

General Study and Examination Regulations for Programs of the School of Social Sciences of Theologische Hochschule Friedensau

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§ 1 Scope

These General Study and Examination Regulations apply to all Bachelor and Master programs of the School of Social Sciences of Theologische Hochschule Friedensau. The regulations hereby decided on are completed by program-specific study regulations.

§ 2 Program Structure and Scope

- (1) The study load is described by Credit Points. It consists of the participation in courses, the preparation and follow-up, the individual deepening of the material, and the performance in the examination or coursework. One Credit Point is equivalent to 25 to 30 clock hours.
- (2) In a full-time program, the study load per semester is 30 Credit Points. In an extra-occupational program or part-time program, the workload per semester is lower.
- (3) The program is structured in modules. A module contains certain subject material limited in content and is completed by an examination. For each passed module, the number of Credit Points shown in the Module Guide Book is awarded.
- (4) The registration for modules usually must be done before the beginning of a semester or, at the latest, two weeks after the beginning of lectures.
- (5) For the completion of a Bachelor's program, a total sum of 180 Credit Points is required, for a Master's program a total sum of 120 Credit Points.
- (6) The program-specific study regulations stipulate the normal program length and the compulsory modules and compulsory elective modules of the respective program. The content of the modules is described in detail in the Module Guide Book.
- (7) If students exceed the normal program length by more than 3 semesters, they have no legal right to demand that the modules intended for the program are offered then.
- (8) The selection of compulsory elective modules might be adjusted according to the course's development, availability of instructors or demand. If more compulsory elective modules are completed than required by the study regulations, the modules to be included in the overall grade must be named by the student.

§ 3 Responsibilities

- (1) The responsibility for individual modules lies with the Module Coordinator named in the module description.
- (2) The responsibility for the program lies with the School of Social Sciences. Normally, the Program Director is entrusted with this responsibility. The Program Director is available to the students for subject-specific information and advice.
- (3) All examination matters are the responsibility of the Examination Committee elected by the Faculty Executive Committee (§ 4).

§ 4 Examination Committee

- (1) The Faculty Executive Committee sets up an Examination Committee that monitors the implementation of the study and examination regulations and elects its members.
- (2) The members of the Examination Committee are the Dean (chair), 4 full-time instructors of the faculty and 1 Student Representative. Normally, full-time teaching members should be elected from the group of program directors. The term of the teaching members is 2 years, the term of the student member is 1 year. A re-election is possible. For individual decisions the Examination Committee might consult other ThHF members.
- (3) The Chairperson invites the Examination Committee to the meetings. The Examination Committee passes its resolutions by a majority of the votes cast; in case of a tied vote, the vote of the Chairperson is decisive. The Examination Committee constitutes a quorum when the majority of the members is present. If it is necessary to meet deadlines, decisions might be taken by written circulars between the regular meetings of the Examination Committee. All decisions of the Examination Committee must be recorded.
- (4) The members of the Examination Committee have the right to participate as observers in examinations.
- (5) The Examination Committee might revocably delegate specific authorities to the Chairperson.
- (6) The members of the Examination Committee are subject to the official secrecy to which they must be obligated by the Chairperson.
- (7) To support the work of the Examination Committee, there is an Examination Office at the School.

§ 5 Examiners and Observers

- (1) The following persons are entitled to administer examinations: professors, lecturers, and in accordance with the examination regulations, academic staff members fulfilling teaching duties, instructors, and persons with experience in professional practice and education.
- (2) Examinations can only be graded by persons who themselves have at least the qualification to be determined by the examination or an equivalent qualification.
- (3) Normally, the instructors of the corresponding module administer the examination.

§ 6 Accreditation of Prior Learning Achievements

- (1) Prior learning achievements gained at a university in Germany or abroad might be accredited upon application, provided that there are no significant differences between the acquired performances and the performances to be done at ThHF. The accreditation of a thesis (Magister, Diploma, Bachelor or Master) produced in a prior program is not possible.
- (2) Non-university certificates of knowledge and skills might be accredited for up to a maximum of 50% of the required learning achievements for higher education, provided that they are relevant and equivalent in content and level to the university modules.
- (3) The application for accreditation must be submitted to the Examination Office in writing, handing in all documents relevant for the credit transfer decision in German or English. The Examination Committee decides on the application for accreditation. If the application is rejected, the burden of proof that the requirements are not met lies with the university.
- (4) If prior learning achievements are accredited, the accreditation will be indicated in the final record. In the case of equivalent grading scales, the grades are transferred and included in the aggregation in accordance with § 13. In the case of non-equivalent grading scales, the prior learning achievements are not included in the aggregation.

§ 7 Academic Learning Achievements

- (1) Normally, each module is completed with a graded examination achievement currently with the course. In justified exceptional cases, instead of a module examination, several partial module examinations might be taken. When registering for a module, the registration for the respective examination automatically takes place.
- (2) The coursework is a performance within a module that is not included in the module grade. A more detailed description can be found in the Module Guide Book. Part of this coursework normally is the attendance of at least 80% of the course. If the coursework is not provided, the person responsible for the course might alternatively determine individually achievable coursework. In the case of non-performance of the coursework, the admission to the module examination might be denied.
- (3) Examinations can be provided in various forms such as a written examination, an oral examination, an academic paper, an oral presentation or a project work. The Module Guide Book regulates which module can be completed with which type of examination. The following points of reference apply to the scope of examinations:
 - 60 to 180 minutes for written examinations,
 - 20 to 45 minutes for oral examinations,
 - the scope stipulated in the module requirements, but at least 15,000 characters for academic papers.

- (4) Academic papers must be accompanied by a declaration assuring that the student has written the work independently only with the specified aids and has not yet submitted it as an examination in the present or similar form.
- (5) Oral examinations are individual examinations and are administered by at least two examiners, or by an examiner and a competent co-examiner. Normally, oral examinations are not open to the public, unless the Module Guide Book includes a different regulation. Essential topics of the oral examination must be recorded in a minute that also contains the grade and is signed by the examiners or the co-examiner.
- (6) If examinations such as academic papers or project works are planned as group work by the Module Guide Book or approved by the Module Coordinator, the work must be organized in such a way that the contribution of the individual group members is distinguishable from that of the others and can be graded individually.

§ 8 Grading of Performances in an Examination or Assessed Coursework

- (1) The following grades must be used for the grading of performances in an examination or assessed coursework:

1	very good	A performance that exceeds the requirements or fulfills them comprehensively and without errors.
2	good	A performance that meets the requirements and has at most minor errors.
3	satisfactory	A performance that substantially meets the requirements but has noticeable shortcomings.
4	sufficient	A performance that has significant shortcomings, but still largely meets the requirements.
5	insufficient	A performance that does not meet the requirements in significant parts or in the majority.
- (2) For a more differentiated grading, individual grades can be increased or decreased by 0.3. The grades 0.7, 4.3, 4.7 and 5.3 are not possible.
- (3) The grading of an academic paper should include a written explanation of the grading in addition to the grade, or an oral discussion of the academic paper should be arranged.
- (4) An examination is passed if it is graded at least "sufficient".
- (5) In the case of partial module examinations, every partial examination must have been graded at least "sufficient". The module grade results from the arithmetic mean of the individual grades and is cut off to one decimal place after the decimal point.
- (6) For gradings by several examiners, the examination is passed if the individual grades are at least "sufficient". The module grade results from the arithmetic mean of the individual grades and is cut off to one decimal place after the decimal point.

- (7) If an examination has been graded by only one examiner, the student might, if there are any doubts about a justified grading, apply to the Examination Committee for a second grading by another examiner. The application must be granted. The Examination Committee appoints the second examiner and, on the basis of the individual grading, gives the final grade of the performance.

§ 9 Retaking Examinations or Re-doing Coursework

- (1) A module examination that has not been passed can be retaken at maximum two times. The retake examination normally must take place within a period of at least 4 weeks and a maximum of 18 months after the notification of failure.
- (2) If a partial module examination has not been passed, only this and not all the other partial module examinations must be retaken.
- (3) Before the second retake, the student might re-enroll the corresponding course or the entire module, if offered. There is no claim to that.
- (4) The grade of the module is the grade of the passed examination.
- (5) If the second retake of a module examination or partial module performance is not passed, this examination is deemed to have been definitively failed. The student will be notified in writing. The final failure of a compulsory module leads to the exclusion from the program, in case of the final failure of a compulsory elective module this can be compensated by the successful completion of an alternative compulsory elective module.
- (6) An examination that has been passed cannot be retaken.

§ 10 Compensation for Disadvantages and Protection Provisions

- (1) If students demonstrate through a medical certificate or other appropriate form that they are unable to pass the examination in full or in part in the prescribed form because of a long-term or permanent illness or disability, the Examination Committee might compensate them for the disadvantage to the extent necessary to achieve equal opportunities. For this purpose, the time allowed for the completion of a performance might be extended to an appropriate extent or the completion of the examination might be approved in another form. The application for compensation for disadvantages must be submitted to the Examination Committee in writing no later than 4 weeks before the examination date.
- (2) If it is foreseeable that the cause for granting the compensation for disadvantages will remain substantially unchanged, the compensatory measures granted by the Examination Committee might be valid for several examinations to be determined, or to a longer period to be determined.
- (3) The protection provisions according to the Maternity Protection Act (MuSchG) and the Federal Parental Allowance and Parental Leave Act (BEEG) must be taken into account when applying these examination regulations, in particular when calculating time limits. The use of the legally prescribed periods of protection and education must be made possible. Students who have been

on leave for family responsibilities can voluntarily complete their academic learning achievements during their leave of absence.

§ 11 Registration for and Admission to the Bachelor's or Master's Thesis

- (1) The conditions for the admission the Bachelor's or Master's thesis are regulated in the program-specific study regulations. The application for admission must be submitted to the Examination Committee in writing. The possible dates for admission will be announced by the Examination Office.
- (2) The Examination Committee decides on the admission to the Bachelor's or Master's thesis. Normally, a full-time instructor of ThHF is chosen as a first examiner. The Examination Committee might designate a person other than the person proposed in the application as a second examiner.
- (3) The admission to the Bachelor's or Master's thesis might be denied if the admission requirements of the respective program are not met or the application documents are incomplete.

§ 12 Production and Grading of the Bachelor's or Master's Thesis

- (1) The Bachelor's thesis is an academic paper of 40 to 60 pages and can be written in German or English. The time allowed for completion is 16 weeks from the admission by the Examination Committee.
- (2) The Master's thesis is an academic paper of 60 to 80 pages and can be written in German or English. The time allowed for completion is 24 weeks from the admission by the Examination Committee.
- (3) The Bachelor's or Master's thesis can be submitted in German or English.
- (4) The topic of the Bachelor's or Master's thesis might be changed once within the first four weeks of the time allowed for completion. This must be requested by the student to the Examination Committee in writing. If a fundamentally new topic is chosen, the full time allowed for completion is available again.
- (5) The time allowed for completion might be extended once upon request for a further 4 weeks. The application must be submitted to the Examination Office before the end of the regular time allowed for completion. Upon request, the Examination Committee might grant different times allowed for completion in exceptional hardship cases.
- (6) In the case of an illness verified by a medical certificate, the time allowed for completion is extended by the duration of the sick leave.
- (7) Two bound copies of the Bachelor's or Master's thesis and an electronic version as a PDF file must be submitted to the Examination Office within the period stipulated. The date of submission must be documented. If there is no timely submission of the Bachelor's or Master's thesis, the performance will be graded "insufficient".

- (8) The Bachelor's or Master's thesis must be graded by the examiners within 6 weeks. The grade of the Bachelor's or Master's thesis is the arithmetic mean of the grades of the two examiners, cut off to one place after the decimal point. If the grades deviate more than 2.0 from one another or if one of the grades is "unsatisfactory", the Chairperson of the Examination Committee appoints a third examiner. Based on the three grades, the final grade will be determined by the Examination Committee.
- (9) The Bachelor's or Master's thesis is considered "insufficient" if the arithmetic mean of the individual grades is less than 4.0.
- (10) A Bachelor's or Master's thesis graded "insufficient" can be retaken once. Therefore, the student must submit a new application with a new topic according to § 11 to the Examination Committee.

§ 13 Overall Grade of the Degree

- (1) The target degree of the respective program is completed if all compulsory modules, the required compulsory elective modules and the Bachelor's or Master's thesis have been graded at least "sufficient".
- (2) The overall grade is formed according to the information given in the respective Module Guide Book. It is cut off to one point after the decimal point.
- (3) If examinations have been performed in additional modules that are not part of the requirements of the respective program, these are not included in the aggregation.
- (4) The following grades are awarded with the overall grade:

<i>At an overall grade of</i>	<i>Grade</i>
≤ 1.5	very good
1.6 - 2.5	good
2.6 - 3.5	satisfactory
3.6 - 4.0	sufficient

§ 14 Final Record, Certificate, Diploma Supplement and Certification

- (1) The final record is issued for the achieved Bachelor's or Master's degree within a maximum of 4 weeks after completion of the last examination. The grades and Credit Points of all modules as well as the topic and grade of the Bachelor's or Master's thesis are listed in the final record. The final record bears the date of the completion of the last examination, the seal of Theologische Hochschule Friedensau, and is signed by the Dean (or Vice-Dean) and the Program Director.
- (2) The final record will be accompanied by a certificate granting the degree "Bachelor of Arts (B.A.)" or "Master of Arts (M.A.)". The certificate bears the date of the final record, the seal of Theologische Hochschule Friedensau, and is signed by the Rector and the Dean.
- (3) In addition, a diploma supplement will be issued containing the essential information on the content and profile of the completed program.

- (4) Students who finish their studies without a degree will, upon application to the Examination Office, receive a certification that represents the examinations they have made and provides information on whether a final attempt of an examination has been failed.

§ 15 Absence, Withdrawal, Examination Offence, Regulation Offence

- (1) A module examination is graded "insufficient" if the student does not appear for a set examination date without good cause or withdraws from the examination after the beginning of the examination.
- (2) In the case of illness of the examination candidate or a child to be cared for by him or her alone, a new examination date will be set if a medical certificate is submitted to the Examination Office immediately. If other reasons for the absence or withdrawal are asserted, these must be reported in writing to the Examination Committee immediately. If the Examination Committee accepts the reasons, a new examination date will be set.
- (3) If an academic paper to hand in on a certain date is not submitted within the period stipulated, it is up to the respective examiner to determine whether the performance is "failed" or whether an extension of the deadline is granted, if applicable with deduction of points. If extensions are granted, these should not extend beyond the semester following the original date. This regulation does not apply to Bachelor's and Master's thesis.
- (4) If the student attempts to influence the result of an examination by an examination offence or the use of unauthorized aids, or if academic papers contain content from external sources to a significant extent without duly indicating this, the performance is graded "insufficient". Anyone who disturbs the orderly conduct of an examination might be excluded from the continuation of the examination by the proctor. The performance is graded "insufficient".
- (5) Examination offences are reported to the Examination Committee and made record of.
- (6) In case of repeated serious examination offence, the Examination Committee might exclude the student from participating in further examinations. A serious examination offence is usually present when plagiarizing essential parts of academic papers, when submitting foreign works under one's own name, or when using unauthorized aids for the purposes of examination offence in examinations.

§ 16 Invalidity of Examinations and Coursework

- (1) If the student has deceived during an examination and this fact becomes known after the final record has been handed over, the Examination Committee might declare the examination "failed".
- (2) If the requirements for admission to an examination were not met, and no examination offence was intended, and if the fact becomes known only after the final record has been handed over, this deficiency will be remedied by passing the examination. If the admission was deliberately wrongly obtained, the Examination Committee decides in compliance with the legal provisions on the withdrawal of illegal administrative acts.

- (3) The student concerned must be given the opportunity to comment on the matter in front of the Examination Committee before a decision is made.
- (4) Documents which become void on the basis of a decision of the Examination Committee (final record, certificate, diploma supplement) are to be confiscated and, if necessary, corrected. A decision according to paragraphs 1 and 2 is not possible after a period of 5 years from the date of the final record.

§ 17 Decisions, Objection

- (1) Onerous decisions of the Examination Committee or of one of its Chairpersons must be communicated in writing, justified and provided with a legal remedy.
- (2) It is possible to file an objection against decisions within 4 weeks of notification. The objection must be submitted to the Examination Committee in writing.
- (3) The Examination Committee will decide on the remedy. If the objection is against a grade, the Examination Committee will forward the objection to the respective examiner and to a second examiner, if necessary. If the grade is changed as requested, the Examination Committee will help to resolve the objection. Otherwise, the Examination Committee will only check the decision on whether
 - the examination has been properly conducted.
 - examiners assumed incorrect facts.
 - general valuation principles were observed.
 - examiners have been guided by extraneous considerations.
- (4) If the Examination Committee does not resolve the objection, the Rectorate will examine the facts and make a decision.

§ 18 Inspection of Examination Scripts

- (1) Upon written application, students are granted insight into their examination scripts for up to one year after completing their degree. The application must be submitted to the Examination Office. The Examination Office determines the place and time of the inspection.

§ 19 Transitional Arrangement

- (1) Students enrolled in a program at the School of Social Sciences prior to the entry into force of these General Study and Examination Regulations might continue their studies according to the old study and examination regulations upon written declaration. This declaration must be submitted to the Examination Office until 30 June 2018. If the declaration is not submitted in time, the new General Study and Examination Regulations will apply automatically.
- (2) Students who enrolled in a program at the School of Social Sciences prior to the entry into force of these General Study and Examination Regulations and who continue their studies with the new

regulations have, in deviation from § 9 (1), three attempts at retaking the examination. The obligation to retake the module allocation does not apply.

§ 20 Entry into Force

- (1) On 18 April 2018, the Faculty Executive Committee of Social Sciences decided on and the Senate of Theologische Hochschule Friedensau approved these regulations. The Ministry proved the equivalence by decision of 31 May 2018. These regulations enter into force on 01 July 2018.

The Rector