

**General Study and Examination Regulations of Fulda University of Applied Sciences of 11 July 2018, amended on 10 June 2020, 4 November 2020, 10 February 2021, 10 November 2021, 12 July 2023, 16 July 2025 and 5 November 2025.**

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Summary of contents:

Part 1: General

Section 1 Scope

Section 2 Academic Titles

Section 3 Duration and Structure of Study Programmes

Section 4 Work Placements

Section 5 Modules and ECTS Credits

Section 6 Additional Modules

Section 7 Dean's Office

Section 8 Examination Boards

Section 8a Tasks & Responsibilities of Examination Boards

Section 9 Examiners, Assessors, Examination Committees

Part 2: Examinations

Section 10 Registration for and Admission to Examinations

Section 11 Examinations

Section 12 Oral Examinations

Section 13 Written Examinations

Section 14 Other Types of Examination

Section 15 Multiple-choice Method

Section 16 Assessment and Grading

Section 17 Bonus Arrangement

Section 18 Academic Work, Cheating

- Section 19 Failure to Meet Deadlines, Withdrawal, Disruption
- Section 20 Retaking Examinations, Free Examination Attempt
- Section 21 Special Consideration for Disability
- Section 21a Consideration of Maternity Leave and Parental Leave, Burdens Arising from Pregnancy
- Section 22 Recognition of Modules
- Section 23 Crediting of Competencies Acquired Outside of Universities
- Section 24 Final Thesis
- Section 25 Submitting Written Examinations and the Final Thesis
- Section 26 Assessment and Rewriting of the Final Thesis
- Section 27 Calculation of Overall Degree Grade, Degree Documents
- Section 28 ECTS Grade Rank

### Part 3: Final Provisions

- Section 29 Invalid Examination Results
- Section 30 Access to Examination Documents, Objections
- Section 31 Date of Validity, Transitional Rules

### Annex 1: Information in Module Descriptions (Sect. 5 (7))

- Annex 2: Degree Titles
- Annex 3: Degree Certificate
- Annex 4a: Final Transcript
- Annex 4b: English-Language Final Transcript

## **Part 1: General**

### **Section 1 Scope**

- (1) <sup>1</sup>The General Regulations apply to all Bachelor's and Master's study programmes taught at Fulda University of Applied Sciences. <sup>2</sup>These General Regulations, together with the study and examination regulations relevant to the study programme which also contain the module descriptions, jointly constitute the study and examination regulations for this study programme.
- (2) For cooperative study programmes, their own study and examination regulations must specify which general regulations apply to students.
- (3) The study and examination regulations, the examination boards and the individual examiners are expected to make reasonable accommodation for students who have family responsibilities.

### **Section 2 Academic Titles**

- (1) <sup>1</sup>The Bachelor's degree constitutes a first professional qualification conferred on completion of a Bachelor's degree programme. <sup>2</sup>The study programme objectives for the respective

programme must be specified in the study and examination regulations. <sup>3</sup>Earning a Bachelor's degree generally serves as a prerequisite for admission to a Master's degree programme.

- (2) <sup>1</sup>The Master's title constitutes an advanced professional qualification awarded on completing a Master's degree programme. <sup>2</sup>The study programme objectives for the respective programme must be specified in the study and examination regulations. <sup>3</sup>Earning a Master's title generally serves as a prerequisite for admission to a doctoral degree programme.
- (3) <sup>1</sup>Upon passing the Bachelor's or Master's examination as specified in the Study and Examination Regulations, the University awards the respective academic title to students. <sup>2</sup>For interdisciplinary study programmes, the name of the degree awarded is determined by the main specialist field of the study programme. <sup>3</sup>Subject-specific additions to degree titles are not possible. <sup>4</sup>Permissible degree names are stated in Annex 2. <sup>5</sup>Master's titles that differ from the designations listed in Annex 2 may be used for Master's degree programmes.

### **Section 3 Duration and Structure of Study Programmes**

- (1) <sup>1</sup>The standard duration of studies for Bachelor's degree programmes is generally a minimum of six and a maximum of eight semesters; it is a minimum of two and a maximum of four semesters for Master's degree programmes. <sup>2</sup>For consecutive degree programmes, the total standard period of study is generally a maximum of ten semesters. <sup>3</sup>The standard duration of studies may be shorter or longer in exceptional cases where the University is required to make special arrangements relating to study programmes. <sup>4</sup>The standard duration of studies for a study programme is stipulated in the study and examination regulations.
- (2) <sup>1</sup>Where the standard period of study is six semesters, 180 ECTS credits are required to obtain a Bachelor's degree. <sup>2</sup>For a Master's degree, 300 ECTS credits are required, including those from the prior degree programme. <sup>3</sup>This requirement may be waived in individual cases if students have appropriate alternative qualifications. <sup>4</sup>Otherwise, the total number of ECTS credits to be earned in Bachelor's or Master's degree programmes depends on the individual standard periods of study. <sup>5</sup>The ECTS credits specified for a degree programme are set out in the study and examination regulations.

### **Section 4 Work Placements**

- (1) <sup>1</sup>The study programme may include modules designated as practical work placements. <sup>2</sup>Students are to be introduced to professional working life by undertaking specific academic tasks and practical work in companies or other professional organisations.
- (2) The study and examination regulations govern the scope of the work placements and the type and nature of the assessed work to be completed as part of the placement, as well as stipulating the number of ECTS credits.
- (3) If insufficient work placements are available, the study and examination regulations may in exceptional cases allow the placement to be replaced in whole or in part by comparable practical projects.
- (4) The department can draw up work placement regulations for the arrangement and realisation of placements.

### **Section 5 Modules and ECTS Credits**

- (1) <sup>1</sup>Study programmes are made up of modules. Modules are thematically and chronologically structured areas of teaching and learning, grouped into self-contained study units that are

assigned credits. <sup>2</sup>They serve to enable students to acquire competences as part of the degree programme and are defined by intended learning outcomes.

- (2) <sup>1</sup>The students' workload is expressed as ECTS credits. <sup>2</sup>The total workload required to achieve the intended learning outcomes of a semester for full-time study is on average 30 ECTS credits; exceptions are possible, particularly for intensive study programmes and part-time study programmes for working professionals. <sup>3</sup>The study and examination regulations stipulate the quantity and content of the modules as well as the ECTS credits and, if applicable, other coursework to be completed and the examinations to be taken to complete a module. <sup>4</sup>As a rule, a module should comprise at least 5 ECTS credits. <sup>5</sup>A deviation is possible if the coherence of the assessment concept is demonstrated and the overall assessment workload in the respective degree programme is not increased overall.
- (3) <sup>1</sup>In the Study and Examination Regulations, a distinction is made between compulsory modules and compulsory elective modules. <sup>2</sup>Compulsory modules are characterised by the fact that they must be successfully completed as a mandatory component of the respective degree programme. <sup>3</sup>Compulsory elective modules are chosen by students, in a specified number or within a specified ECTS credit scope, from an offer defined in the Study and Examination Regulations, in accordance with their individual interests. <sup>4</sup>The faculty/school must offer compulsory elective modules to an extent that provides students with a genuine choice. <sup>5</sup>The modules available for selection in a given semester are published in the course catalogue. <sup>6</sup>A compulsory elective module that has been finally failed may be replaced by a passed compulsory elective module.
- (4) <sup>1</sup>Credits can only be awarded if the relevant module has been successfully completed. <sup>2</sup>The requirements for this are to be defined precisely and comprehensibly in the study and examination regulations. <sup>3</sup>Taking an examination is not mandatory; the share of modules of this type without an examination should not exceed approx. 30% (in terms of ECTS credits). <sup>4</sup>The study and examination regulations may stipulate other coursework required to obtain ECTS credits. <sup>5</sup>These coursework assignments must be didactically relevant and should be used proportionately. <sup>6</sup>The coursework assignments can be repeated as often as required, are not included in the module grade if they are graded and may not be defined as requirements for taking the examination. <sup>7</sup>The type, number, scope and completion time or duration of these coursework assignments must be communicated to students in text form at the start of the module if this is not already specified in the study and examination regulations. <sup>8</sup>The ECTS credits for a module are earned if the module examination is passed and any additional requirements specified in the module description are met.
- (5) <sup>1</sup>Modules are generally completed in one semester. <sup>2</sup>In justified exceptional cases, the study and examination regulations may require modules that extend over two or three semesters.
- (6) <sup>1</sup>One ECTS credit point equates to between 25 and 30 hours, making a total workload per semester of 750–900 hours for full-time study during the lecture and lecture-free periods. <sup>2</sup>This equates to 32–39 hours per week over 46 weeks per year. <sup>3</sup>The workload per semester may be higher on intensive study programmes. <sup>4</sup>Contact hours are calculated using a standardised total of 18 weeks per semester.
- (7) Descriptions must be provided for all modules which contain the information in accordance with Annex 1. The module descriptions assigned to a study programme are part of the corresponding study and examination regulations.
- (8) All students enrolled at the University have the option of taking additional modules.

## **Section 6 Additional Modules**

*(revealed)*

## **Section 7 Dean's Office**

<sup>1</sup>The Dean's Office is responsible for organising courses and examinations in accordance with Section 51 (1) sentence 4 of the Hesse Higher Education Act (Hessisches Hochschulgesetz – HessHG) <sup>2</sup>Subject to Section 9 (2), it is responsible for appointing examiners and observers (examination committees). <sup>3</sup>It sets and announces the examination dates and periods and the registration deadlines for examinations in accordance with Section 10 (3) sentence 3. <sup>4</sup>The Dean's Office may delegate these tasks to the examination board or its presiding member.

## **Section 8 Examination Boards**

- (1) The Departmental Council appoints one or more examination boards and specifies the responsibilities for each degree programme.
- (2) <sup>1</sup>Each examination board consists of two professors and one student; the study and examination regulations may stipulate additional members. <sup>2</sup>The members of the examination board and one deputy for each member are elected by the Departmental Council, the professors are elected for at least two years, and the students for one year. <sup>3</sup>Re-election is allowed. <sup>4</sup>The composition of the examination board shall be communicated publicly to the Department by means of a notice or in text form.
- (3) For study programmes offered in partnership with one or more universities, the study and examination regulations may lay down rules that deviate from paragraph 2.
- (4) Each examination board shall appoint a member of the group of professors as its chairperson.
- (5) In the event of matters concerning examinations that affect a member of the examination board personally, they shall recuse themselves in relation to the matter in question.
- (6) <sup>1</sup>The examination board does not meet in public. <sup>2</sup>The presence of at least 50% of the board's members represents a quorum. <sup>3</sup>The board passes resolutions by a majority of the votes cast by its members present. <sup>4</sup>In the event of a tie, the chairperson's vote shall decide. <sup>5</sup>The board's resolutions must be officially recorded. <sup>5</sup>In exceptional cases, the examination board may authorise individual persons to attend a meeting or individual items on the agenda.
- (7) <sup>1</sup>The members are subject to a duty of confidentiality with regard to the knowledge they acquire through their activities in examination-related matters. <sup>2</sup>The presiding member shall bind the members to secrecy unless they are employed in the civil service.
- (8) The members have the right – also at the request of the students being examined or of the examiners – to be present as observers during oral examinations.

### **Section 8a Tasks & Responsibilities of Examination Boards**

- (1) <sup>1</sup>The examination board is responsible for the orderly implementation of examinations without impeding upon the responsibility of the Dean's Office. <sup>2</sup>It ensures that the provisions within the relevant study and examination regulations are complied with and rules on questions of interpretation of these regulations in the event of doubt. <sup>3</sup>It offers suggestions with regard to reforming the study and examination regulations. <sup>4</sup>The examination board decides on all examination matters that are not assigned to another body or committee or to the presiding member by law, regulations or statutes.
- (2) The examination board is responsible for the following tasks in particular:
  - Deciding on admissions to examinations,
  - Approval to conduct written examinations using the multiple-choice method, Section 15(1);

- Deciding in the event of multiple or serious attempts at cheating Section 18 (3);
- Deciding in the event of failure to withdraw before the deadline, withdrawal and disruption Section 19 (5) sentence 1, 2<sup>nd</sup> half-sentence, sentence 2, Section 19 (7) sentence 2, 2<sup>nd</sup> half sentence;
- Deciding on re-examination in accordance with Section 20(2) sentence 3;
- Deciding on the recognition/consideration of burdens resulting from pregnancy, Section 21a (3);
- Deciding on the recognition of modules, Section 22;
- Deciding on the recognition of competencies acquired outside the university Section 23;
- Deciding on suspending the completion time for the thesis Section 24 para. 5;
- Deciding on appeals by students against the examination procedure and against examination decisions in accordance with Section 30 (2), in cases where these appeals are to be upheld.

- (3) <sup>1</sup>The examination board may delegate individual tasks listed in para. 2 to the presiding member for sole resolution by means of a unanimous decision by all members. <sup>2</sup>Excluded herefrom are decisions concerning multiple or serious attempts at cheating (Section 18 (3)) and decisions on appeals (Section 30 (2)). <sup>3</sup>At the request of a member, the decision pursuant to sentence 1 shall be discussed and a new decision taken.

### **Section 9 Examiners, Assessors, Examination Committees**

- (1) Authorised persons are appointed as examiners in accordance with Section 22 (2) HessHG as amended.
- (2) <sup>1</sup>As a rule, a module examination is conducted by the person currently teaching the module without the need for a separate appointment by the responsible body. <sup>2</sup>Notwithstanding the previous provision, the Dean's Office may appoint other examiners in exceptional cases where this is justified (e.g. if the lecturers cannot attend).
- (3) <sup>1</sup>For written examinations (with the exception of final theses), the examination board generally consists of one examiner; if the examination covers several fields, the board shall consist of the requisite number of examiners (panel examination ("Kollegialprüfung")). <sup>2</sup>Written examinations and examinations pursuant to Section 14 that may not be repeated again, as well as final theses, must be assessed by two examiners. <sup>3</sup>The study and examination regulations may stipulate that the first attempt at Bachelor's and/or Master's theses may only be assessed by one examiner.
- (4) Oral examinations shall be assessed either by several examiners or by one examiner in the presence of a qualified assessor. <sup>2</sup>Unlike examiners, assessors have neither the right to ask questions nor the right to assess; they have only the right to observe the conduct of the examination. <sup>3</sup>They may, where appropriate, be assigned the task of recording the minutes of the examination.
- (5) If paragraph 2 sentence 1 does not apply, the composition of the examination board should be communicated to the students in good time, at the latest 10 (ten) calendar days prior to the examination dates.

## Part 2: Examinations

### Section 10 Registration for and Admission to Examinations

- (1) <sup>1</sup>The examination dates must be set to allow the module examinations to be completed within the standard duration of studies stipulated in the study and examination regulations for the study programme. <sup>2</sup>At least one examination date must be scheduled per semester; exceptions are allowed for examinations that can only be completed in connection with active participation in a course and when these courses are not offered every semester or are spread over several semesters.
- (2) Subject to the approval of the examination board, an application may be made for alternative examination dates to be set in the following cases:
  - Examinations on dates that cannot be attended due to restrictions on working for religious reasons. Proof of membership of the relevant religious denomination and the resulting restriction on working must be submitted with the application. The application must be submitted within two weeks of the examination date being announced.
  - Examination dates that cannot be attended due to a special obligation to be deployed in a disaster relief capacity or in an emergency response. Proof of the special obligation and participation in the deployment must be submitted with the application. The application must be submitted immediately upon completing the deployment.
- (3) <sup>1</sup>Students register for all examinations via the Campus Management System (CMS). <sup>2</sup>The registration period for examinations in a winter semester runs from 5 to 25 January and in a summer semester from 5 to 25 June. <sup>3</sup>Separate registration deadlines, e.g. for block courses, remain unaffected by these registration periods and, unless they are already laid down in the study and examination regulations, will be announced to students in text form by the Dean's Office in good time, usually at the start of the course.
- (4) Registration by the deadline is a requirement for taking the examination; the examination board makes decisions in any exceptional cases.
- (5) <sup>1</sup>Registration for an examination can only be withdrawn without good cause during the registration period in line with paragraph 3; the Dean's Office can extend the withdrawal deadline. <sup>2</sup>The Campus Management System (CMS) is to be used for withdrawal from examinations.
- (6) Students are admitted to the examinations if they are enrolled at Fulda University of Applied Sciences, have not lost their right to take examinations and meet the requirements for taking the module.

### Section 11 Examinations

- (1) <sup>1</sup>Examinations are held in the following formats:
  - oral examinations (Section 12)
  - written examinations (Section 13)
  - other examinations that can be assessed by the same criteria (Section 14).

<sup>2</sup>The details of the examination forms are regulated in Sections 12-14. <sup>3</sup>The Study and Examination Regulations may provide for further forms of assessment; in doing so, the examinations to be completed and the relevant assessment concept shall be clearly defined.

<sup>4</sup>The study and examination regulations may specify up to two or, in didactically justified cases, up to three forms of examination per module, provided that these have the same conditions (such as preparation time and level of the examination). <sup>5</sup>If several forms of examination are specified, the examiners shall decide on the examination form for the particular examination date and communicate this to the students in text form at the beginning of the module. <sup>6</sup>Similarly, notification of the scope and completion time or duration of the examination must be given in text form at the start of the module. <sup>7</sup>The examination regulations should indicate a balanced mix of different forms of examination.

- (2) <sup>1</sup>Students should be able to take the examinations relating directly to the module or course in question. <sup>2</sup>One examination must be taken per module; Section 5 (4) sentence 3 and Section 24 (1) sentence 5 remain unaffected. <sup>3</sup>Parts of an examination are permitted as long as they form a coherent didactic unit in terms of content. <sup>4</sup>An overall grade must be given; not every part of an examination has to be passed individually. <sup>5</sup>The module grade shall be determined in accordance with Section 16(1) to (3).
- (3) If examinations are carried out in the form of group work, the individual contributions of each student must be clearly recognisable (indicated by page numbers, sections or similar) and assessable.

### **Section 12 Oral Examinations**

- (1) An oral examination can take the form of an oral interview ("Fachgespräch") or a thesis defence ("Kolloquium").
- (2) <sup>1</sup>In the oral interview, the candidate must demonstrate that they understand the context of the examination subject and are able to answer specific questions based on this context. <sup>2</sup>The examination also serves to determine whether the candidate possesses the specialised knowledge required to understand the examination subject. <sup>3</sup>The oral interview (Fachgespräch) must be held at the end of the course. <sup>4</sup>It can be supplemented by a presentation.
- (3) In a thesis defence (Kolloquium), an introductory oral presentation ("Referat") by the candidate is followed by in-depth questioning in the form of an oral interview (Fachgespräch), which allows the examiners to ask questions that place the topic in a wider context.
- (4) Oral examinations should last at least 15 minutes per candidate and subject and may not exceed 60 minutes.
- (5) <sup>1</sup>The main content and outcomes of the oral examinations in the individual subject areas must be recorded in a report. <sup>2</sup>The grade awarded for each examination must be communicated to the candidate following the oral examination and the reasons for the grade explained.
- (6) <sup>1</sup>Students from the same study programme who are not registered for the same examination in the same examination period are entitled to listen in on oral examinations, unless the content of the examination is not permitted to be made public due to a confidentiality obligation; allowing listeners to attend may be made contingent on the space available. <sup>2</sup>The examiner may also allow other persons to observe during the examination or exclude other persons from observing if there are legitimate grounds for doing so, provided that no candidate raises an objection. <sup>3</sup>Sentences 1 and 2 do not apply to the discussion and notification of the examination result.

### **Section 13 Written Examinations**

- (1) Written examinations may take one of the following forms:
  - Final written examination (para. 2)
  - Term paper (para. 3)

- Written assignment (para. 4)
  - Report (para. 5).
- (2) <sup>1</sup>A final written examination ("Klausur") is an invigilated examination in which the candidate is required to demonstrate, in the presence of invigilators, that they are able to grasp and solve a problem within a limited time period, with limited auxiliary resources and using the methods customary to the subject. <sup>2</sup>For final written examinations in the multiple-choice format, the provisions in Section 15 also apply. <sup>3</sup>Final written examinations last a minimum of 60 minutes and a maximum of 180 minutes. <sup>4</sup>Group work is not permitted for written examinations.
- (3) <sup>1</sup>In a term paper, an academic task from the subject area of the module must be worked on independently using the methods common to this field and presented in writing in a manner that meets academic criteria. <sup>2</sup>Term papers can also be, or contain, annotated bibliographies, written assignments accompanying "Referat" oral presentations, or research, development, design, programming or other tasks with unspecified outcome approaches.
- (4) A written assignment is a research, development, design, programming or other task with an unspecified outcome approach that requires the candidate to demonstrate independent working and creative skills.
- (5) A report must document the process, outcomes and findings of a work placement, a project, a lab exercise or similar, and reflect the student's learning progress in the context of the module.
- (6) The time within which term papers, written assignments and reports must be completed is 1 to 30 hours per ECTS credit for the respective module; the length of a term paper, written assignment or report should be approx. 1 to 5 pages per ECTS credit for the respective module. The study and examination regulations may stipulate rules that differ from the above.

#### **Section 14 Other Types of Examination**

- (1) Module examinations can also be taken in the following forms:
- Oral presentation ("Referat") (para. 2, sentence 1)
  - Presentation ("Präsentation") (para. 2, sentence 2)
  - Portfolio (para. 3)
  - Project work (para. 4)
  - Practical examination (para. 5)
  - Continuous assessment during the semester (semesterbegleitende Leistung) (para. 6)
- (2) <sup>1</sup>A "Referat" examination is an oral presentation given in a teaching context, based on original academic literature and the candidate's own research; the Referat documents the candidate's ability to present academic findings in a comprehensible manner and to explain them in the subsequent discussion. <sup>2</sup>In the second type of presentation, visual or other media or demonstrations are used to a greater extent than for a Referat. <sup>3</sup>The Referat and the visual-based Presentation must be accompanied by a written assignment. <sup>4</sup>Sections 12(4) and (5), 13(4), 2nd half of sentence apply accordingly.
- (3) A portfolio consists of a file documenting the candidate's learning process via a compilation of suitable shorter texts or data, research or assignments, articles and similar materials as well as a self-reflection report in which the candidate describes their individual learning development from prior knowledge to what has been learned.
- (4) <sup>1</sup>Project work generally enables students to demonstrate their ability to work in a team, and particularly to develop, implement and present concepts. <sup>2</sup>The candidate should also show that they are able to define goals and also develop solutions and concepts when tackling a complex

task. <sup>3</sup>The result of the project work can be delivered in the Presentation examination format; in this case, compliance with Section 11 (2) sentence 4 is required for the evaluation of the examination performance.

- (5) <sup>1</sup>In a practical examination, the candidate performs a specified practical task independently using the approved resources under supervision within a set time limit. <sup>2</sup>Practical examinations may include an oral explanation of the procedure. <sup>3</sup>OSCE examinations (OSCE: Objective structured clinical examination) are practical examinations. <sup>4</sup>Section 12(4) and (5) apply accordingly.
- (6) <sup>1</sup>In continuous assessment during the semester, several parts of an assessment are completed over the course of the semester; a combination of different assessment formats may be used. <sup>2</sup>When designing the assessment, an appropriate assessment burden shall be ensured. <sup>3</sup>The design of the components to be completed and their weighting shall be notified in text form at the start of the relevant module. <sup>4</sup>The mark for continuous assessment during the semester shall be formed from the weighted arithmetic mean of the component marks; not every component must be passed in its own right.

### **Section 15 Multiple-choice Method**

- (1) <sup>1</sup>In special cases, written examinations may also be held entirely or partially in a multiple-choice format (e.g. single-choice, multiple-choice). In these examinations, the candidates must answer written questions under invigilation by choosing the answers they consider appropriate from a set of possible answers. <sup>3</sup>The multiple-choice method is used for appropriate modules at the request of the examiners and with the approval of the Examination Board.
- (2) A minimum of two examiners must select the examination material, prepare the questions and determine the possible answers using the multiple-choice method.
- (3) <sup>1</sup>If, after the examination has been conducted, it becomes apparent that individual examination questions or possible answers are incomprehensible, contradictory or ambiguous, the relevant examination questions shall be deemed as not having been set. <sup>2</sup>The number of examination questions shall be reduced accordingly; the reduced number of questions shall be used as the basis for evaluation and grading. <sup>3</sup>The reduction in the number of examination questions should not be to the detriment of the examinees.
- (4) <sup>1</sup>The multiple-choice examination is deemed to have been passed if the candidate achieves at least 50% of the possible score (absolute pass mark) or if the score achieved is not more than 20% lower than the average examination score of those candidates taking the examination for the first time on the given examination date (relative pass mark). <sup>2</sup>The study and examination regulations may define different percentages for the absolute and relative pass mark.
- (5) <sup>1</sup>An examination using the multiple-choice method must be assessed as follows:

If the candidate has achieved the marks required to pass the examination in line with para. 4, the grades shall be awarded depending on the percentage by which the assessment marks exceed the minimum marks required under para. 4, as below:

'very good'	for marks at least 75% above the minimum level,
'good'	if marks are at least 50% but less than 75% above,
'satisfactory'	if marks are at least 25% but less than 50% above and
'sufficient'	if marks are less than 25% above

<sup>2</sup>Fractional grades are permitted in line with Section 16 (3). <sup>3</sup>The study and examination regulations may stipulate rules that differ from the above.

- (6) <sup>1</sup>If the examination contains a significant proportion of multiple-choice questions, these examination sections are to be evaluated separately.

<sup>2</sup>The weighting of the individual parts shall be determined for calculation of the module grade.

<sup>3</sup>The above regulations apply to the multiple-choice part of the examination.

### **Section 16 Assessment and Grading**

- (1) <sup>1</sup>The grades for individual examinations are decided by the respective examiners and published via the Campus Management System (CMS) no later than two weeks after the lectures begin in the following semester, unless this would result in an assessment period of less than four weeks. <sup>2</sup>The grade for the theses must be published no later than eight weeks after submission. <sup>3</sup>The study and examination regulations may shorten this deadline.
- (2) The following grades are to be used for assessing performance:
- |                        |  |
|------------------------|--|
| 1 = very good:         | outstanding performance,   |
| 2 = good:              | performance that substantially exceeds the average requirements,           |
| 3 = satisfactory:      | performance that meets average requirements,                               |
| 4 = sufficient:        | performance that still meets the requirements despite its deficiencies,    |
| 5 = insufficient/fail: | performance that does not meet the requirements due to major deficiencies. |

<sup>2</sup>Ungraded modules are assessed as "passed" or "not passed".

- (3) <sup>1</sup>For more nuanced assessment of examination performance, a decimal place figure is required. <sup>2</sup>This enables individual grades to be increased or decreased by 0.3 to fractional grades; excluded from this option are grades 0.7, 4.3, 4.7 and 5.3.
- (4) <sup>1</sup>The study and examination regulations may provide for weighting of individual examination grades for determining the module grade. <sup>2</sup>The weighting may be based on ECTS credits provided that the student's workload and the examination to be assessed correlate accordingly.
- (5) <sup>1</sup>If several examiners participate in setting the tasks and determining the grade of an examination by grading separate parts, the assessment grade is calculated from the weighted arithmetic mean of the part grades, weighted by the proportion each part constitutes of the overall assessment. <sup>2</sup>The same applies to ungraded assessments; in that case, the overall assessment corresponds to the predominant proportion of the individual assessments of "passed" or "not passed". <sup>3</sup>If no proportion predominates, an additional examiner must be involved. <sup>4</sup>The overall assessment is then formed from the sum of the individual assessments.
- (6) <sup>1</sup>Assessments must be submitted within the deadlines and, if carried out as group work, must meet the requirements pursuant to Section 11(3). <sup>2</sup>A graded assessment is passed if it is awarded at least "sufficient" (4.0); an ungraded assessment is passed if it is assessed as "passed".

### **Section 17 Bonus Arrangement**

- (1) <sup>1</sup>When calculating the module grade, examiners may use a bonus arrangement to improve the examination grade by one or two fractional grades (Section 16 (2) and (3)) provided that the change has no influence on whether the module is passed. <sup>2</sup>In order to use the bonus arrangement, additional assignments (e.g. completing practical exercises, writing laboratory reports, records, papers) in practical exercises and other classes of the module must be defined and communicated in text form at the latest at the beginning of the lecture period of the relevant semester.

- (2) <sup>1</sup>Assignments that are required for awarding ECTS credits in line with Section 5(4) and assignments from preliminary courses do not count as additional assignments within the meaning of paragraph 1 sentence 2. <sup>2</sup>The awarding of ECTS credits for a module may not be made dependent on students completing additional achievements as defined in paragraph 1 sentence 2.
- (3) <sup>1</sup>The reason for the improved grade must be verifiably documented. <sup>2</sup>The deadlines stated in Section 16 (1) must be adhered to. <sup>3</sup>Assignments undertaken in order to improve grades shall expire at the end of the semester in which they were earned; this shall not apply in the event of failing an examination if the examination is retaken in the following semester and no course takes place in that semester.

### **Section 18 Academic Work, Cheating**

- (1) <sup>1</sup>Examinations must be performed in accordance with the rules of good academic practice pursuant to the statute of Fulda University of Applied Sciences on safeguarding good academic practice, as amended from time to time. <sup>2</sup>This applies in particular to compliance with the rules on citation. <sup>3</sup>Further reference is made to Section 25(3).
- (2) <sup>1</sup>If a candidate attempts to influence the result of their examination performance by cheating or using unauthorised aids, their examination performance shall be graded as 'insufficient/fail' (5.0). <sup>2</sup>Submitting an untrue declaration in accordance with Section 25(3) is also classed as cheating.
- (3) <sup>1</sup>In the event of multiple or serious attempts at cheating, the candidate may be de-registered; multiple attempts at cheating are deemed to have occurred where separate attempts have been made to cheat in several different modules or several attempts to cheat were made within one module. <sup>2</sup>Depending on the seriousness of the case, a de-registration period of up to two years must be set during which the student may not re-enrol at the University. <sup>3</sup>The decisions are made by the Examination Board.

### **Section 19 Failure to Meet Deadlines, Withdrawal, Disruption**

- (1) <sup>1</sup>An examination is graded "insufficient"/"fail" (5.0) if the candidate misses an examination date without good reason or withdraws from the examination without good reason after the examination has begun. <sup>2</sup>The same applies if an examination is not completed within the specified time limit.
- (2) <sup>1</sup>The reasons given by the candidate for withdrawing from the examination or missing the withdrawal deadline must be reported to the Student Administration Office immediately in writing and must be substantiated. <sup>2</sup>If a candidate is ill, they must submit a medical certificate confirming that they are unable to take the examination. <sup>3</sup>The standard university form for a medical certificate, which is available for download in the Campus Management System (CMS) in its current version, should be used as documentary proof of being unable to take the examination. <sup>4</sup>If the candidate withdraws from the examination due to illness after completing the assessment, an official medical certificate (issued by the public health officer) must be submitted. <sup>5</sup>In exceptional cases, particularly in the event of repeated withdrawal due to illness, an official medical certificate may be required.
- (3) <sup>1</sup>Regarding reasons for missing examinations and completion deadlines, an illness affecting the candidate is treated in the same way as an illness affecting a child for whom the candidate is responsible. <sup>2</sup>The same applies to urgent cases of care required by close relatives, having to organise appropriate care or provide nursing care during this period. <sup>3</sup>Documentary evidence of required care for the close relatives in question and the necessity of the measures referred to in sentence 2 must be provided.

- (4) <sup>1</sup>If a valid reason is given for missing an examination date or withdrawing from the examination, the examination attempt is deemed not to have been taken. <sup>2</sup>For written examinations (except invigilated written examinations ("Klausuren")), Section 24(4) and (5) apply accordingly.
- (5) <sup>1</sup>In cases where the candidate is ill, decisions shall be made by the Student Administration Office; in cases of doubt, the Student Administration Office may refer the matter to the Examination Board for a decision. <sup>2</sup>The Examination Board shall also decide in all other cases, in particular regarding the approval of reasons other than the student's inability to take examinations due to illness, the submission of official medical certificates and the approval of children's illness and care requirements of close relatives.
- (6) <sup>1</sup>The examination candidate must be informed immediately, in writing, of any rejection of an application and the reasons for the rejection. <sup>2</sup>The decision must be accompanied by information on the right of legal appeal. <sup>3</sup>The candidate must be given the opportunity to be heard before the decision is made.
- (7) <sup>1</sup>A candidate who disrupts the orderly conduct of an examination may be excluded from continuing with the examination by the respective examiner or supervisor; in this case, the examination in question will be graded as "insufficient/fail" (5.0). <sup>2</sup>If the candidate is barred from continuing with the examination, the candidate may request a review of the decision by the examination board. <sup>3</sup>Para. 5 sentence 2 and paragraph 6 apply accordingly.

### **Section 20 Retaking Examinations, Free Examination Attempt**

- (1) Passed examinations cannot be retaken, notwithstanding paragraph 3 below.
- (2) <sup>1</sup>Examinations failed for the first time (with the exception of the final thesis) may not be retaken more than twice. <sup>2</sup>Examinations that are failed due to cheating may not be retaken more than once. <sup>3</sup>If a module examination is not passed even after the last permitted retake, the study and examination regulations can still allow a further retake.
- (3) The study and examination regulations may stipulate rules on the options for retaking examinations and improving grades in the context of the free examination attempt.

### **Section 21 Special Consideration for Disability**

<sup>1</sup>If a candidate credibly demonstrates that they are unable to take examinations in full or in part in the intended form and/or duration due to suffering from a chronic illness or disability, they shall be permitted to take equivalent examinations within an extended completion time or in a different form. <sup>2</sup>A medical certificate may be required for this purpose. <sup>3</sup>The medical certificate must indicate which specific limitations exist in order to enable the assessment to be adapted appropriately. <sup>4</sup>Depending on individual requirements, necessary aids and assistance or the holding of the examination in a separate room may be approved to compensate for the candidate's disability. <sup>5</sup>The decision is made by a person designated by the Dean's Office.

### **Section 21a Consideration of Maternity Leave and Parental Leave, Burdens Arising from Pregnancy**

- (1) The periods of maternity leave as stipulated in the relevant act for the protection of mothers at work, in training and while studying (the German Maternity Protection Act (MuSchG)), as amended from time to time, must be adhered to.
- (2) <sup>1</sup>The deadlines relating to parental leave as stated in the relevant act must also be met when applying for parental leave. <sup>2</sup>Students must inform the Student Administration Office in writing

at least four weeks before the date on which they wish to start parental leave, enclosing the necessary supporting documents, stating how long they wish to take parental leave. <sup>3</sup>The Student Administration Office must check whether the legal prerequisites that entitle employees to parental leave are met and shall inform the applicant of the outcome and the new examination times without delay. <sup>4</sup>If parental leave is taken during the completion period for a final thesis, the examination is deemed not to have been attempted. <sup>5</sup>After parental leave has expired, the thesis must be re-registered. <sup>6</sup>When re-registering, the candidate will be given a new topic.

- (3) <sup>1</sup>If a candidate substantiates that, due to pregnancy, they are not able to complete assessments wholly or partly in the form and/or within the time provided for, Section 21 applies as applicable. <sup>2</sup>The Examination Board makes the decision.

### **Section 22 Recognition of Modules**

- (1) <sup>1</sup>Modules completed in other study programmes shall be recognised provided there are no significant differences in the competencies acquired on the programmes. <sup>2</sup>Recognition is excluded if registration has already taken place for an assessment of the module for which recognition is sought and the respective examination date has taken place.
- (2) When recognising modules, ECTS credits, examinations and work placements completed outside the Federal Republic of Germany, the agreements on equivalence approved by the Standing Conference of the Ministers of Education and Cultural Affairs (KMK) of the States in the Federal Republic of Germany and the German Rectors' Conference (HRK), as well as agreements concluded through university partnerships, must be considered.
- (3) Recognition may be linked to the requirement to make up individual credits within a certain time period.
- (4) <sup>1</sup>If modules are recognised, the grades are to be adopted – if necessary as laid down in an equivalence rule – and included in the calculation of the overall grade. <sup>2</sup>Modules that do not carry a grade are to be recognised as "successfully completed" and are not to be included in the calculation of the overall grade. <sup>3</sup>Recognised modules completed at other universities are to be listed in the Supplementary Certificate.
- (5) <sup>1</sup>If the requirements of para. 1 are met, there is a legal entitlement to recognition. <sup>2</sup>The burden of proof that significant differences exist lies with the university. <sup>3</sup>The Examination Board shall decide on recognition in consultation with the person in charge of the module. <sup>4</sup>The applicant must submit the documents required for recognition.
- (6) Decisions to deny recognition must be justified in writing and contain information on legal remedies.

### **Section 23 Crediting of Competencies Acquired Outside of Universities**

- (1) <sup>1</sup>The ECTS credits of the corresponding modules may be credited upon application for competencies acquired prior to the start of the degree programme or during the degree programme at an institution other than a university if the knowledge and skills to be recognised are equivalent in level and learning outcome to the modules of the degree programme they are intended to replace. <sup>2</sup>The prerequisite for the transfer of ECTS credits is proof provided in a procedure approved by the university department and verified as part of the accreditation process. <sup>3</sup>Crediting is excluded if registration has already taken place for an assessment of the module for which crediting is sought and the respective examination date has taken place.
- (2) The ECTS credits are credited with no grade and are shown as such in the Final Transcript.
- (3) Up to 50% of the ECTS credits in a degree programme can be replaced by such credit transfers.

## **Section 24 Final Thesis**

- (1) <sup>1</sup>The thesis (Bachelor's/Master's thesis) is a core component of the final module. It evidences the ability to work independently, within a prescribed period, on a problem in the relevant subject using academic methods. <sup>2</sup>By its nature and requirements, the Master's thesis should emphasize the character of the Master's degree as a further professionally qualifying degree and ensure a high subject-specific and academic level. <sup>3</sup>The workload for the Bachelor's thesis is at least 6 ECTS credits and must not exceed 12 ECTS credits; for the Master's thesis, a workload of 15 to no more than 30 ECTS credits must be provided. <sup>4</sup>The processing time for the thesis and the workload, measured in ECTS credits, must be stipulated in the Study and Examination Regulations. <sup>5</sup>The Study and Examination Regulations may also provide that the candidate explains their thesis in a colloquium or that an oral examination interview is conducted. <sup>6</sup>Grading is in accordance with Section 16 (1) to (3).
- (2) <sup>1</sup>The candidate may propose the examiners or, in the case of Section 9 (3) sentence 3, the examiner, for their thesis. <sup>2</sup>At least one examiner for the thesis must be a professor at Fulda University of Applied Sciences. <sup>3</sup>The topic of the thesis is set by the examiner; the candidate must be given opportunity to put forward suggestions. <sup>4</sup>There is no right of entitlement for the candidate's suggestions to be considered or accepted.
- (3) <sup>1</sup>The topic as well as the beginning and end of the completion period must be recorded and communicated to the candidate via the Campus Management System (CMS). <sup>2</sup>The topic may only be returned once and only within one month of being assigned.
- (4) The topic, assignment and scope of the thesis must be limited by the examiner in such a way that the deadline for completing the thesis can be met.
- (5) <sup>1</sup>The completion period shall be suspended if grounds for delay arise for which the candidate is not responsible. <sup>2</sup>If the completion period is suspended for longer than three months, the thesis is deemed not to have been undertaken. <sup>3</sup>The decision is made by the Examination Board. <sup>4</sup>In the case of sentence 3, the thesis must be re-registered once the reasons for the delay have ceased to apply and a new topic assigned.

## **Section 25 Submitting Written Examinations and the Final Thesis**

- (1) Written examinations must be submitted to the examination board by the deadline.
- (2) The final thesis must be uploaded by the deadline as an electronic document to the respective account of the candidate in the Campus Management System (CMS).
- (3) When submitting, the candidate must declare, in Campus Management System (CMS), that
  - they have written their examination or thesis -- or, in the case of group work, their identified part of the work -- independently and have used no aids other than those permitted;
  - where generative AI has been used, they have disclosed the tools used and how they were used, and have checked for correctness all texts written or modified in this way;
  - they have used no sources other than those explicitly stated and have appropriately identified content taken directly or indirectly from those sources;
  - they bear responsibility for the quality and all contents of the present work and that their creative contribution predominates;
  - the work has not been submitted in the same or a similar form for any other examination,
- (4) for the purpose of assessing the student's own independent contribution. The date of submission must be recorded for the file.

### **Section 26 Assessment and Rewriting of the Final Thesis**

- (1) <sup>1</sup>The grade for the final thesis is calculated as the arithmetic mean of the two individual assessments. <sup>2</sup>If, in the case of differing grades, the difference between the lower and the higher grade is greater than 2.0, or if only one of the two grades is "insufficient", a third examiner must be involved. <sup>3</sup>If the third examiner assesses the work at least as "sufficient", the grade for the thesis is determined as the arithmetic mean of all three grades, but at least as "sufficient". <sup>4</sup>If the third examiner assesses the work as "insufficient", the thesis as a whole is deemed to be graded "insufficient".
- (2) If the Study and Examination Regulations provide, within the framework of the final module, for a colloquium or oral examination interview, they must also regulate the weighting with which the result of that assessment is included in grading the final module.
- (3) <sup>1</sup>If the final thesis is not passed, it can only be repeated once. <sup>2</sup>If the thesis is repeated, the topic of the thesis may only be returned within the period specified in Section 24 (3) sentence 2 if the candidate did not make use of this option when writing their first thesis.

### **Section 27 Calculation of Overall Degree Grade, Degree Documents**

- (1) <sup>1</sup>The overall grade is calculated in accordance with Section 16 (2) as the ECTS-weighted arithmetic mean of the graded modules. <sup>2</sup>The study and examination regulations may, by way of exception, stipulate that individual module grades be given special weighting.
- (2) <sup>1</sup>When determining the overall grade, only the first decimal place is taken into account; all further decimal places are truncated without rounding. <sup>2</sup>The overall grade thus determined is as follows:

up to and including 1.5:	very good,
from 1.6 up to and including 2.5:	good,
from 2.6 up to and including 3.5:	satisfactory,
from 3.6 up to and including 4.0:	sufficient,
from 4.1:	insufficient.
- (3) <sup>1</sup>After successfully completing all modules required for the degree, students must apply for their degree documents via the Campus Management System (CMS) and will, within four weeks of submitting their application, generally receive a Final Transcript confirming that they have completed their studies (Annex 4a), indicating the modules, their assessment grades, the topic of the final thesis and the overall grade. <sup>2</sup>The Final Transcript may also include program variants, pathways, focus areas, depth specializations or specializations.
- (4) The Final Transcript is signed by the head of the department (the Dean).
- (5) <sup>1</sup>In addition to the Final Transcript, students receive a Degree Certificate documenting the conferral of the academic degree (Annex 3). <sup>2</sup>The Degree Certificate is signed by the person in charge of the university (President) and the person in charge of the department (Dean).
- (6) In addition, students receive, in digital form, an English-language certificate (Annex 4b) and a Diploma Supplement.

### Section 28 ECTS Grade Rank

<sup>1</sup>A certificate showing the ECTS grade rank is also issued in line with the following ECTS grading scale:

Final grade (grade average)	Number within the reference group	Percentage share of the grade	Cumulative percentage shares
1 – very good (up to 1.5)			
2 – good (1.6 to 2.5)			
3 – satisfactory (2.6 to 3.5)			
4 – sufficient (3.6 to 4.0)			
Total		100%	100%

<sup>2</sup>The ECTS grade rank is calculated based on the final grades – using the German scale of grading that provides grades to one decimal place from 1.0 to 4.0 – awarded to graduates of respective study programmes in the last 24 months, calculated on the basis of the absolute number of overall grades and the date of completion of the program. <sup>3</sup>The group size for calculating the ECTS grade rank includes at least 30 graduates. <sup>4</sup>If this group size is not reached within 24 months, the period shall be extended until the required group size is reached. <sup>5</sup>The certificates are issued for the first time if the requirements as per sentences 2–4 are met.

## Part 3: Final Provisions

### Section 29 Invalid Examination Results

- (1) If the candidate has cheated on an examination and this information only becomes known after the Final Transcript has been issued, the grades can be corrected accordingly and the examination can be recorded as failed.
- (2) <sup>1</sup>If the requirements for taking an examination were not met, but with no intention on the part of the candidate to cheat, and if this fact only becomes known after the Transcript has been issued, this shall be remedied by the candidate being given a pass in the examination. <sup>2</sup>If the candidate has deliberately obtained the right to take the examination with no entitlement to do so, the examination may be declared as either a complete or partial "fail".
- (3) The candidate must be given the chance to be heard before a decision is made.
- (4) <sup>1</sup>The incorrect Transcript shall be withdrawn and, if necessary, a new one issued. <sup>2</sup>If the final examination has been declared a "fail" due to cheating, the incorrect Transcript and the Degree Certificate itself shall be withdrawn. <sup>3</sup>A decision as defined in paragraph 1 and paragraph 2, sentence 2 shall be excluded after a period of five years from the date of the Transcript.

### Section 30 Access to Examination Documents, Objections

- (1) Within one year of completing an examination procedure, the candidate is, upon request, allowed access to see their written examination papers, the related reports and the examination records.
- (2) <sup>1</sup>Objections to the examination process and to examination decisions must be submitted to the person in charge of the university (president) within one month, or otherwise within one year of

notification, with a written explanation, provided that notification on rights of appeal has been issued. <sup>2</sup>If the responsible examination board does not settle the objection, the person in charge of the university (president) shall make the final decision.

### **Section 31 Date of Validity, Transitional Rules**

- (1) These General Study and Examination Regulations apply from 1 October 2018. Annexes 4-6, however, apply from 1 October 2019.
- (2) For study and examination regulations that had already been adopted when these General Study and Examination Regulations came into force, Section 1 (1) of the General Study and Examination Regulations of 26 January 2011, last amended on 29 May 2013, shall continue to apply; Section 9 of the General Study and Examination Regulations of 26 January 2011, last amended on 29 May 2013, shall continue to apply instead of Sections 11-14; the old regulations shall apply at the latest until the respective study and examination regulations are amended or until the reaccreditation of the study programme in question.

## Annex 1: Information in Module Descriptions (Sect. 5 (7))

Description	Example entry, [Notes]
Module ID	[Department code, followed by a four-digit number (DEPTxxxx)]
Department code DEPT	[optional, still used in some departments]
Module name	[...]
English module name	[...]
Workload	x hrs, made up of x hrs contact hours x hrs self-study hours
ECTS credits	X ECTS
Semester	Semester x: [plus details of the study and examination regulations version, e.g. 'WIN 2020', 'OEC 2020']
Frequency of module	"Winter semester", "Summer semester" or "Winter semester and Summer semester"
Duration	x semester
Module type:	"Compulsory module" or "Elective module"; [details may vary for different study and examination regulations versions, see "Semester" field]
Academic level	"Bachelor's degree" or "Master's degree"
Learning outcomes	[Which skills (subject-related, method-related, interdisciplinary skills, key qualifications) should be acquired? The learning and qualification outcomes are to be aligned with a defined overall qualification (targeted degree).]
Module content	[Which theoretical, methodological, practical and interdisciplinary content should be taught, which learning outcomes are to be achieved?]
Teaching and learning methods	x contact hours per week (SWS) [plus teaching format] x contact hours per week (SWS) [plus session type]
Module language	[...]
Pre-requisites for studying this module	Required: Recommended:
Type of examination	oral interview, thesis defence ("Kolloquium"), written examination ("Klausur"), term paper, written assignment, report, (oral) presentation, portfolio, project, practical examination, continuous assessment during the semester, special form of assessment pursuant to the Study and Examination Regulations (SPO)
Assessment methods	"graded" or "not graded"
Requirements for awarding ECTS credits	"students must pass module examination", possible further requirements
Other remarks	[optional, e.g. Name of module coordinator]

## Annex 2: Degree Titles

Subject area groupings	Degree titles
Linguistic and cultural sciences Sport, sports science Social sciences Art, art aesthetics and art history	Bachelor of Arts (BA) Master of Arts (MA)
Mathematics, computer science Natural sciences Medicine <sup>1</sup> Agricultural, forestry and nutritional sciences <sup>1</sup>	Bachelor of Science (BSc) Master of Science (MSc)
Engineering sciences	Bachelor of Science (BSc) Master of Science (MSc) or Bachelor of Engineering (BEng.) Master of Engineering (MEng)
Business and economics	based on the content of the study programme: Bachelor of Arts (BA) Master of Arts (MA) or Bachelor of Science (BSc) Master of Science (MSc)
Law <sup>1</sup>	Bachelor of Laws (LLB) Master of Laws (LLM)
Vocational education Business education	Bachelor of Education (BEd) Master of Education (MEd)

<sup>1</sup>Note: Not applicable to state-regulated study programmes

### Annex 3: Degree Certificate

# U R K U N D E

Die Hochschule Fulda, Fachbereich [XXX]

verleiht

[Vorname Name Absolvent\*in]

geboren am [XX.XXX.XXXX] in [XXX] ([Geburtsland])

im Bachelor Studiengang

[Studiengang in deutscher Sprache]

den akademischen Grad

[Abschlussgrad] ([Kurzform])

Fulda, [XX.XXX.XXXX]

---

[Präsident\*in] der Hochschule Fulda  
Prof. Dr [XXX]

---

[Dekan\*in] des Fachbereichs [XXX]  
Prof. Dr [XXX]

**Annex 4a: Final Transcript**

# Z E U G N I S

[Vorname Name Absolvent\*in]

geboren am [XX.XXX.XXXX] in [XXX] ([Geburtsland])

hat im Studiengang

[Studiengang in deutscher Sprache]

Schwerpunkt/Vertiefung/Spezialisierung [XXX]

mit dem akademischen Grad [Abschlussgrad] abgeschlossen.

**Gesamtnote x,x (xxx)**

Fulda, [XX.XXX.XXXX]

---

[Dekan\*in] des Fachbereichs [XXX]  
Prof. Dr. [XXX]



Modultitel	x,x / m.E.	xx
Modultitel	x,x / m.E.t	xx
Modultitel	x,x / m.E.	xx
Modultitel	x,x / m.E.	xx
Modultitel	x,x / m.E.	xx
Modultitel	x,x / m.E.	xx
Modultitel	x,x / m.E.	xx
Modultitel	x,x / m.E.	xx
Modultitel	x,x / m.E.	xx
Modultitel	x,x / m.E.t	xx
Modultitel	x,x / m.E.	xx
Modultitel	x,x / m.E.	xx
Modultitel	x,x / m.E.	xx
Modultitel	x,x / m.E.	xx
<b>Gesamt</b>	<b>x,x / x.x</b>	<b>xxx</b>

Der Bachelor-Studiengang XXX basiert auf einer Regelstudienzeit von X Semestern mit Pflichtmodulen im Umfang von 210 Credit Points.

Notenstufen (Grades):

1,0 bis 1,5 / 1.0 to 1.5	sehr gut
1,6 bis 2,5 / 1.6 to 2.5	gut
2,6 bis 3,5 / 2.6 to 3.5	befriedigen
3,6 bis 4,0 / 3.6 to 4.0	ausreichend
m.E.t.	mit Erfolg teilgenommen

## **Annex 4b: English-Language Final Transcript**

Valid only in conjunction with the original German final transcript!

# Final Transcript

[First name Surname of graduate  
]

born on [XX XXX XXXX] in [XXX] ([country of birth])

*has successfully completed the study programme*

[Study programme name in English]

Mode of study: [XXX]

Specialising/... in [XXX]

and has been awarded the academic degree classification of [degree  
classification].

Overall grade: x,x ( xxx)

Fulda, [XX XXX XXXX]

---

Dean, Department of [XXX]  
Prof. Dr. [XXX]

Modules	Grade	points
<b>Bachelor's thesis/Master's thesis</b>		
Title of Bachelor's thesis/Master's thesis	x,x	xx
<b>Oral examination (if applicable)</b>	x,x / m.E.t	xx
<b>Final module</b>	x,x .	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx

Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
Modul name in English	x,x / m.E.t.	xx
<b>Overall</b>	<b>x,x</b>	<b>xxx</b>

The Bachelor's programme XXX generally lasts X semesters and includes compulsory modules worth a total of XXX credit points.

Notenstufen (Grades):

1,0 bis 1,5	very good
1,6 bis 2,5	good
2,6 bis 3,5	satisfactory
3,6 bis 4,0	sufficient
m.E.t.	successfully complete