



HSBA HAMBURG SCHOOL OF BUSINESS ADMINISTRATION

General course and exam regulations for all bachelor's study programmes

dated 21 September 2012

On 20 September 2012, the Behörde für Wissenschaft und Forschung der Freien und Hansestadt Hamburg (Hamburg authorities for science and research) approved the general course and exam regulations passed by the university council on 10 September 2012 for all bachelor's study programmes pursuant to Sec. 116 (3) in conjunction with Sec. 108 (2) to (5) HmbHG ["Hamburgisches Hochschulgesetz": Hamburg's Law governing Third-Level Institutions] dated 18 July 2001 (HmbGVBl ["Hamburgisches Gesetz- und Verordnungsblatt": Hamburg's Law and Ordinance Gazette] p. 171), last amended on 20 December 2011 (HmbGVBl. p. 550) in the version below. The regulations were last changed by the University Council on 17 November 2015 for the version below.

Contents

Preamble	2
§ 1 Course objective, academic title	2
§ 2 Beginning of programme, regular course duration	3
§ 3 Student advice and information	3
§ 4 Course structure and exam structure, modules and credits	3
§ 5 Restricting attendance to individual lectures	4
§ 6 Exam committee	4
§ 7 Crediting of study times and exam results	5
§ 8 Admission to module exams	5
§ 9 Time limits for module exams and repeating module exams	6
§ 10 Special provisions on loss compensation, maternity and parental leave and students with children	6
§ 11 Examiners	7
§ 12 Module exams	7
§ 13 Bachelor's thesis	9
§ 14 Assessment of the examination performance	10
§ 15 Missed deadlines, no-shows	11
§ 16 Fraud, infringement of regulations	12
§ 17 Definitive failure of the bachelor's exam	12
§ 18 Appeals proceedings, appeals committee	13
§ 19 Grade transcript, diploma supplement, degree certificate	13
§ 20 Viewing the exam files	14
§ 21 Entry into force	14

Preamble

These course and exam regulations set out the general structure and the exam procedure for all bachelor's study programmes at HSBA Hamburg School of Business Administration (hereinafter referred to as HSBA); they are supplemented by the respective *course-specific provisions*.

§ 1

Course objective, academic title

- (1) A successfully completed bachelor's examination provides substantiation that the student has achieved the course objective and meets the requirements of the Qualifications Framework for German Higher Education Qualifications in relation to bachelor's study programmes. Students should
- expand their knowledge and understanding based on the level of their school-leaving certificate such that they can demonstrate a broad and integrated knowledge and understanding of the academic fundamentals of their field of study
 - acquire a critical understanding of the most important theories, principles and methods of their study programme and be able to deepen their knowledge at a vertical, horizontal and lateral level; their knowledge and understanding should correspond to the current status of the technical literature and should also include some profound knowledge issues at the current status of research in their field of study
 - be able to apply their knowledge and understanding to their activity or their profession and to develop and progress problem solutions and arguments in their specific subject

- have the ability to gather, assess and interpret relevant data (especially in their field of study) to inform judgments that include reflection on relevant social, scientific or ethical issues
 - be able to develop progressive learning processes autonomously
 - be able to formulate subject-related positions and problem solutions and to sustain them argumentatively
 - be able to compare information, ideas, problems and solutions with specialists and non-specialists
 - be able to take over responsibility in a team.
- (2) The successfully completed bachelor's exam is an undergraduate higher education qualification for which the academic title of Bachelor of Science (B.Sc.) is awarded.

§ 2

Beginning of programme, regular course duration

- (1) The course starts once a year on 1 October. In justified cases, HSBA can choose other organisational forms and thus set other deadlines. The admission requirements are set out in the registration and admission regulations.
- (2) The regular course duration for the dual bachelor's study programmes comprises three years, including all exams and the bachelor's theses.
- (3) The regular course duration for the part-time bachelor's study programmes comprises four years, including all exams, the bachelor's theses and the phases of professional experience incorporated in the study programme.

§ 3

Student advice and information

- (1) HSBA will advise applicants on the course contents, structure and requirements.
- (2) Students will be given information on content and organisational issues in an introductory unit. They will receive all relevant documents, including the module descriptions for the first year and the course and exam schedule.
- (3) Students will be informed of issues relevant to their studies on a continuous basis. In particular they will be given access to the corresponding module descriptions before the beginning of the respective academic year.
- (4) One-to-one advice sessions can be arranged:
 - any time at the request of the student
 - if HSBA considers it necessary based on the student's development, in particular for students who have exceeded the regular course duration pursuant to § 2 above
 - in the case of dual study programmes, any time at the request of the company.

§ 4

Course structure and exam structure, modules and credits

- (1) The bachelor's exam comprises module exams and the bachelor's thesis as well as the colloquium.
- (2) The bachelor's study programmes have a modular structure; the number, scope, content, prerequisites and exams for the modules are set out in the course and exam schedule and the module descriptions. The module descriptions meet the requirements

and recommendations of the KMK [“Kultusministerkonferenz”: Germany’s Standing Conference of Ministers of Education and Cultural Affairs].

- (3) The workload for the individual modules is expressed as credits (Cr) and is based on the ECTS (European Credit Transfer System). One credit corresponds to a workload of 25 hours.
- (4) Modules are discrete teaching and learning units that are complete in terms of content and time and which result in credits and can comprise several lectures that are interrelated in terms of content. Modules are used to provide a part qualification for the qualification objective of the respective study programme. Successful completion of a module is generally substantiated by means of passing module exams.
- (5) The total scope of the study programme covers 180 credits including the bachelor’s thesis.
- (6) The bachelor’s exam has been passed if all modules have been successfully completed and the bachelor’s thesis has been passed.

§ 5

Restricting attendance to individual lectures

The number of participants can be limited for individual lectures, in particular for electives, if this is necessary for their proper implementation. The restriction must comprise the criteria for selecting the participants and must be announced appropriately.

§ 6

Exam committee

- (1) An exam committee is set up for organising the exams, ratifying the exam results and complying with the requirements of these regulations. The committee includes:
 - a) one member of university management (*Hochschulleitung*) appointed by the President of HSBA as the chairperson. If the chairperson is unable to participate, he/she will be represented by one of the two professors specified in b)
 - b) two professors at HSBA
 - c) one student, appointed by the students’ association.
- (2) The professors on the exam committee as well as their representatives are appointed by the university council. They are appointed for a period of two years, while the student member is appointed for a period of one year. Reappointment of a member is possible. If a member leaves the committee prematurely, a successor is elected for the remaining term of office. The exam committee appoints the deputy chairperson of the exam committee from the professors listed in (1) b).
- (3) The exam committee does not hold public meetings. It can involve third parties for individual meetings. The meeting has a quorum when at least three members are present. In the event of a tied vote, the chairperson casts the deciding vote. The student members do not participate in the decision on crediting course and exam results and on setting exam content. The resolutions of the exam committee must be recorded in writing.
- (4) The exam committee can transfer responsibility for taking care of all regular tasks to the chairperson of the exam committee.
- (5) The exam committee ensures that the dates for the module exams and the bachelor’s exam are set and announced in good time.

- (6) The members of the exam committee have the right to be present at exams and inspect all exam documents. This right does not extend to the decision on the grade and its announcement.
- (7) The members of the exam committee and their representatives are bound by professional discretion. The chairperson must oblige them to maintain confidentiality.
- (8) Negative decisions by the exam committee must be explained in writing to the students without delay.
- (9) The exam committee can announce instructions, the setting of dates and other decisions to be taken in accordance with these regulations, in particular the announcement of the registration and exam dates as well as exam results, on the internet, via e-mail, on the intranet, by means of a notice in the examination office or using any other appropriate means in compliance with data protection regulations with legally binding effect.

§ 7

Crediting of study times and exam results

- (1) Study times – including professional work and exams – completed at a state or state-recognised third-level institution or professional academy are credited on application from the student provided that there are no material differences in terms of the skills acquired. This can be expected in particular if they are completed as part of accredited study programmes and mostly meet the requirements of the respective bachelor's study programme in terms of type, content and scope. Rather than a schematic comparison, an overall assessment takes place.
- (2) Qualifications and skills acquired outside of the degree are credited on application provided that they are equivalent. Qualifications are equivalent if they mainly correspond to parts of the degree in terms of content, scope and requirements. Rather than a schematic comparison, an overall assessment should take place. Equivalent qualifications and skills acquired outside of a third-level institution can replace a maximum of 50% of the degree.
- (3) If exam results are recognised or qualifications and skills acquired outside of a third-level institution are credited, the grades must be used – if the grade systems are comparable – and included in the final grade. If the grade systems are not comparable, the exam is deemed to have been “passed”.
- (4) Any decisions on recognition and crediting pursuant to (1) and (2) above will be taken by the exam committee on application from the student. The documents necessary for crediting must be included in the application. If the exam committee makes a decision that is negative for the student, it must outline the reasons for the decision in writing to the applicant.

§ 8

Admission to module exams

- (1) In order to take part in the module exams, it is necessary to register with the examination office. Registration for the module exam is binding once the registration deadline has passed. The registration period and the registration procedure will be appropriately announced by the examination office.
- (2) The prerequisite for admission to a module exam is regular attendance at the lectures for the module.
- (3) In order to register for module exams, students must be registered for the respective study programme.
- (4) Admission can only be refused if

1. one or all of the prerequisites in (1) to (3) above are not met
or
 2. the admission requirements for the module are not met, unless the candidate has completed the exam for the preceding module but this exam has not yet been graded.
- (5) The student must be informed immediately of any decision not to admit him/her.

§ 9

Time limits for module exams and repeating module exams

- (1) Only failed exams can be repeated. Exams should be repeated at the next possible exam date.
- (2) In justified exceptional cases, the chairperson of the exam committee can set a different exam format for a repeat exam.
- (3) Module exams can be repeated no more than twice.
- (4) If the candidate fails to perform sufficiently in an exam, even after exhausting all repeat options, the exam is deemed to have been definitively failed. It is then no longer possible to continue with any study programmes at HSBA for which this exam is a compulsory component.
- (5) Module exams must be taken within certain time limits. The time limits run from the first regular exam date plus one year (time limit for repeating).
- (6) The time limit can be extended by the chairperson of the exam committee in the event of undue hardship. The time limit is set such that only one further exam is possible in each case. The application must be submitted to the chairperson of the exam committee in good time before the deadline and reasons must be provided in writing. A doctor's note must be provided for any case of illness (see § 15 (2)).
- (7) If a module that has to be passed in order to take another module is not passed until the third time, the deadline for taking the other module is extended by the time limit for repeating.
- (8) Module exams must be taken within the regular course duration. Repeat exams can be taken within one further year; the prerequisite is that at least one attempt must be made during the regular course duration. If the student is not responsible for missing an attempt at an exam within the time limit, the time limit ends after the third possibility for sitting an exam after the end of the regular course duration.
- (9) If a module exam is not completed successfully within the time limit, it is deemed to have been definitively failed unless the student is not responsible for missing the deadline.

§ 10

Special provisions on loss compensation, maternity and parental leave and students with children

- (1) If a student can credibly demonstrate that he/she is not in a position due to chronic illness or a disability to complete the exams in the manner specified or within the time limits set out in these regulations, either in full or in part, the chairperson of the exam committee will take appropriate measures to compensate the loss suffered due to the disability or illness. Appropriate measures may include extending the processing time for exams or extending the time limits for sitting exams or setting out equivalent exams in a format that meets the student's needs. On application, appropriate measures will also be taken for students with children to allow them to sit exams without any disadvantages resulting from their parental leave.

- (2) After timely notification of the pregnancy, pregnant students are exempt from attending lectures and exams in accordance with the provisions of MuSchG [“Mutterschutzgesetz”: German Maternity Protection Act]. After the protected period, the student can apply to catch up on the exams or repeat the year.
- (3) Students entitled to parental leave in accordance with BEEG [“Bundeselterngeld- und Elternzeitgesetz”: German Parental Benefits and Parental Leave Act] will be exempt from taking part in lectures and exams on application. After parental leave has concluded, students can apply to repeat the year in which their parental leave commenced.
- (4) It may be necessary to provide appropriate substantiation in order to credibly demonstrate a disadvantage pursuant to (1), (2) and (3).

§ 11 Examiners

- (1) Professors and lecturers who have at least the same qualification awarded by the exam or an equivalent qualification can be appointed as examiners.
- (2) The examiners are appointed by the chairperson of the exam committee and are not bound by instructions.
- (3) The examiners for the module exams are generally the lecturers responsible for the lectures for the respective module. The exam committee will decide on any exceptions. If several examiners are involved in examining a student, they will form an exam commission.
- (4) Examiners can also be appointed who are not HSBA members, provided that they have the qualifications required pursuant to (1) above.

§ 12 Module exams

- (1) Module exams take place on the dates set in the format set out in the course and exam schedule. The prerequisites for taking part in exams in the modules are set out in the module descriptions.
- (2) A module exam can take the form of a final exam (end-of-module exam) or can comprise integrated exams. The credits for a module with a module exam can be earned by either passing all exams or the end-of-module exam with a minimum grade of “sufficient” (4.0).
- (3) If there is provision for alternative exam formats, the specific exam format must be set out with binding effect and announced to the students at the beginning of the respective academic year.
- (4) The following types of exams can be set:
 - a) Written exam
A written exam is an exam that has to be taken under supervision and during which the tasks specified must be completed individually and independently using only the approved aids. A written exam lasts for no less than 60 and no more than 180 minutes.
 - b) Oral exam
An oral exam is a discussion in which students should demonstrate their knowledge of the material. Oral exams can take the form of individual or group discussions. The exam must last no less than 15 and no more than 45 minutes per candidate. Oral exams are moderated by an examiner in the presence of a co-examiner who has at least the same qualification to be awarded by the bachelor’s study programme or an

equivalent qualification. The main topics and results of the oral exam must be recorded in writing.

c) Home Assignment

An assignment is a written treatment of a defined task that deals more broadly or more in-depth with the material from the related lectures. Assignments taking between eight and twelve weeks should be at least 10 pages and no more than 15 pages long. The specific form of the work to be performed can vary and will be set by the module coordinators.

d) Presentation

A presentation is the oral presentation of a defined topic that includes and reviews the relevant literature. Students should demonstrate in a presentation that they are in a position to use the form of a presentation to talk about the content that they have compiled. The presentation generally takes no less than 15 and no more than 45 minutes.

e) Practical report

A practical report is a treatment with a scientific approach in which the content of a module learned in theory is reflected on in practice. The scope of the report taking between eight and twelve weeks should be between 5 and 10 pages.

f) Term paper

In a term paper, students should demonstrate that they are in a position to present a problem briefly, to analyse the problem and to propose solutions. A term paper is between 5 and 10 pages long.

g) Project work

Project work comprises a report on the development and findings of a project. A project is a once-off piece of work comprising a set of coherent and controlled activities with a beginning and end date and is carried out in order to meet an objective, taking into account time and resource constraints. The scope of project work is generally between 6 and 10 pages per student. The scope of project work is generally between 8 and 12 pages. If the project is carried out in a group, the scope can also refer to the scope per student. The specific scope will be set by the module coordinators, In any case, project work carried out in a group also involves an individual assessment by the individual student, generally comprising 1 to 2 pages.

h) Ungraded component

An ungraded component (e.g. study trip, general electives) comprises a contribution by the student to an activity (e.g. an oral report, an exercise etc.) that ensures that the students have actively and verifiably dealt with the content of the lectures. The specific activity contribution is set out by the respective lecturer.

i) Essay

In an essay, students should demonstrate their ability to approach an issue and deal with it in a critical and in-depth manner. An essay is 5 to 10 pages in length and has a processing time of 4 to 8 weeks.

- (5) Exams can be taken in German or in English. In the case of events carried out in other languages, the exams take place in the respective foreign language.
- (6) Group results can only be recognised if the performance of each individual student can be clearly allocated and measured.

§ 13
Bachelor's thesis

- (1) With the bachelor's thesis, students should demonstrate that they are in a position to independently examine an applied problem using scientific methods within a specified time limit and to defend their findings and place these in the context of the course.
- (2) The bachelor's thesis comprises a written part and the colloquium. The written thesis should comprise between 30 and a maximum of 40 pages. 80% of the grade for the bachelor's thesis stems from the written part and 20% from the colloquium. § 14 (3) applies accordingly.
- (3) Admission to the bachelor's thesis depends on the successful completion of modules with a scope of at least 120 credits.
- (4) § 8 applies accordingly with respect to admission to the bachelor's thesis.
- (5) The student applies for admission to the chairperson of the exam committee. The application must include a proposed topic and a proposed supervisor from HSBA's teaching staff. If possible and feasible, the proposal for the supervisor should be accepted, while observing § 11 of these regulations. On justified application, the chairperson of the exam committee will provide a supervisor.
- (6) The topic is issued by the chairperson of the exam committee. The topic can only be given back once and only within the first two weeks of issue, providing adequate reasons. The new topic must be issued immediately, no later than within a four-week period.
- (7) The student can choose to write the bachelor's thesis either in German or in English. This does not apply to English-language study programmes.
- (8) The processing time for the written part is nine weeks. If an application is made before the end of the processing time and if reasons are provided, the chairperson of the exam committee can extend the processing time once. The prerequisite for extending the processing time is that the student is not responsible for the reasons necessitating the extension and immediate notification is provided. The reasons for the need for an extension must be explained extensively in writing by the student and substantiation must be provided – in the case of illness by providing a doctor's note (see § 15 (2)).
- (9) The written part must be submitted on time to the examination office as three paper copies as well as on a suitable electronic storage medium. If the thesis is sent by post, the submission date is regarded as the date of postage. The burden of proof of submission of the bachelor's thesis lies with the student. The submission time is recorded in a file. When submitting the thesis, the student must provide written assurance that he/she has written the work independently using no aids other than those stated – in particular no internet sources not referenced in the bibliography, that he/she has not previously submitted the work in any other exam procedure and that the written version submitted corresponds to the electronic version supplied. If the work is not submitted on time for reasons for which the student is not responsible, the chairperson of the exam committee will decide how to proceed; generally a new topic is issued and this does not qualify as a repeat attempt. The new topic must be issued immediately, no later than within a four-week period.
- (10) The written part must be assessed in writing by the supervisor and by another examiner from the group of authorised examiners, at least one of whom must be a full-time professor at HSBA. This examiner is appointed by the chairperson of the exam committee.
- (11) The written part should be assessed by both examiners without delay, no later than eight weeks after submission. In the event of an above-average number of exam procedures or for comparable objective reasons, the chairperson of the exam committee can agree

to a longer assessment period. The grade for the bachelor's thesis is calculated from the arithmetic mean of the grades awarded by the two examiners taking § 14 (3) and (4) into account. If one of the two examiners awards the bachelor's thesis a grade of "deficient" (5.0), the chairperson of the exam committee appoints a third examiner. If the third examiner awards the thesis a minimum grade of "sufficient" (4.0), the grade for the written part of the bachelor's thesis is determined as the arithmetic mean of the three grades, taking § 14 (3) into account, but no less than "sufficient" (4.0). If the third examiner awards the thesis a grade of "deficient" (5.0), the overall grade for the thesis is "deficient" (5.0).

- (12) With an overall grade of "deficient" (5.0), the written part can be repeated once. The repeat must be applied for within a period of six weeks of the announcement of the negative exam result. A second repeat is only possible in justified exceptional cases upon application to the chairperson of the exam committee.
- (13) The colloquium takes the form of an individual oral exam and lasts for no less than 30 and no more than 45 minutes. The exam commission for the colloquium generally comprises the two examiners of the written part. If they are unable to attend, the chairperson of the exam committee can use examiners from the group of authorised examiners. The main topics and results of the colloquium must be recorded in writing.
- (14) In the colloquium, the student should demonstrate his/her ability to defend the findings from the written part and place these in the context of the course.
- (15) The prerequisite for taking part in the colloquium is a written part awarded a minimum grade of "sufficient" (4.0).
- (16) The two members of the exam commission should agree on a joint evaluation for the colloquium taking § 14 (3) and (4) into account. If the members of the exam commission do not agree on a joint grade, the decision is taken by the chairperson of the exam committee.

§ 14

Assessment of the examination performance

- (1) Exams should be assessed without delay, no later than eight weeks after the exam; § 13 (11) applies accordingly.
- (2) The grades for the individual exams are set by the respective examiners. The following grades must be used for assessing the exams:

Grade 1 = very good	excellent performance
Grade 2 = good	performance is well above average requirements
Grade 3 = satisfactory	performance meets average requirements
Grade 4 = sufficient	performance has faults but still meets minimum requirements
Grade 5 = deficient	performance has major faults and does not meet minimum requirements

Grades can be increased or decreased by 0.3 for a more detailed grading. This does not apply to grades 0.7, 4.3, 4.7 and 5.3.

- (3) If the exams for a module comprise several parts, the grade for the module is calculated as the weighted average of the grades for the individual parts. The two first decimal places are taken into account; all further decimal places are disregarded without rounding. The grade is as follows for the following weighted averages:
- | | |
|--|-----|
| up to and including 1.15: | 1.0 |
| more than 1.15 and up to and including 1.50: | 1.3 |
| more than 1.50 and up to and including 1.85: | 1.7 |

more than 1.85 and up to and including 2.15:	2.0
more than 2.15 and up to and including 2.50:	2.3
more than 2.50 and up to and including 2.85:	2.7
more than 2.85 and up to and including 3.15:	3.0
more than 3.15 and up to and including 3.50:	3.3
more than 3.50 and up to and including 3.85:	3.7
more than 3.85 and up to and including 4.0:	4.0
more than 4.0:	5.0

- (4) At the beginning of a module the lecturer bindingly decides, whether a bonus can be granted for an individually identified certain, verifiable and reviewable active participation. A bonus which is acquired in this way, leads to an improvement of the exam result by one grade. An exam result is considered as passed, if it would have been passed without taking into account the bonus. The awarding of a better grade than 1.0 is not possible, even if you take into account the bonus.
- (5) If exam performance is assessed by more than one examiner, the final grade corresponds to the arithmetic mean of the individual assessments. If two or more entire grades separate the individual assessments, the chairperson of the exam committee will decide on the final grade. The module grade is calculated as outlined in (3) above.
- (6) An overall grade is calculated for the bachelor's exam. 80% of the overall grade for the bachelor's exam stems from the credit-weighted average grade for the modules, while 20% is accounted for by the grade for the bachelor's thesis, which breaks down according to § 13 (2). (3) above applies accordingly. The overall grade has one decimal place without rounding. Exams that are deemed to have been "passed" (e.g. § 7 (2)) are not included in the calculation of the overall grade. The overall grade of a successfully completed bachelor's exam is as follows:
- | | |
|---|--------------|
| with an average up to and including 1.50: | very good |
| with an average of 1.51 up to and including 2.50: | good |
| with an average of 2.51 up to and including 3.50: | satisfactory |
| with an average of 3.51 up to and including 4.00: | sufficient |
- (7) In addition to the assessments in (2) and (5), relative ECTS grades are granted:
- | | |
|---------|---|
| Level A | for the best 10% of successfully completed proof of performance |
| Level B | for the next 25% |
| Level C | for the following 30% |
| Level D | for the following 25% |
| Level E | for the next 10% with successfully completed proof of performance |
- (8) The exam committee determines the result of the exam. The date of passing the exam is deemed to be the date on which the exam committee determined the result.

§ 15

Missed deadlines, no-shows

- (1) An exam is deemed to have been awarded the grade of "deficient" (5.0) if, without good reason, the student fails to attend an exam or misses a deadline as defined by these regulations, the student withdraws after commencing an exam or does not provide written performance within the specified processing time.
- (2) The reason provided for the withdrawal or failure to attend or missed deadline must be announced in writing and credibly demonstrated to the chairperson of the exam committee no later than the day after the exam in question. In cases of undue hardship, the chairperson of the exam committee can also accept reasons provided later in individual cases. If the student is ill, a doctor's note must be presented. If the reason is

accepted by the chairperson of the exam committee, the next possible exam date is set. Part exam performance already completed in full will be credited. Reasons for withdrawal can no longer be accepted after an exam is over.

- (3) Protective provisions for the protection of working mothers (MuSchG) must be taken into account on application from students. The same applies to applications for the parental leave periods according to BEEG [“Bundeselterngeld- und Elternzeitgesetz”: German Parental Benefits and Parental Leave Act].

§ 16

Fraud, infringement of regulations

- (1) If the student tries to influence the result of an exam by means of fraud or using unauthorised aids, the exam will be graded “deficient” (5.0). The same applies to exams by students who provide their exam results to others during the exam procedure without this being expressly provided for.
- (2) If a student resorts to fraud or uses unauthorised aids as defined in (1) above during and after the issuing of exam tasks, the student is not excluded from continuing the exam. The supervisor in question prepares a note on the incident, which he/she presents to the chairperson of the exam committee without delay after the exam. The student is informed without delay of the complaint made against him/her. The decision of whether or not fraud was attempted is taken by the chairperson of the exam committee. The student must be given an opportunity to respond beforehand.
- (3) A student who interrupts the due implementation of an exam can be excluded from continuing the exam by the examiner or supervisor in question; in this case the exam in question is deemed to have been graded “deficient” (5.0). In serious cases, the exam committee can exclude the student from sitting further exams.
- (4) If a student has used fraud in an exam and if this fact does not become known until after the exam, the grade can be adjusted in accordance with (1) above and the bachelor’s exam can also be declared “deficient” (5.0) if necessary. The incorrect grade transcript must be retracted and a new one must be issued if necessary. If the bachelor’s exam was declared “deficient” (5.0) due to fraud, the bachelor’s degree certificate must also be retracted along with the incorrect grade transcript. A decision as outlined in sentence 1 above is no longer possible after a period of five years after the date of the grade transcript.
- (5) In the case of decisions as outlined in (1), (2) and (3) above, the student can demand a recheck by the exam committee. The application must be made without delay.

§ 17

Definitive failure of the bachelor’s exam

- (1) The bachelor’s exam has been definitively failed if
 - a) a module exam is not passed on time pursuant to § 9 (5), unless the student is not responsible for missing the deadline
 - b) a module exam was graded “deficient” (5.0) even on the last repeat or is deemed to have been graded “deficient” (5.0)
 - c) the bachelor’s thesis was graded “deficient” (5.0) even on the last repeat or is deemed to have been graded “deficient” (5.0).
- (2) If the bachelor’s exam has been definitively failed, the chairperson of the exam committee issues a notice listing all exams and the reasons for failure of the bachelor’s exam.

§ 18

Appeals proceedings, appeals committee

- (1) Appeals made against the exam procedure and decisions taken must be lodged with the chairperson of the exam committee within a month of the announcement. Reasons for the appeal must be provided in writing. If the chairperson of the exam committee does not redress the appeal or does not redress it in full, it must be passed on to the appeals committee.
- (2) The appeals committee will decide on appeals relating to exam matters for bachelor's study programmes at HSBA. It includes:
 1. a member of HSBA named by the President as a spokesperson
 2. an authorised examiner
 3. a student on a bachelor's study programme at HSBA, appointed by the students' association.

The member listed in 2. as well as his/her representative are appointed by the university council. The term of office of the members and representatives is two years, while the student member is appointed for a period of one year. Reappointment of a member is possible. If a member leaves the committee prematurely, a successor is elected for the remaining term of office. The members of the appeals committee cannot at the same time act as members or representatives on the exam committee responsible.

- (3) Based on the present individual case, the appeals committee will assess whether an orderly examination took place and if the assessment of the exam performance of the examiner is comprehensible, plausible and free of major errors of assessment. For this task, the appeals committee can obtain statements, hear witnesses, give documents a closer inspection, examine exam performances and take other appropriate measures.
- (4) The appeals committee does not hold public meetings. It can involve third parties for individual meetings. The meeting has a quorum when at least two members are present. In the event of a tied vote, the spokesperson casts the deciding vote. The resolutions of the appeals committee must be recorded in writing.
- (5) The members of the appeals committee and their representatives are bound by professional discretion. The spokesperson must oblige them to maintain confidentiality.
- (6) Negative decisions by the appeals committee must be explained in writing to the students without delay, stating the legal basis. The notice must contain instructions on the right of appeal.

§ 19

Grade transcript, diploma supplement, degree certificate

- (1) A grade transcript should be issued for the completed bachelor's exam within eight weeks of passing the last exam if possible. The grade transcript contains information on the modules completed including the grades obtained, the ECTS grades and credits earned, the topic and grade of the bachelor's thesis, the overall grade including the ECTS grade and the total credits earned. The grade transcript must be signed by the chairperson of the exam committee and stamped with the HSBA seal. The grade transcript has the date on which the exam committee determined that the bachelor's exam had been passed.
- (2) The student also receives the diploma supplement, which contains details of all information on the study programme.
- (3) The student receives a degree certificate with the date of the grade transcript. The degree certificate announces that the bachelor's degree has been awarded. The

certificate is signed by the President of HSBA and the chairperson of the exam committee and is stamped with the HSBA seal. The date on the certificate is the date on which it is presented.

§ 20 Viewing the exam files

- (1) All exam documents, written exams, bachelor's theses, records of oral exams and records of the exam committee meetings must be retained for a five-year period.
- (2) Regular dates for inspection are provided during the course in order to inspect exam results. These data are announced to students at the beginning of the academic year.
- (3) After completing the course, students have the right to apply to inspect the written exam work, the related appraisals, the assessments and the exam records for a period of one year after the end of the exam procedure subject to six weeks' notice.

§ 21 Entry into force

These regulations enter into force on the day after approval by the Behörde für Wissenschaft und Forschung der Freien und Hansestadt Hamburg (Hamburg authorities for science and research). They apply for the first time to students commencing their studies in the academic year 2012/2013.

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