiner in the presence of an observer assessor.

**Note to Paragraph 3:** *The duty of assessment of written examination performances which can no longer be repeated by two examiners arises from § 18 Paragraph 3 HHG.*

(4) Only a member of Johann Wolfgang Goethe University or persons closely associated with it may be appointed as an observer assessor for oral examinations who themselves at least have a Bachelor degree or have passed an equivalent examination. Appointment of the observer assessor is performed by the chairperson of the examination committee. She or he can delegate the appointment to the examiner.

(5) Examiners, observer assessors are required to observe official secrecy.

Section V: Examination Requirements and Procedures

§ 22 First registration and approval to sit the Bachelor examinations in the minor subject (RO: § 24)

(1) At the latest at the time of registration for the first module examination in the minor subject Bachelor partial degree programme … [*designation*] the student should submit a fully filled out registration form for approval to sit Bachelor examinations to the examinations office for the minor subject Bachelor partial degree programme … [*designation*]. In as far as this did not take place in connection with the application for approval to take a degree programme, the application to sit examinations in particular should be attached:

1. Designation of the selected Bachelor main subject;
2. a declaration concerning whether the student had already finally failed an interim examination, an intermediate diploma examination, a Bachelor examination, a Masters examination, a Master's degree examination, a diploma examination or an ecclesiastical university examination or a final state examination in the subject … [*designation*] or in a comparable degree programme (a degree programme which was primarily focused on the subject) at a university or whether they are currently studying the subject … [*designation*] or a comparable degree programme in an as yet not completed examination procedure at a university in or outside of Germany;

**Note to Paragraph 1:** *For a) please delete anything which does not apply and enter the subject concerned.* *Determination of whether the degree programme is a comparable one or related one is the task of the examination committee.* *This will come to its decision by comparing the contents of the courses.*

1. a declaration concerning whether and, where relevant, how often the student has already failed module examinations in the minor subject Bachelor partial degree programme … [*designation*] or in the same modules of another degree programme at a university in or outside of Germany;
2. if necessary verifications of already achieved course or examination performances which should be included in the minor subject degree programme;
3. Verifications concerning … [*specify*]

**Note to Paragraph 1 e):** *For d) according to §§ 24 Paragraph 1 e), 8 Paragraph 2 RO, as necessary, please rule which subject-specific command of foreign languages or course-specific admission requirements for approval to sit a Bachelor examination should be demonstrated in as far as the obligation to provide proof did not already exist for enrolment in the degree programme.* *e) should be deleted if no such admission requirements are demanded; the sequence of letters changes appropriately.*

(2) The examination committee can, in exceptional cases, in particular in cases of a change in study location, a change of subject or resumption of studies, on request, release a student from the compulsory matriculation for registration for individual module examinations.

(3) The chairperson of the examination committee, and in cases of doubt the examination committee itself, decides on an approval question, possibly also after consulting a subject representative. Approval to sit Bachelor examinations in the minor subject will be refused if

1. the documentation is incomplete or
2. the admission requirements stated in Paragraph 1 e) are not fulfilled or
3. the student has finally lost any right to examination for a module according to Paragraph 1 c) or for the respective degree programme or has finally failed one of the examinations mentioned in Paragraph 1 under b).

(4) The examination committee will decide on any exceptions to Paragraph 1 and Paragraph 3 in special cases on request by the student.

**Note to Paragraph 3:** b) *should be deleted if no subject-specific entrance requirements are required.*

(5) Refusal of approval is reported to the student in writing by the chairperson of the examination committee. It should be justified and also make reference to legal remedies.

§ 23 Point in time of the examination and the registration procedure (RO: § 25)

(1) Module examinations are rendered in temporal and subject-related connection with the respective modules. Module examinations for compulsory modules and for annually scheduled optional compulsory modules are usually to be offered at least twice a year.

(2) The module-concluding oral examinations and written examinations should be performed within the examination periods set by the examination committee. The examination periods are usually the first two and the last two weeks of the lecture-free period.

(3) The exact set examination dates for the module examinations are established by the examination committee in agreement with the examiners. The examinations office provides the students in good time, but at the latest four weeks before the set examination dates, with information in the form of an examination plan about the time and location of the examinations as well as the name of the examiners by displaying these on a board or by using other appropriate measures. If one must deviate from this examination plan for compelling reasons then new establishment of a set date is only possible with permission from the chairperson of the examination committee.

**alternative addition to Paragraph 3:**

Set dates for the oral concluding module examinations or for examinations which are temporally directed related with individual courses or which can be taken during courses (submodule examinations) are set by the examiners, if necessary in consultation with the students.

**Note to Paragraph 3 (alternative addition):** *The option to regulate the authority for establishing set examination dates for written examinations, oral examinations and examinations sat during a course in different ways arises from § 25 Paragraph 4 RO.*

(4) The examination committee sets registration deadlines for the module examinations (usually two weeks) which must be announced at the latest four weeks before beginning the registration deadline periods by displaying this on a board or by using other appropriate measures.

**Note to Paragraph 4:** *§ 25 Paragraph 5 RO allows other registration deadlines than these.*  *Paragraph 4 can also be totally deleted (see also note to Paragraph 5).* *If Paragraph 4 is omitted the subsequent paragraph marks will change appropriately.*

(5) The student must register within the registration time limit for every module examination, in writing or, if this is decreed by the examination committee, electronically. Registration to sit module examinations takes place at the examinations office. The chairperson of the examination committee will decide upon allowing an extended time limit for registration to sit a module examination, in justified exceptional cases, on request by the student. § 24 Paragraph 2 Sentence 3 applies appropriately.

**Note to Paragraph 5:** *According to § 25 Paragraph 5 RO one can dispense with a registration process altogether; paragraphs 4 and 5 should be deleted in this case.* *The subsequent paragraph marks will then change appropriately.* *For standardisation of the registration process it is possible, according to § 25 Paragraph 6 RO, to provide for another office rather than the examinations office to receive the registration requests to sit examinations such as the respective examiners, for example for term papers and oral examinations.*

(6) The student can only register themselves for module examination [*or a partial module examination*] or only sit the module examination in as far as she or he ...

**alternatively:**

(6) The student can only sit the module examination [*or a partial module examination*] in as far as she or he ...

**Note to Paragraph 6:** *The alternative should be selected if there is no plan to have a registration process.* *The text in brackets which refers to the submodule examinations is also not required in as far as there are no module examinations in the degree programme.* *If no performance and/or attendance records are required then the respective text in brackets referring to this should be omitted.*

is enrolled at der Johann Wolfgang Goethe University. § 22 Paragraph 2 remains unaffected. In order to register for [*or sit*] the respective module examination [*or partial module examination*] the student must be approved to sit the Bachelor examination and she or he must not yet have finally failed the respective module examination [or partial module examination]. [She or he must also have delivered the required performance [and participation] records in accordance with the module description for the module.] [If approval to sit a module examination [or a partial module examination] depends on submission of course performances and these have not yet been fully achieved then approval to sit a module examination [or a partial module examination] is possible conditionally.] [The module is only then completed when all [course performances as well as] module examinations [or all submodule examinations of the module] have been passed / completed.] [The examination committee will decide about such exceptions.] Suspended students cannot sit any examinations or earn any performance records. It is, however, permitted to repeat failed examinations while being suspended. Students are also entitled to deliver course or examination performances while being suspended if the suspension was due to exercising of maternity rights or due to exercising their right to parental leave or due, as attested by a medical certificate, to caring for family members in need of care or due to performance of official duties according to Art. 12 a of the German constitution (Basic Law) or due to involvement as the named or elected representative in the academic self-administration.

(7) The student can withdraw their registration to sit an examination without having to give any reasons up to one week before the set examination date. § 24 Paragraph 1 applies if they withdraw later than that.

**Note to Paragraph 7:** *According to § 25 Paragraph 8 RO a time limit for announcing withdrawal of up to five weeks can be established for events with very many participants.* *Paragraph 7 should also be omitted if there is no plan to use a registration process.*

§ 24 Absence and withdrawal from module examinations (RO: § 26)

(1) A module examination performance is taken as “not sufficient“ (5.0) according to § 38 Paragraph 3 if the student misses a set examination date which is binding for them without providing any important reason or breaks off participation during the examination before it finishes. The same applies if she or he has not submitted a written module examination performance within the prescribed work time or submitted an empty page as a module examination performance as a written piece of supervised work or remained silent at an oral examination.

(2) The asserted reason for not attending or breaking off an examination must immediately be submitted in writing to the chairperson of the examination committee after the reason becomes known and should be credible. Any inability to sit the examination arising during delivery of an examination performance must be communicated immediately to the examiner or to the proctor. The duty to immediately report and to give a credible explanation of grounds for certain actions to the examination committee remains unaffected. In a case of illness one must produce a doctor’s attest immediately or at the latest within three working days from which it is very clear what health impairment (symptoms of the condition/type of performance impairment suffered) exists which is relevant to the set examination date in question. An additional attest from a medical officer can be required if any justified doubts remain.

(3) The illness of a child which the student has to take care of which has not yet reached the age of 14 or a near relative in need of care (children, parents, grandparents, spouse or partner in a non-marital partnership) are equivalent to one’s own illness. Another important reason is exercising of maternity rights.

(4) The chairperson of the examination committee will decide on the subject of recognition of the grounds for absence or withdrawal. If the grounds are accepted then a new date must be determined immediately.

(5) For a case of a recognised withdrawal or absence the examination results from already completed parts of the module will still be recognised.

§ 25 Course and examination performances in cases of illness and a disability;
special circumstances (RO: § 27)

(1) In events, courses and examinations consideration must be given to the type and severity of a disability or a chronic illness of the student or concerning pressures on the student due to pregnancy or raising of children or caring for near relatives in need of care.

(2) The type and severity of the pressure should be demonstrated by the student in good time to the chairperson of the examination committee through submission of suitable documentation, in a case of illness through submission of a doctor’s attest. An attest from a medical officer can be required in cases of doubt.

(3) If the student can make a credible argument that she or he is not in a position to deliver the examination or course performance, fully or partially, in the form required, due to a disability, a chronic illness, caring for a near relative in need of care, a pregnancy or raising of a child which has not yet reached the age of 14 then this disadvantage must be compensated for by taking appropriate measures such as extending the work time given or using another type of examination procedure. Exercising of legally specified maternity rights periods and the time limits provided for the parental leave should be enabled through submission of the respective evidence.

(4) Decisions concerning compensation for disadvantages for delivery of examination performances are made by the chairperson of the examination committee, while those for course performances are made by the chairperson of the examination committee in agreement with the persons responsible for the course.

§ 26 Mandatory course guidance; time frame for
For sitting examinations in the Bachelor minor subject … [*designation*](RO: § 28)

**Note:** *According to § 28 RO the regulation concerning both the mandatory course guidance and a time frame for the examination procedure is optional so § 26 can be omitted completely.*

(1) The student must participate on a mandatory counselling interview in as far as his course of study in the Bachelor minor subject … [*designation*] is delayed in comparison with the study plan by more than two semesters. This time limit will be extended appropriately for students studying part-time. A semester for part-time studies is taken as one half of a subject-related semester.

**an optional addition to § 28 Paragraph 1 Framework Regulations:**

After the mandatory counselling interview the examination committee will impose the additional requirement on the person involved to sit the still unsat module examinations, as seen in a comparison with the study plan, at the point in time of issuing of the requirements, within a time limit to be set by the examination committee (at least two semesters). Non-fulfilment of the requirement will lead to loss of the right to examination during the minor subject Bachelor partial degree programme … [*designation*]. Reference should be made to this when imposing additional requirements. In as far as the person affected can give a credible explanation according to Paragraph 2, in good time, of important reasons why fulfilment of the additional requirement was prevented, the examination committee will extend the time limit for fulfilment of the requirement by at least one further semester. If the student does not turn up for the first counselling interview then an invitation will be issued soon after to attend a counselling interview. If the student still does turn up on a second date for the counselling interview then sentences 4 to 6 will apply without any further invitation to a counselling interview being issued.

**Note concerning the optional addition:** *Authorisation to set up a time limit regulation according to Paragraph 1 and Paragraph 2 arises from §§ 20 Paragraph 2 No. 12, 59 Paragraph 4 HHG.*

**Note to sentence 1 of the addition:** *According to § 28 Paragraph 1 RO the time limit to fulfil the additional requirements* ***must*** *be at least two semesters; this can also subsequently be standardised as a longer time limit.*

**Possible alternative regulations according to § 28 Paragraph 2 RO:**

**1st** **alternative:**

(1) The … [*specify*] semester comprehensive section of the course must be successfully completed after … [*specify*] semesters. For students studying part-time this time limit will be extended appropriately, whereby a semester for part-time studies is taken as one half of a subject-related semester. Students who have not passed the module examinations foreseen for this section of the course after completion of … [*specify*] semesters are required by the examinations office to visit the course guidance team. If the time limit for completion according to Sentence 1 is passed without submission/fulfilment of the requirements for extension of time limit according to Paragraph 2 then this will lead to loss of the right to examination in the Bachelor minor subject … [*designation*].

**2nd** **alternative:**

**and/or**

(1) In … [*specify*] semesters … [*specify*] CP must be achieved. For students studying part-time this time limit will be extended appropriately, whereby a semester for part-time studies is taken as one half of a subject-related semester. Students who have not reached the number of CP after completion of the … [*specify*] semesters are required by the examinations office to visit the course guidance team. If the number of CP according to Sentence 1 is not reached within the time limit for completion and there are no requirements for extension of a set time period according to Paragraph 2, then this will lead to loss of the right to examination in the Bachelor minor subject … [*designation*].

**3rd** **alternative:**

**and/or**

(1) The minor subject Bachelor examination must have been passed successfully before completion of the … [*specify*] subject-related semester. For students studying part-time this time limit will be extended appropriately, whereby a semester for part-time studies is taken as one half of a subject-related semester. Students who have not passed the Bachelor examination after completion of their … [*specify*] semester are required by the examinations office to visit the course guidance team. If the time limit for completion according to Sentence 1 is passed without submission/fulfilment of the requirements for extension of time limit according to Paragraph 2 then this will lead to loss of the right to examination in the Bachelor minor subject … [*designation*].

**Note concerning 3:** **Alternative regulations:** *For minor subject the end of the 9th semester should be enteresd as the time limit for completion* *since the minor subject Bachelor partial degree programme is designed for six semesters.*

(2) The requirements for

* fulfilment of the additional requirements
* for successful completion of the section of the course
* achieving the required number of CP
* successful completion of the minor subject Bachelor examination

**Note to Paragraph 2:** *Please enter the respective alternative regulation (alternative regulations).*

According to Paragraph 1 the time limit can be extended on request by a student if the delay was caused by Johann Wolfgang Goethe University or the student was not able to meet the time limit due to serious circumstances. When meeting a time limit, extensions of and interruption of study times are not taken into account in as far as they were caused

* by an authorised leave of absence semester;
* involvement as the named or elected representative in the academic or student self-administration.
* by illness, a disability or a chronic illness or for another reason which was outside the students area of control;
* due to exercising of maternity rights or parental leave;
* due to necessary care for a child which has not yet reached the age of 14 Or due to caring for a near relative in need of care (parents, grandparents, spouse or partner in a non-marital partnership) with assignment to a care level according to § 15 Paragraph 1 of the Eleventh Code of Social Law;
* due to membership of an A, B, C or D/C squad of high-performance sports associations.

In the case of number 4, at least exercising of time limits according to § 3 Paragraph 2 and § 6 Paragraph 1 of the Protection of Mothers Law (MuSchG) and the regulations concerning parental leave in §§ 15 and 16 of the legislation on parental allowances and parental leave (BEEG) should be taken into account appropriately. Also an orderly overseas study period of up to two semesters remains unaccounted for. The application should be made at the point in time at which the student recognises that an extension of time limit is necessary. The application should always be made before expiry of the time limit. The duty for delivery of evidence lies with the student; it should be submitted together with the application. In the case of illness a doctor’s attest should be submitted. § 24 Paragraph 2 Sentence 4 RO. An attest from a medical officer can be required in cases of doubt. The examination committee decides on the application for extension of the time limit.

§ 27 Deception and a breach of regulations (RO: § 29)

(1) If a student seeks to influence the result of her or his examination or course performance through deception or through use of non-permitted aids, the examination or course performance is evaluated as “not sufficient“ (5.0). The attempt at deception is, in particular, recognised when a student brings non-permitted aids into the examination room or he had submitted a false declaration according to §§ 15 Paragraph 8, 31 Paragraph 8, 34 Paragraph 5 or if she or he submitted one and same work (or parts thereof) more than once as an examination or course performance.

(2) A student which is actively involved in an attempt to deceive can be excluded by the respective examiner or by the supervisory person from continuation of the respective examination; in this case the associated examination or course performance is evaluated as “not sufficient“ (5.0).

(3) In case of a specially severe deception, in particularly for repeated deception or a deception with addition of a written declaration from the student about autonomous production of his work without non-permitted aids, the examination committee can decide upon exclusion from repeating the examination and delivery of further course performances so that the right to examination in the minor subject … [*designation*] expires. The severity of the deception is to be evaluated on the basis of the deception energy used by the student such as organised cooperation or use of technical aids such as radios and mobile telephones and by the impairment of equal opportunities caused by the deception.

**Note to Paragraph 3:** *The regulation is based on authorisation from § 18 Paragraph 4 HHG.*

(4) A student who disturbs orderly running of the examination can be excluded by the respective examiner or by the supervisory person from continuation of the respective examination; in this case the associated examination or course performance is evaluated as “not sufficient“ (5.0). Paragraph 3 Sentence 1 is applied appropriately.

(5) If a student wrongly achieves participation on an examination through culpable behaviour, the examination committee can decide that the associated examination performance is evaluated as “not sufficient“ (5.0)).

(6) The student can require in writing within a time limit of four weeks that decisions taken according to paragraphs 1 to 5 are checked by the examination committee.

(7) Adverse decisions taken by the examination committee should be reported to the student concerned without delay, in writing, should be justified and should also make reference to legal remedies.

(8) The subject-specific established citation rules for producing scientific work apply for term work and written talks. In a case of non-observance one should check for an attempt to deceive.

(9) In order to be able to to check on a suspicion of wrong scientific behaviour the examination committee can decide that written examination and/or course performances which are not to be produced under supervision must also be submitted in an electronic form.

§ 28 Deficits in the examination procedure (RO: § 30)

(1) If it turns out that the procedure for obtaining an oral or a written examination performance was deficient in a way which could have influenced the test results then, on request from a student or from the office as ordered by the examination committee, a particular student will be allowed to repeat the examination performance. For a written examination performance the deficit must be complained about during the examination situation to the supervisory team and in the case of oral examinations immediately after the examination to the chairperson of the examination committee or to the examiner. If a student participating on a written examination performance considers the support measures taken by the supervisory team to be inadequate then she or he should make their complaint immediately after the examination to the chairperson of the examination committee.

(2) No further directives may be made ex officio according to Paragraph 1 six months after completion of the examination performance.

§ 29 Recognition and allowing credits/accreditation for academic performances (RO: § 31)

(1) Study times, course performances and examination performances are credited to the student without any assessment of equivalence when they were delivered at another university in Germany on the same degree programme, the degree programme is accredited and no significant differences exist between the modules concerning the qualification goals achieved. If the examination committee cannot demonstrate that there is any significant difference then the study times, course performances and examination performances should be credited.

**Note to Paragraph 1 and Paragraph 2:** *The regulations follow the Lisbon Convention and fulfil a change of paradigm from the “equivalence“ to a significant difference in the performances delivered elsewhere with the burden of proof on the recognised university.*

(2) Study times, course performances and examination performances from other degree programmes are credited in as far as there are no significant differences as regarded the acquired competences. There is no schematic comparison made for this crediting but simply an overall view and overall assessment of the contents, scope and requirements of the course performances and examination performances with particular consideration given to the qualification goals achieved. The burden of proof to demonstrate a lack of equal value lies with the examination committee. Paragraph 1 Sentence 2 applies appropriately.

(3) Paragraph 2 is appropriately applicable for recognition of study times, course performances and examination performances delivered in state-approved distance learning studies, at other educational institutions, in particular at state or state-approved vocational academies, for multimedia supported course performances and examination performances as well as for course performances and examination performances delivered by students on the basis of § 54 Paragraph 5 HHG.

(4) Paragraph 2 also applies appropriately for crediting of performances which were delivered at foreign universities. During the crediting process the equivalence agreements approved by the Conference of Ministers for Cultural Affairs and the Conference of University Rectors as well as agreements made in relation to university partnership agreements should be observed. The examination committee will decide if there are no equivalence agreements to refer to. If there any doubts concerning equivalence the Central Office for Foreign Education should be consulted.

(5) In a case of obligatory or recommended study in a foreign country the student should meet with the chairperson of the examination committee or a person commissioned to do this about the eligibility of course performances and examination performances before beginning the studies in the foreign country.

**Note to Paragraph 5:** *The words “obligatory or“ can be omitted if necessary.*

(6) Relevant professional occupations can be recognised for the work placement module. More details are regulated in the module description.

**Note to Paragraph 6:** *More detailed regulations concerning eligibility of professional occupations should be defined; the regulation can be omitted if it is not pertinent.* *In this case the subsequent paragraph marks will change appropriately.*

(7) It is also not possible to have multiple crediting of the same performance in the Bachelor degree programme (main subject and minor subject).

(8) If examination performances are credited, the grades should be adopted – in as far as the grading systems are equivalent– and included in calculating the grade (overall). The remark “passed” will be adopted if the grading systems are not comparable. Credited performances are usually marked in the final degree document with details of the university at which they were acquired.

(9) The applicant submits all of the documentation required for crediting or recognition to the examination committee which is the basis for evaluation, the credit points (CP) and the points in time of all examination performances delivered in examinations which she or he previously sat in another degree programme or at other universities. The documentation should provide clear information about which examinations and course performances were not successful or had to be repeated. The examination committee can demand submission of further documentation such as the legally binding module descriptions of the modules to be recognised.

(10) Unsuccessful attempts in other degree programmes or in degree programmes taken at other universities will be credited in as far as they were credited when they were done successfully.

(11) Crediting and recognition of examination performances which were delivered more than five years previously can be refused in individual cases; the decision can be associated with imposing of some additional requirements. A legal entitlement to crediting exists in a case of meeting of the conditions of paragraphs 1 to 4 in combination with Paragraph 9. Sentence 1 and paragraphs 7 and 10 remain unaffected.

(12) Decisions which have general validity concerning questions about crediting are taken by the examination committee; crediting in an individual case takes place by its chairperson, where necessary in consultation with a subject examiner. They establish a subject-related semester while taking account of the crediting.

(13) If crediting of course performances and examination performances takes place which are not awarded credit points (CP) then the respective equivalents should be calculated and appropriately labelled on the student account.

(14) If credits are awarded then these can be associated with additional requirements regarding course performances and examination performances which must be caught up on. Additional requirements and possible time limits for fulfilling the additional requirements should be communicated to the applicant in writing. The announcement should make reference to legal remedies.

§ 30 Crediting of competences acquired outside of a university (RO: § 32)

The CP of the respective module can be credited to the modules of the degree programme on request for knowledge and abilities which have been acquired before beginning the degree programme or during the degree programme, outside a university, and which are equivalent in level and the results of learning. This particularly applies for the modules … [*designations*]. The crediting takes place individually by the examination committee based on a suggestion from the persons responsible for the module. The prerequisite is written evidence (for example attestations, certificates) concerning the scope, contents and the performances delivered. No more than a total of 50% of the CP required in a degree programme may be replaced by credited points. Crediting of the CP takes place without a grade. This is shown appropriately in the certificate.

**Note:** *According to § 32 RO the modules for which crediting usually comes into question could/should be named.*

Section VI: Performing the Module Examinations
in the Bachelor minor subject … [*designation*]

§ 31 Module examinations (RO: § 33)

(1) Module examinations are held during the course. This finalises the respective module. They are examination events which can be repeated a limited number of times and which are [*usually*] awarded a grade.

**Note to Paragraph 1:** *The word“ usually“ should be omitted if all module examinations in the respective degree programme are awarded a grade.*

(2) Modules finish off [*usually*] with a single module examination which can also be sat temporally directed related with one of the courses of the module (a course-related module examination).

**optional addition to Paragraph 2:**

The module examination only occurs cumulatively in the module … [*designation*][*possibly in the modules … [designations]*].

**Note to Paragraph 2:** *The word “usually“ should be omitted if there are no cumulative module examinations planned in the respective Bachelor degree programme.* *According to § 33 Paragraph 2 RO cumulative module examinations may only also be planned in exemptions based on the subject-related or didactic considerations (submodule examinations), the submodule examinations of which are sat in temporal relation with different courses.* *Cumulative module examinations may only comprise a maximum of three submodule examinations and should have different examination forms.* *No performance records can be demanded for modules with cumulative module examinations.* *According to § 11 Paragraph 14 RO the number of performance records in the whole Bachelor degree programme should be limited to a maximum of five per semester (3 in the main subject, 2 in the minor subject).*

(3) By passing the module examination the student should demonstrate that she or he has mastered the contents and method of the module in their fundamental contexts and can use the knowledge and abilities acquired. The object of the module examinations is basically the contents established in the module descriptions of the courses of the respective module. In the case of course-related module examinations the overriding higher qualification goals of the module are also tested.

**optional:**

(4) For cumulative module examinations, passing of all submodule examinations is essential to successfully complete the module.

**Note to Paragraph 4 including alternative regulations:** *This regulation should be omitted in as far as there are no cumulative module examinations planned; the subsequent paragraph marks will then change appropriately* *See also § 33 Paragraph 4 RO regarding alternative regulations.* *According to § 34 Paragraph 3 RO oral examinations can be performed in the philological subjects in the language which is the object of the study subject.* *If this is a partial module examination and if the set of regulations allows a compensation scheme then one must ensure through appropriate standardisation that, in this case, no compensation can occur based on other examinations which have been passed.*

**Alternative regulations:**

(4) In as far as, for cumulative module examinations, only a minority of the submodule examinations of the module have to be passed to successfully complete the module, the module description provides more detailed regulation, in particular concerning calculating the grade of the modules.

(4) The module description provides clear regulation of whether and what failed submodule examinations can be compensated for by passing another part of the module, so that the module as a whole can be completed successfully. In this case repeating the failed but compensated for submodule examinations is not permitted. It is also not permissible to compensate for submodule examinations which have been evaluated as “not sufficient“ (5.0) according to §§ 24 or 27.

(5) The respective form of the examination for the module examination [*or partial module examination*] can be taken from the module description. Written examinations occur in the form of:

* written examinations;
* term work;
* written papers (for example essays, written talks);
* reports;
* thesis papers;
* reports;
* portfolios;
* project work;
* drawings;
* descriptions.

**Note to Paragraph 5:** *According to § 33 Paragraph 5 RO, different forms of the examination should be used in a degree programme.* *The form of the examinations must be suitable to establish acquisition of the respectively planned competences.* *In Paragraph 5 one should only list the forms of the examination which are planned in the minor subject Bachelor partial degree programme and shown in the module descriptions.*

**Note regarding the listing:** *Please cross out the items below which do not apply.*

Oral examinations occur in the form of:

* individual examinations;
* group examinations;
* technical discussions;
* colloquia.

Additional forms of examination are:

* seminar lectures;
* talks;
* presentations;
* subject-related practical examinations.

**Note regarding the listing:** *Please cross out the items below which do not apply.*

(6) The form and duration of module examinations [*and if necessary the submodule examinations*] are regulated in the module descriptions. If there is a variety of forms of examination planned in the module description, the form of examination for the respective examination date is established by the examiners and the students are informed at the beginning of the courses of the module but at the latest upon announcement of the examination date.

**Note to paragraphs 5 and 6:** *The text in brackets is only to be used when cumulative module examinations are planned.* *According to § 33 Paragraph 6 RO up to three variants of the forms of examination can be mentioned per examination .* *The forms of examination must all be equivalent in their conditions (such as the preparation time needed and the level of the examination).*

(7) The examination language is German.

**optional:**

Individual written or oral examinations can be taken in foreign language by agreement of all persons participating on the examination. This is regulated in more detail in the module description.

**Note to Paragraph 7:** *This only applies when the partial degree programme is not run in a foreign language (for example in English).*

(8) Written work which is not to be produced under supervision (for example term work) should be produced by the students according to the rules of good scientific practice The student must be able, upon submission of the work, to state in writing that they produced the work themselves and that all sources and aids used to complete the work are cited. A declaration should also be made that the work was not yet – even in part – used in another degree programme as a course or examination performance.

(9) Participants on module examinations must identify themselves through submission of an official identity document with a photograph.

(10) The examiners decide whether and what aids may be used for a module examination. The permitted aids are to be announced in good time before the examination.

§ 32 Oral examination performances (RO: § 34)

(1) Oral examinations are to be held by the examiner in the presence of an observer assessor as a individual examination. Group examinations involving up to five students are possible.

**Note to Paragraph 1:** *Establishment of group examinations is an optional regulation; it is not essential to plan to hold group examinations.* *Sentence 2 should be omitted in this case.*

(2) The duration of oral examinations lies between at least 15 minutes and at the most 60 minutes per student to be examined. (5) The duration of the respective module examination can be taken from the module description.

(3) The primary objects and results of the oral examination are to be recorded by the observer assessor in a report. The examination report should be signed by the examiner and the observer assessor. The observer assessor should be consulted in the absence of the examinee and not in public before awarding the grade. The report should be sent to the examinations office immediately.

(4) The result of the oral examination should announced to the student at the end of the oral examination and explained and justified in more detail if the student fails it or makes an explicit request for this; the reasons given are to be recorded in the report.

(5) Oral examinations are public within the university for students who should sit the same examination. The student to be examined can contradict approval for his results to be made public. The public may not be present when the examination results are disclosed to the student to be examined. It can also be limited on capacity grounds. The chairperson of the examination committee can demand appropriate evidence to check the grounds mentioned in Sentence 1.

**Note to Paragraph 5:** *According to § 34 Paragraph 6 RO a regulation can be standardised such that the responsibility for checking the eligibility of the students lies with the examiner.*

§ 33 Written examinations [and other written work done under supervision] (RO: § 35)

**Note:** *The term should be omitted if there is no “other written work done under supervision“ in the minor subject Bachelor partial degree programme.*

(1) Written examinations includes answering a task or problem or a number of tasks, problems or questions. In a written examination [or other written work done under supervision] the student should demonstrate that she or he can solve tasks on his own within a limited period of time under supervision using limited aids and can use the required basic knowledge or commonly used methods in the field of study to both recognise a problem and find ways to solve it.

**Note to Paragraph 1:** *if necessary* *Omit the text in brackets.*

(2) “Multiple choice“ questions in written examinations … [*possibly called a module or section of the course*] should only contribute to up to 25% of the overall points achievable.

**Note to Paragraph 2:** *According to § 35 Paragraph 2 RO the set of regulations allows “multiple choice“ questions to be used in a written examination if the required knowledge transfer is achievable to an adequate degree in this way.* *Further regulations are needed on legal grounds if the “multiple choice“ questions should make up more than 25% of the overall points achievable (see also Paragraph 3).*

(3) For written examinations at which the “multiple choice“ questions can earn more than 25% of the overall points achievable, the following regulations must be observed for creation of the questionnaire and evaluation of the written examinations:

**Note:** *If the scope of the “multiple choice“ questions in the written examination should be no more than 25%, omit Paragraph 3.* *The subsequent paragraph marks will change appropriately.*

* The examination questions must ensure reliable examination results. The examination questions must be unequivocally clearly understandable, clearly answerable and suitable for clearly establishing the level of knowledge and skills of the student. It is particularly important that there is no other possible solution presentable other than the solution which was prescribed for evaluation as the correct one. The examination committee should ensure this is the case by using a suitable procedure;
* If the tasks turn out out to be unsuitable from this point of view then they must be excluded from the evaluation. Respective answers which are not the prescribed approved solution but which are nevertheless arguable and tenable will be recognised in favour of the student. Malus points for wrong answers are impermissible;
* The question and answer catalogue should be drafted by at least two persons authorised to act as an examiner whereby one of them must belong to the group of professors;
* The students should be informed about the prerequisites for passing and the evaluation scheme for the written examination at the latest when the tasks or problems are made known.

A written examination which consists of more than 25% multiple choice“ questions is passed if the student has answered at least 50% (the pass limit) of the examination questions correctly or if the number of the questions answered correctly by the student is no more than 22% less than the average examination performance of all examinees who took part in the examination for the first time.

(4) If a student arrives late to a written examination, she or he cannot make up the lost time. The examination room may only be left with permission from the supervisory person.

(5) The supervisory person for a written examination should produce a short report for every written examination. In this he should record all incidents which may be of relevance for establishing the test results, in particular incidents according to §§ 24 and 27.

(6) The working time for the written examination work [*and for the other written work done under supervision*] should be oriented on the scope of the module to be examined [or in the case of submodule examinations on the scope of the part of the module to be examined]. For written examination work this is at least … [*specify*] minutes and a maximum of … [*specify*] minutes. The concrete period should be established in the respective module descriptions.

**Note to Paragraph 6:** *A framework should at least should be established here for the duration of the written examination; it is recommended to choose a time period of at least 60 minutes and a maximum of 240 minutes.* *The text in brackets should be omitted if necessary (only applies for Paragraph 7).*

(7) The written examination work [*and the other written work done under supervision*] are usually assessed by an examiner. In the case of failure of a student’s last permitted repeat attempt, it is to be assessed by a second examiner. The evaluation must be justified in writing. If there is some deviation in the grades calculated then the grade awarded for the written examination work is the average of the two grades. The assessment process for written examinations should not exceed four weeks.

(8) Multimedia supported practice exams (“e-written examinations“) are permissible in as far as they are suitable to fulfil the examination purpose. They may only be delivered using computer systems present in the administration offices of the university or from the examinations office released for this purpose by agreement of the HRZ. Unique identifiability of the electronic data must be possible. The data must be unmistakable and capable of being permanently assigned to the examinees. The examination must take place in the presence of a subject-specific competent keeper of the minutes. A written record is to be produced about the course of the examination in which the name of the keeper of the minutes as well as the examinees, beginning and end of the examination as well as any special incidents are to be recorded. § 45 applies for inspection of the multimedia supported examination as well as of the examination results. The task or problem set including a model solution, the evaluation scheme, the individual examination results as well as the written record should be archived according to legal provisions.

**Note to Paragraph 8:** *Paragraph 8 should be omitted if the minor subject Bachelor partial degree programme does not allow multimedia supported practice exams to take place.*

§ 34 Term work [and other written papers] (RO: § 36)

**Note:** *The term and Paragraph 8 should each be omitted if there is no “other written work done under supervision“ in the minor subject Bachelor partial degree programme.*

(1) By completing written term work the student should demonstrate that she or he is capable of solving a problem from a specialist field autonomously through application of scientific methods. It must be a component part of a module.

(2) A piece of term work can be approved as group work if the contribution made by individuals can be evaluated as an examination performance, recognisable on the basis of objective criteria.

(3) The student can be given the opportunity to suggest a topic. Issuing of the topic is performed by the examiner who documents the processing period of the term work.

(4) Term work should involve a working time of at least two and at the most four weeks (full time, that is workload of 2 to 5 CP). The respective processing period is regulated in the module description. The task time limits for the term work are established and documented by the examiner.

(5) The term work must be submitted within the established processing time limit as a single copy with a declaration according to § 31 Paragraph 8 to the examiner; the date stamp is decisive if it is sent by post. Submission of the term work should be recorded in the files by the examiner.

(6) Assessment of the term work by the examiner should be completed within six weeks after submission; the evaluation must be justified in writing. § 33 Paragraph 7 applies appropriately for all other matters.

(7) A student who had his term work evaluated as “not sufficient“ (5.0) can apply to the examiner for an opportunity to improve the term work. This does not apply if an evaluation with “not sufficient“ (5.0) is is based on § 24 or on § 27. The examiner establishes a time limit for improving the term work. When deciding on the improved term work the decision is simply made as to whether the term work is evaluated with the grade 4.0 or worse. If the time limit for submission of the improved term work is not observed then the term work will receive the final grade “not sufficient“ (5.0).

(8) Paragraphs 1 to 6 apply appropriately for the other written papers.

**Note to Paragraph 8:** *It is possible to adopt the regulation that Paragraph 7 (regulation for improvement) is also applied appropriately.*

§ 35 Portfolio (RO: § 37)

**Note:** *It is only necessary to establish regulations for the examination form of the portfolio if this form is at all planned to be used in the minor subject Bachelor partial degree programme.* *If it is omitted the subsequent paragraph marks will change appropriately.*

(1) A portfolio is an organised and target-oriented collection of various items (for example documents, films, sound files) which represent growth in competence and knowledge of the student over a certain period of time. The student should correlate the individual components of the portfolio with the relevant competences for a subject or module in the form of a self evaluation.

(2) § 34 applies appropriately for the portfolio and other, examination papers which are not to be produced under supervision.

§ 36 Project work (RO: § 38)

**Note:** *It is only necessary to establish regulations for the examination form of the project work if this form is at all planned to be used in the minor subject Bachelor partial degree programme.* *If § 36 is omitted the subsequent paragraph marks change appropriately.*

(1) Through submitting project work the student should demonstrate his/her ability to develop, implement and present concepts. The student should demonstrate that she or he can define goals for a large tasks as well as develop methods of resolution and concepts.

(2) The duration of the project work is regulated in the module description.

(3) If project work is undertaken in the form of team work the contribution made by individual student should be clearly recognisable and evaluatable and should fulfil the requirements according to Paragraph 1.

§ 37 Subject-related practical examinations and other examination forms(RO: § 39)

**Note:** *If subject-related practical examinations should be performed it is, in particular, the contents of these examinations, their duration as well as the number of examiners which should be regulated.* *The same applies for the examination forms listed in § 31 Paragraph 5 under “other examination forms“, whereby the presence of an observer assessor is not necessary.* *§ 37 should be omitted if there are no subject-related practical examinations.* *The subsequent paragraph marks will then change appropriately*

Section VII: Evaluation of the Course Performances and Examination Performances;
Calculating the grades and the grade (overall) for the minor subject; certification

§ 38 Evaluation/assessing the course performances and examination performances; calculating the grades and the grade (overall) for the Bachelor minor subject … [*designation*] (RO: § 42)

(1) Course performances are evaluated by the respective teacher as “passed“ or “failed“.

**alternatively:**

(1) Course performances are usually graded according to the module description and Paragraph 3 but these are not used in the grade (overall) for the Bachelor examination.

**Note to Paragraph 1:** *Paragraph 1 should only be adopted if course performances are required.*

(2) Examination performances are [*usually*] graded and, exceptionally, evaluated in accordance with the module description with “passed“ or “failed. The assessment or evaluation of examination performances is undertaken by the respective examiners. Here it is always the individual performance of the student which is the basis.

**Note to Paragraph 2:** *The word “usually“ can be omitted if necessary.* *It can, in particular, be planned for external practical modules that the examination performance (for a example a work placement report) remains ungraded and is simply evaluated with “passed“ or “failed”.*

(3) The following assessment levels should be used to grade the individual examination performances:

|  |  |  |
| --- | --- | --- |
| 1 | very good | an excellent performance; |
| 2 | good | a performance which lies significantly above the average requirements; |
| 3 | satisfactory | a performance which meets the average requirements; |
| 4 | sufficient | a performance which, despite deficiencies, is still sufficient to meet the requirements; |
| 5 | fail | a performance which does not meet the requirements due to its major deficits. |

To obtain a differentiated evaluation of the examination performances the grades can be raised or lowered by 0.3 to produce intermediate values; thus it is permissible to award the grades 1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7; 4.0 and 5.0.

**optional addition:**

(4) The assessment occurs based on a verbal judgement according to Paragraph 3 combined with grade points. The examination performances are to be evaluated according to the following table by awarding 0 to 15 points; to achieve better differentiation intermediate grades are used so that, overall, the follow grading scale arises:

**Note to Paragraph 4:** *Combination of the grades with grade points is not obligatory; it should only be standardised exceptionally according to § 42 Paragraph 4 RO.* *In as far as Paragraph 4 is omitted, the subsequent paragraph marks will change appropriately.*

|  |  |  |
| --- | --- | --- |
| Grade points | Grade stages according to Paragraph 3 | Decimal grade |
| 15 | very good (1) | 1.0 |
| 14 | very good (1) | 1.0 |
| 13 | very good (1) | 1.3 |
| 12 | good (2) | 1.7 |
| 11 | good (2) | 2.0 |
| 10 | good (2) | 2.3 |
| 9 | satisfactory (3) | 2.7 |
| 8 | satisfactory (3) | 3.0 |
| 7 | satisfactory (3) | 3.3 |
| 6 | sufficient (4) | 3.7 |
| 5 | sufficient (4) | 4.0 |
| 4 - 0 | fail | 5.0 |

(5) If the module examination consists of a number of submodule examinations, the grade for the module will be calculated as the arithmetic average of the grades for the individual examination performances (submodule examinations). In this process only the first decimal points behind the comma will be taken into account.

**Note to Paragraph 5:** *This regulation should be omitted if there are no cumulative module examinations planned in the minor subject.* *The subsequent paragraph marks will change appropriately*

**alternatively:**

(5) In the case of cumulative module examinations the module grade is calculated as an average of the grades of the individual submodule examinations weighted according to the CP. In order to determine the grade of the module examination the grades of the individual submodule examinations are multiplied by the CP assigned to them and then the overall number is divided by the CP included. When calculating the grade only the first decimal points behind the comma will be taken into account.

(6) If the module examination is evaluated differently by two or more persons authorised to act as an examiner, the module grade will be taken as the arithmetic average of the grades from the examiners evaluations. When calculating the grade only the first decimal points behind the comma will be taken into account.

**optional:**

(7) The examiners can deviate from the system of computing the grade of a module examination if this better matches the performance level of the student based on the overall impression he/she gives and the deviation will not influence passing or not passing (the bonus regulation). In this process one in particular takes account of the course performances delivered during the semester in exercises or other courses which do, however, only make up a maximum value of up to 25 in 100 of the overall evaluation of the respective module examination. This is regulated in more detail in the module description [*module manual*]. The course performances leading to awarding of bonus points should be made public at the latest at the beginning of a semester in a suitable manner. Earned bonus points expire after completion of the semester which follows the semester in which the bonus was awarded.

**Note:** *Paragraph 7 is not obligatory and can therefore be omitted.* *If the paragraph is omitted the subsequent paragraph marks will change appropriately.*

(8) For the Bachelor examination in the minor subject … [*designation*] an grade (overall) will be assigned in which all of the results of the module examinations of the Bachelor minor subject are included.

**Note to Paragraph 8:** *According to § 42 Paragraph 8 RO not all other module grades are included in the grade (overall) for the Bachelor degree.* *One should, however, note that modules in a scope of at least 60% of the CP for the whole degree programme (see also § 11 Paragraph 14 RO) must be included in the grade (overall); non-inclusion of individual modules must be justified on subject-specific and/or didactic grounds.* *In this context the set of regulations can also offer the student the option to decide which module grades should be included in the grade (overall).*

**alternatively:**

(8) For the Bachelor examination in the Bachelor minor subject … [*designation*] a grade (overall) is formed in which all of the results of the modules … [*designations*] are included.

**alternatively:**

(8) For the Bachelor examination in the Bachelor minor subject … [*designation*] a grade (overall) is formed in which all of the results of the modules … [*designations*] are included. The student can select from amongst the modules … [*designations*] which module results should also be included in the grade (overall) for the Bachelor degree in the minor grade.

(9) If more CP are earned in an optional compulsory area as were conceived of then those modules are included in determination of the grade (overall) which were first completed. If a number of modules were completed in the same semester the ones with the better grades count.

**alternative addition:**

(10) When forming the grade (overall) for the Bachelor minor subject … [*designation*] is included with the grades for the modules … [*designations*] with the weighting … [*specify*].

**Note:** *Paragraph 10 is not obligatory; the paragraph marks change appropriately if it is omitted.*

(11) The grade (overall) for the passed Bachelor examination in the Bachelor minor subject … [*designation*] arises from the following figure whereby only the first decimal place is taken into account; all further places are removed without rounding up or down:

|  |  |
| --- | --- |
| 1.0 up to and including 1.5 | very good |
| 1.6 up to and including 2.5 | good |
| 2.6 up to and including 3.5 | satisfactory |
| 3.6 up to and including 4.0 | sufficient |
| 4.0 | fail |

(12) If an English language translation of the certificate is produced, the grades for the individual examination performances as well as the grade (overall) are shown according to the following grading scale:

|  |  |
| --- | --- |
| 1.0 up to and including 1.5 | very good |
| 1.6 up to and including 2.5 | good |
| 2.6 up to and including 3.5 | satisfactory |
| 3.6 up to and including 4.0 | sufficient |
| 4.0 | fail |

§ 39 Passing and failing of the Bachelor examination
in the minor subject … [*designation*]; announcement of grades (RO: § 43)

(1) A module examination consisting of a single examination performance is passed if it was evaluated with the grade “sufficient“ (4.0) or better. An examination performance evaluated using points is a pass when at least 5 points were achieved. It is not a pass otherwise.

(2) A module examination consisting of a number of submodule examinations (a cumulative module examination) is only passed if all submodule examinations were evaluated as at least “sufficient“ (4.0) [*if relevant: or with 5 points*].

**Note to Paragraph 2:** *If there are no cumulative module examinations, Paragraph 2 should be omitted in its entirety.* *The subsequent paragraph marks will then change appropriately.* *The second bracket is omitted if there is no assessment planned with points.*

**alternatively:**

(2) For cumulative module examinations the module description determines which submodule examinations must be passed that the module examination as a whole is passed.

**Note:** *As an alternative it is possible to regulate in such a way that failed submodule examinations can be compensated for by other individual grades of the module in accordance with the module description.*

(3) The Bachelor examination in the Bachelor minor subject … [*designation*] is passed if all modules prescribed in this set of regulations were performed successfully, that is the required studyrecords are available and the prescribed module examinations were evaluated with at least “sufficient“ (4.0).

(4) The results of all examinations are announced without delay. The examination committee decides on whether the announcement of grades should be public within the university in an anonymised form in the form of a notice on a display board and/or takes place using the electronic exam administration system, whereby the legitimate interest of those involved are to be protected. If the module examination was finally evaluated as “not sufficient“ then the student with receive a written notification from the chairperson of the examination committee, with a section on legal remedies, which should contain guidance concerning whether and in within which time limit the module examination or the bachelor thesis can be repeated.

§ 40 Certification (RO: § 44)

A certificate in the German language and, on request, a translation marked as such in the English language for the passed minor subject examination should be produced within four weeks after the last examination performance. The certification contains die details of the modules with the module grades, the grade (overall) and the totally achieved CP for the minor subject examination. All passed additonal modules can, on request by the student, be listed in the certificate, additionally under the heading additional modules, separate from the results of the performances according to Sentence 2. The certificate is to be signed by the chairperson of the examination committee and is to be awarded the seal of Johann Wolfgang Goethe University. The certificate carries the date on which the last examination performance was delivered.

Section VIII: Changing Compulsory and Optional Compulsory Modules/
Major Fields of Study; repeating examinations;
loss of the right to examination and final failing
the Bachelor examination in the minor subject … (RO: § 2)

§ 41 Changing compulsory and optional compulsory modules/major fields of study / fields of study (RO: § 45)

**Note:** *All regulations are optional.*

(1) A finally failed compulsory module can be replaced once in the minor subject by an optional compulsory module.

(2) If an optional compulsory module is finally failed, one can change to a new optional compulsory module.

**Note to Paragraph 2:** *According to § 45 Paragraph 1 RO a different regulation can be applied to Paragraph 2.*

(3) A change in the major field of study is possible if the examination for the major field of study originally selected has not yet been finally failed.

§ 42 Repeating examinationsin the minor subject … [*designation*];
free attempt; improving grades (RO: § 46)

**Note:** *If there are no cumulative module examinations, the word “submodule examinations“ should be omitted respectively.*

(1) Passed course examinations cannot be repeated.

(2) All failed compulsory module examinations and compulsory submodule examinations must be repeated.

**alternatively:**

(2) All failed compulsory module examinations must be repeated. In the case of submodule examinations, there is regulation in the respective module description concerning whether compensation according to § 31 Paragraph 4 will be undertaken for failed submodule examinations. In the case of submodule examinations only the failed part needs to be repeated.

**Note to Paragraph 2 (alternative):** *A regulation only if there are submodule examinations and there are plans to implement compensation according to § 31 Paragraph 4 for failed submodule examinations.*

(3) Failed module examinations and submodule examinations may only be repeated twice at the most. The regulations according to § 41 and paragraphs 10 and 11 remain unaffected.

**alternatively:**

(3) Failed module examinations and submodule examinations may only be repeated twice at the most. It is possible to arrange for the failed examination performances in two modules at the most to be repeated a third time. The regulations according to § 41 and paragraphs 10 and 11 remain unaffected.

**Note to Paragraph 3:** *If no free attempt regulation is planned “and the paragraphs 10 and 11“ is to be omitted respectively.*

**Note to Paragraph 3 / an alternative:** *According to § 46 Paragraph 3 RO it is possible to arrange for the failed examination performances in two modules at the most to be repeated a third time.*

(4) Failed attempts on the same or a comparable module examination of another degree programme taken at Johann Wolfgang Goethe University or another German university should be added to the permissible number of repeat examinations. The examination committee can, in special cases, decide not to add these attempts, particularly in the case of a change of degree programme.

**optional:**

(5) The examination committee can require an oral examination for repeating of failed written examination performances.

**Note to Paragraph 5:** *Paragraph 5 is not obligatory and can therefore be omitted.* *The subsequent paragraph marks will then change appropriately.*

**optional:**

(6) The examination committee can impose additional requirements on students before repeating a module examination.

**optional:**

(7) For repeating of examinations the associated lectures and courses must be attended again.

**Notes to paragraphs 6 and 7:** *These paragraphs are also not obligatory and can therefore be omitted.* *The subsequent paragraph marks will then change appropriately.*

(8) […] The examination committee determines the exact dates for repeating and announces these in good time. The right to examination expires if the time limit for repeating is not observed, except in cases where the student had no control over the circumstances causing that. De-registration in the meantime does not extend the time limit for repeating.

**Notes to Paragraph 8:** *In Paragraph 8 there should be regulations for repeating the bachelor thesis and for repeating further module examinations.* *According to § 46 Paragraph 9 RO a regulation should be adopted whereby the first repeat examination is sat at the end of the respective semester, at the latest however at the beginning of the following semester.* *The second [or third] repeat examination should be sat on the next possible examination date after the failed repeat examination.* *It is furthermore necessary to regulate whether the students must register for a repeat examination or whether they simply have to turn up on the repeat dates at the next possible date and are, in this way, taken as registered.*

(9) Repeat examinations are always to be sat according to the set of regulations according to which the first examination was sat.

**optional addition:**

(10) Concluding module examinations taken for the first time [*or submodule examinations*] can be taken as not sat if they were respectively sat at the latest during the semester planned in the regular study plan (free attempt). Examinations which were declared as failed due to deception or another disorderly conduct are not included in a free attempt regulation.

**Notes to paragraphs 10 and 11:** *These paragraphs are only optional and can therefore be omitted.* *If there are no submodule examinations planned in the degree programme then alter the text appropriately.*

(11) Passed concluding module examinations [*or submodule examinations*] can be repeated once for improving grades, whereby the better performance will credited. In this process the concluding module [*or submodule examinations*] may arise from a maximum of five modules. The examination committee determines the conditions and the time limit within which repeating of examinations to improve the grades is to be applied for and in which the repeat examinations are to be sat.

**Notes to Paragraph 10:** *The regulation can limit the option for making a free attempt to take certain modules or submodules and/or to sit a certain number of all of the module examinations.*

§ 43 Loss of the right to examination and final failing
the Bachelor examination in the minor subject … [*designation*] (RO: § 2)

(1) The Bachelor examination is finally failed and the right to examination in the minor subject … [*designation*] finally lost if

1. a module examination is not passed after exhausting all possibilities to repeat it;

**optional:**

2. a time limit set for delivery of certain performances according to § 26 was not observed;

2./3. a time limit set for repeating a module examination according to § 42 was not observed;

3./4. a serious case of deception or a serious case of disorderly conduct according to § 27 has been recorded.

(2) An announcement will be issued with a section on legal remedies about final failing of the Bachelor examination in the minor subject … [*designation*] and the associated loss of the right to examination in the minor subject … [*designation*].

Section IX: Invalidity of the Bachelor Examination;
Examination Files; Appeals and Objections

§ 44 Invalidity of examinations (RO: § 51)

(1) If the student practiced deception for a course or examination performance and this fact only came to light after handing over the degree certificate then the examination committee can retrospectively appropriately correct the grades for those course or examination performances for which the student had practiced deception and can declare the examination or course performance as totally or partially failed. The examiner should be consulted beforehand. The student concerned should be given the opportunity to make a statement before the decision is finally reached.

**Note to Paragraph 1:** *If no course performances are required in the degree programme then the words “or course performance“ should be omitted.*

(2) If the conditions for approval to sit an examination are not fulfilled, without the student wishing to be deceptive about this, and if this fact only came to light after handing over the degree certificate, then this deficit is remedied by maintaining the status of the examination. If the student gained admission to an examination by intentionally deceitful means then the examination committee will decide upon legal action against him while observing the Hessian state administration procedural law in its currently valid version. Paragraph 1 Sentence 3 applies appropriately.

(3) The incorrect certificate should be confiscated and possibly replaced with a new one. The incorrect certificate should be confiscated together with the Diploma Supplement and possibly also the respective degree programme records and possibly replaced with new ones. The Bachelor degree certificate is also to be confiscated with these documents if the examination was declared “failed“ due to deceptive behaviour. A decision according to Paragraph 1 and Paragraph 2 Sentence 2 is excluded after a time limit of five years from the date on the examination certificate.

**Note to Paragraph 3:** *The words “and possibly also the respective degree programme records“ can be omitted if necessary.*

§ 45 Gaining access to the examination files; retention periods (RO: § 52)

(1) Within one year after completion of a module and completion of all of the examination procedures, the student can, on request, be allowed access to his/her examination files (examination reports, work to be examined as well as expert assessor reports).

**alternative:**

(1) On request and soon after announcement of examination results the student can be allowed access to his/her examination papers, the expert assessor reports on this and the examination reports.

(2) The examination files are to be kept by the examination officials. Pertinent for the retention periods for examination documents is § 20 of the Hessian Enrolment Regulations (HImmaVO) in their currently valid version.

**optional addition to Paragraph 2:**

The examination papers are handed over to the student with the exception of the bachelor thesis one year after announcement of its evaluation or is discarded.

**Note on the optional addition to Paragraph 2:** *These procedures are permissible according to § 20 Paragraph 3 HImmaVO: however, a singling out only comes into question if administrative finality has come into force.*

§ 46 Appeals and objections (RO: § 53)

**Note:** *The regulation of having a “”right” to a “non- formal“ legal remedy is optional.* *The word “Appeals“ may need to be omitted from the title in the Table of Contents as well as in the text of Paragraph 1.*

(1) It is possible to submit an appeal against decisions taken by the chairperson of the examination committee. It should be submitted within one month of announcement of the decision to the chairperson of the examination committee. The examination committee will decide on the objection and appeal. If the appeal does help to see any need to remedy the situation the chairperson of the examination committee will issue a justified notice of rejection with a section on legal remedies.

(2) The person in question can, in as far as a legal remedies section was included, raise a written objection within a month, otherwise within a year after announcement with the chairperson of the examination committee (examinations office) against adverse decisions taken by the examination committee and against the examiner evaluations. If the examination committee does not see any need to remedy the situation, if necessary after receiving statements from the examiners involved, the President will issue the notice of rejection. The notice of rejection should be justified and make reference to legal remedies.

Section X: Final Provisions

§ 47 Changes in the Bachelor degree programmes and
transitional regulations for Master degree programmes (RO: § 55)

**Note:** *According to § 55 RO the set of regulations for the Bachelor degree programme must regulate the requirements for changing from the previous Master degree programme (minor subject) into the Bachelor degree programme.* *This is, however, only necessary if the transitional period for the respective Master degree programme (minor subject) has not yet expired.* *If § 47 is omitted the paragraph sequence changes.*

§ 48 Coming unto force [and transitional regulations] (RO: § 56)

(1) This set of regulations comes into force on the day of its publication in UniReport statutes and the sets of regulations of Johann Wolfgang Goethe University Frankfurt am Main.

**Addition:**

The set of regulations for the minor subject Bachelor partial degree programme … [*designation*] from … [*date*] - published in UniReport statutes and the sets of regulations of … [*publication date*] ceased to be in force at the same time.

(2) This set of regulations applies for all students who begin their studies from the winter semester … [*specify*] in the Bachelor minor subject … [*designation*] .

**alternatively:**

(2) This set of regulations applies for all students who begin their studies from the summer semester … [*specify*] in the Bachelor minor subject … [*designation*] .

**Note to Paragraph 2:** *If changes are made to this set of regulations they will only come into force for new examination candidates (first-year students).*

**and/or**

(3) Students who have begun their studies in the Bachelor monor subject … [*designation*] before coming into force of this set of regulations can sit the Bachelor examination in this minor subject according to the set of regulations from … [*specify*] until … [*specify*] at the latest.

**Note to Paragraph 3:** *If changes are made to this set of regulations an exceptions and transitional set of regulations should be established while taking account of the significance of the changes and protection of the confidence of the students.*

**alternatively:**

Students who were enrolled in the minor subject Bachelor partial degree programme … [*designation*] before coming into force of this set of regulations can, on request to the examination committee, complete their minor subject studies and sit the Bachelor examination in the minor subject according to this set of regulations. Already delivered course and examination performances will be credited according to § 29. The application is irrevocable.

Frankfurt, … [*date of signing by the Dean*]

**… [name of the Dean]**

Dean of the faculty … [*designation*]

Appendix …: An exemplary course of study plan (for a six semester minor subject with 60 CP)

The course of study plan is a suggestion for organisation of a subject study course in the standard period of study. It takes account of both the total load (CP/SWS) in the other subjects and also the internal requirements.

|  |  |  |
| --- | --- | --- |
| **Year / semester** | **Module/course** | **CP / SWS** |
| **Basic phase** | 1st Sem. | **Module A**Introduction (V, 5 CP) |  | **Module C**Lectures (1 CP) |  |  |  | **6 CP/2 SWS** |
| 2nd Sem. | **Module A**Course (S, 3 CP); report, 3 CP) | **Module B**Introduction (V, 5 CP)Course/event (T, 3 CP; Ü, 3 CP) | **Module C**Lectures (1 CP) | **Module D**Exercise in scientific writing (Ü, 3 CP) |  |  | **15 CP/6 SWS** |
| 3rd Sem. |  |  | **Module C**Lectures (1 CP) | **Module D**Topic-related exercise I (Ü/term work, 3 CP) |  |  | **10 CP/4 SWS** |
| **Qualification phase** | 4th Sem. |  |  | **Module C**Portfolio (2 CP) | **Module D**Topic-related exercise II (Ü/term work, 3 CP)Talk as part of exercise I or II (1 CP) | **Module E**Topic (S, 4 CP) |  | **10 CP/4 SWS** |
| 5th Sem. |  |  |  |  | **Module E**Topic (S, 4 CP), written examination (3 CP) | **Module F**Topic (S, 4 CP) | **11 CP/4 SWS** |
| 6th Sem. |  |  |  |  |  | **Module F**Topic (S, 4 CP). written examination (4 CP)  | **8 CP/2 SWS** |
| **CP/SWS** **Total** | **11 CP** | **11 CP** | **5 CP** | **10 CP** | **11 CP** | **12 CP** | **60 CP /22 SWS** |