



# **BACHELOR'S AND MASTER'S STUDY PROGRAMMES**

VALID FROM 01.09.2019

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***SCALE OF FEES***

**REG**

#### Imprint

AMD Akademie Mode & Design GmbH,

Idstein

Faculty of Design, Hochschule Fresenius, University of Applied Sciences

This document is to be considered solely as a translation of the legally binding Scale of Fees Regulations in German. Scale of Fees Regulations for all Bachelor's and Master's Study Programs at the state-recognized, private Hochschule Fresenius valid for the Faculty of Design, as of 01.09.2019.

Pursuant to section 20, subsection 1 of the Hessian Higher Education Act (Hessisches Hochschulgesetz, HHG), version dated December 14, 2009,

(Law and Ordinance Gazette (GVBl) 1 2009), the Senate of the state-recognized, private Hochschule Fresenius lays down the following examination regulations in accordance with the resolution of the committee of the Faculty of Design.

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## **I. General provisions**

### **Section 1 Scope of application**

(1) These examination regulations are valid for all Bachelor's and Master's study programs in the Faculty of Design at Hochschule Fresenius and for accredited individual modules not assigned to any specific study program.

(2) All examination regulations consist of a general section and the special section for the relevant study programs. The special sections specific to individual study programs detail and supplement the provisions of the general section. Guidelines can provide further details on the general and special sections. Therefore, the provisions of the general section are to be taken into account for all provisions in the special sections and any guidelines. The examination regulations apply to all study programs offered by the Faculty of Design at the relevant campus.

(3) All mentions of the Hessian Higher Education Act (Hessisches Hochschulgesetz, HHG) refer to the currently applicable version.

### **Section 2 Aim and objective of the Bachelor's study program, Bachelor's degree**

(1) The Bachelor's program is a basic academic program leading to a first academic degree that serves as a professional qualification.

(2) Learning and teaching on the program help students to develop their academic and critical thinking skills with interdisciplinary application. They prepare the students for professional roles and teach the relevant specialist knowledge and methods. They enable the students to perform academic and (in relevant study programs) artistic work and encourage responsible actions in a free, democratic, and social constitutional state.

(3) The Bachelor's program aims to provide students with a basic academic understanding, in particular the applied content of the subject. Students should complete the program with a critical understanding of the most important theories, principles, and methods of their study program and be able to deepen their knowledge independently. The teaching of academic, methodological, and social skills enables students to apply their knowledge and understanding to their chosen professions and to develop solutions and arguments in their chosen field. In addition, they shall be able to gather, analyze, and interpret relevant information, particularly in their study program, and to use this to derive well-founded academic analyses that take into account social and ethical insights.

(4) The objectives of the individual Bachelor's study programs are specified in the special sections of the examination regulations.

(5) Once all modules have been successfully completed, Hochschule Fresenius awards the academic title of Bachelor of Arts (B.A.).

### **Section 3 Objectives of the consecutive and vocational Master's programs, Master's degree**

(1) The Master's program helps students to develop their theoretical knowledge and analytical skills, teaching them to conduct academic work using appropriate methodology, and enabling graduates to adapt to new requirements in working life with an open mind and with creativity.

(2) A distinction is made between consecutive and vocational Master's study programs. A consecutive Master's program builds on a specific Bachelor's program. It may continue and consolidate the subject of the Bachelor's program or extend it in an interdisciplinary manner, provided that there is still a connection to the original subject.

Vocational study programs generally require no less than one year of skilled practical work experience after completion of a first degree. The content of the vocational study program aims to take the student's professional experience into account and to build on it.

(3) The objectives of the individual Master's study programs are specified in the special sections of the examination regulations.

(4) Once all modules have been successfully completed, Hochschule Fresenius awards the academic title of Master of Arts (M.A.). The title of Master of Business Administration (MBA) may also be awarded for vocational Master's study programs.

#### **Section 4 Access, admission, and enrollment**

(1) Admission to a basic study program (Bachelor's) requires that applicants submit documentation confirming the necessary qualifications (university entrance qualification). They must further not be prevented from enrolling by the regulations of section 57 of the Hessian Higher Education Act (Hessisches Hochschulgesetz, HHG).

(2) Qualification for a study program leading to a first academic degree that serves as a professional qualification is proven as follows in accordance with section 54:

1. general university entrance qualification,
2. subject-linked university entrance qualification,
3. advanced technical certificate,
4. a master craftsman's qualification or equivalent qualification (advanced training with a professional qualification) in accordance with the stipulations of section 54, subsection 6 of the HHG, or
5. other regulated admission options in accordance with the stipulations of section 54, subsection 6 of the HHG. The qualifications stipulated in items 1 and 4 entitle the holder to study any discipline. With the qualification specified in item 2, the holder may study the relevant discipline at any university. With the qualification stipulated in item 3, the holder may study at a university of applied science.

Other educational qualifications entitle the holder to begin a study program if they are equivalent. For German qualifications, the Ministry of Education and Cultural Affairs decides whether this is the case. For other qualifications, the decisions are made by the Hessian State Ministry for Higher Education, Research and the Arts.

(3) To be admitted to a Master's study program, an applicant must present documentation of professional qualification via an initial university degree. As a rule, vocational Master's study programs also require qualified practical, professional experience of at least one year. Admission may be granted on the condition that up to 60 further ECTS credit points will be acquired.

(4) Applicants may also be admitted to a vocational Master's study program who have completed vocational training or who have several years of professional experience in accordance with section 16, subsection 2 of the HHG. Vocational training and experience must be relevant to the program the candidate wishes to attend.

The applicant must take an aptitude test and demonstrate a level of knowledge equivalent to an initial university degree relevant for the program she/he wishes to attend. Section 54 of the HHG remains unaffected.

(5) Enrollment may be denied if the candidate lacks the university entrance qualification required or, in

particular,

1. fails to provide proof of payment for amounts, fees, or charges due,
2. has left another higher education institution due to the revocation or withdrawal of enrollment,
3. fails to provide documentation of professional experience or specific knowledge and skills required at the start of the study program in accordance with section 54, subsection 4 of the HHG,
4. has not completed course work or assessments required for the continuation of studies,
5. lacks adequate language skills.

(6) Enrollment is to be withdrawn with effect from the point of acceptance if

6. prompted due to willful deceit, threatening behavior, or bribery,
7. grounds for refusal in accordance with section 57, subsection 1 of the HHG subsequently transpire.

(7) The admissions requirements for the various study programs are regulated in the admissions regulations of the Faculty of Design.

#### **Section 5 Transfer and accreditation of competencies, placement test**

(1) On request, Hochschule Fresenius will examine whether graded and/or ungraded examinations taken on other study programs at Hochschule Fresenius or at other domestic or foreign higher education institutions can be credited provided that Hochschule Fresenius is unable to prove (establish and justify) any significant difference. Should it be deemed that significant differences exist, the request for accreditation will be rejected. This decision must be justified to the applicant in writing outlining the reasons. An indication of those graded and/or ungraded examinations taken that have been credited will be included in the semester transcript.

(2) On request, Hochschule Fresenius will examine whether and to what extent competencies acquired outside the higher education environment can be credited. Here, the content and level will be compared to establish whether and to what extent the qualification is equivalent to segments of the study program. The total credit points that can be awarded must not be more than half of the total credit points to be acquired within the program.

(3) Assessments taken/competencies acquired by the student at other higher education institutions or institutions outside the higher education environment before starting the study program at Hochschule Fresenius must be submitted for recognition/accreditation within the student's first semester at Hochschule Fresenius via the appropriate application process.

(4) Recognition/accreditation generally takes place at module level.

(5) The initial, legally binding admission to an assessment excludes the student from later applications for the recognition/accreditation of corresponding assessments previously taken at other institutions. This also applies if the student subsequently withdraws from the assessment with legal effect.

(6) Assessments to be recognized/accredited must have been passed with a grade of at least "Pass".

(7) The decision to transfer/credit is made on the basis of appropriate information about the

qualifications that the student wishes to have recognized/accredited. The student must submit the documents and corresponding documentation required for this purpose. The decision is generally to be made in writing within one month of the student submitting the request and providing all necessary information and supporting documentation.

(8) Applicants with a university entrance qualification in accordance with section 54 of the HHG who have gained the special skills and knowledge that are required for completing the study program successfully, but have done so in a way other than via university studies, may apply to be admitted to join a higher semester. The placement is made in accordance with section 23 of the HHG on the basis of a placement test.

(9) Further specifications are outlined in the admissions regulations.

### **Section 6 Program duration and structure, module systems**

(1) The duration of study in which the Bachelor's study program can be completed (regular duration of study) is – including practical professional activities where applicable – six to eight semesters for full-time students, and seven to ten semesters for part-time students.

(2) The duration of study in which the Master's study program can be completed (regular duration of study) is two to four semesters for full-time students and three to six semesters for part-time students.

(3) In consecutive programs, the regular total duration of study (Bachelor's and Master's programs) is ten semesters for full-time students. Shorter regular durations of study are possible on the basis of special organizational measures regarding degree programs, for example due to the accreditation of competencies acquired outside the higher education environment, and are regulated in the special sections of the examination regulations.

(4) The program is taught in modules. The individual modules listed in the course schedule and described in more detail in the module handbook consist of study units with a specific content, topic, and duration that can be made up of various seminars and are tailored to the qualifications required for the profession in question. These encompass specialist knowledge as well as application-related, methodological, and key skills. Modules can consist of various methods of teaching and learning and can be taken for one or (in exceptional cases) more semesters.

(5) Depending on the program in question, 180 to 240 credit points are required to successfully complete a Bachelor's program distributed correspondingly over the six to eight semesters of the regular duration of study for full-time programs. This is a quantitative measure to control the students' overall workload. They encompass both lecture times (attendance) and time to prepare for and follow up on lectures and teaching materials (self-study) as well as assessments and their preparation, including the final Bachelor's assessment. The workload for an academic year is 1,500 to 1,800 hours. The entire study program requires a total of 4,500 to 5,400 hours or 6,000 to 7,200. Credit points are awarded once a student has passed a module with a grade of at least "Pass" (4.0) or "passed" ("bestanden") in accordance with the module handbooks.

(6) A total of 300 credit points are required to successfully complete the Master's study program, taking into account the credit points gained in the first academic degree that serves as a professional qualification in the case of consecutive programs. Deviations from this requirement are possible in individual cases for vocational Master's study programs or if the student has relevant qualifications. This also applies when 300 credit points have not been gained after completion of the Master's study

program. In addition, the number of credit points to be acquired in Master's programs depends on the different regular durations of study that are possible under the provisions of the Framework Act for Higher Education. Full-time students are generally awarded 30 credit points per semester.

(7) One credit point is associated with a workload of between 25 and a maximum of 30 hours. Further specifications are outlined in the special sections of the examination regulations.

### **Section 7 Re-registration, semester leave**

(1) Students generally register for the following semester four weeks before the end of lectures in the present semester ("re-registration") (February 28/29 or August 31).

(2) Students are permitted to take leave upon request for important reasons. Requests must be made six weeks before the end of the semester preceding the semester in which leave is to be taken. The provisions of the applicable version of the Hessen Immatriculation Act (Hessischen Immatrikulationsverordnung, HIMmaVO) also apply.

## **II. Assessment**

### **Section 8 Examining board**

(1) The Faculty of Design nominates at least one examining board. The examining board is responsible for all tasks assigned to it according to these examination regulations and for all other assessment-related tasks not assigned to another party.

(2) Further specifications are outlined in the examining board rules of procedure.

### **Section 9 Examinations office**

(1) The local examinations office at the relevant campus is responsible, in collaboration with the examining board under the guidance of the head of the examinations office, for organizing, coordinating, and conducting assessments, including the issuing of semester transcripts, academic transcripts, degree certificates, and diploma supplements.

(2) The examinations office sets the dates for assessments. It announces these dates at the latest two weeks before the start of the relevant assessment.

### **Section 10 Examiners and second examiners**

(1) The examining board appoints examiners and second examiners. Examiners and second examiners are to be appointed from the teaching staff at Hochschule Fresenius and from the associate lecturers teaching on the study program. Examiners who leave the teaching staff may be appointed as examiners for two years following their departure. If they are no longer to be appointed, the examining board will choose a substitute examiner.

(2) Professors and those academic and artist staff members authorized to teach independently, associate lecturers, and persons experienced in professional practice and training commissioned by the Dean are permitted to serve as examiners and second examiners for university examinations.

Examiners must hold at least the same qualification as that offered by the assessment or an equivalent qualification.

(3) The Dean may permit members of the teaching staff at other higher education institutions to be recruited as examiners or second examiners.

(4) Examiners and second examiners are sworn to secrecy.

### **Section 11 Assessments**

(1) A module usually concludes with an assessment. In this case, an “assessment” is legally valid proof that the qualification goal of the module has been achieved. This includes coursework and other forms of proof such as completion of an internship, work samples, spring and fall academies, etc. In exceptional, justified cases, modules may be completed through multiple assessments (partial assessments).

(2) Assessments are completed during the study program. They are generally offered in the same semester that the module is completed. Assessments take the forms stipulated in section 13 in particular. The module descriptions in the module handbook regulate the format, duration, and scope of the assessments, as well as the weighting factors for the individual assessments used to determine the module grade and the requirements for awarding credit points. A module is passed and credit points are awarded if all requirements specified in the module handbook have been demonstrably achieved.

(3) If a module consists of several partial assessments (e.g. a semester paper and presentation), the student will not pass the module as a whole until all partial assessments for this module have been completed successfully. If a student fails a partial assessment, they will fail the module as a whole. Partial assessments passed within a module for which not all assessments have been completed cannot be carried over.

### **Section 12 Ungraded assessments (Leistungsnachweise). *Applies only to study programs accredited before January 1, 2019.***

(1) An ungraded assessment is an ungraded confirmation of a student’s successful participation in a seminar that does not conclude with an assessment or partial assessment. It documents competencies acquired and/or learning outcomes achieved during seminars and independent study.

(2) Required ungraded assessments must be specified by the teaching staff at the start of the semester. Their format and scope must be suitable for the achievement of the learning outcomes. The scope of ungraded assessments must be significantly smaller than for assessments.

(3) The following ungraded assessment formats are used:

1. Reading
2. Written or oral composition
3. (Digital) portfolio of artistic work
4. Work sample
5. Short presentation
6. Written acknowledgements (documentation of internship, learning agreement and such like)
7. Participation

(4) Ungraded assessments are not graded but are required for ECTS points to be awarded. Further specifications may be found in the special sections of the examination regulations and in the module descriptions for the relevant study program.

(5) Sections 15,16,17,19, 20, and 27 apply to these ungraded assessments as appropriate.

### **Section 13 Forms of assessment**

(1) The following forms of assessment in particular may be considered: written exam, academic thesis, portfolio, semester paper, project work, presentation, internship, final thesis, colloquium/thesis defense, and exhibition/documentation.

(2) Written exams aim to prove that a candidate is able to employ the methods common to a subject area to tackle a question in a limited time, without or with defined resources, and under supervision and thus to prove their analytical and methodological problem-solving skills. Assessments last for a minimum of 60 minutes and a maximum of 240 minutes. The durations of individual written exams are specified in the module descriptions in the module handbook.

(3) In coursework, for example semester papers (minimum 2 weeks, maximum 12 weeks; minimum five pages, maximum twenty pages), students independently tackle predefined topics, problems, or exercises. This work is produced using the methods common to the subject area and in a written format that meets academic requirements.

Coursework includes, in particular, researching information, structuring content, producing an outline, and compiling a manuscript in the usual academic format.

(4) A portfolio is a written report on selected pieces of a student's own work based on predefined criteria that aims to show the progress the student has made and their level of achievement. The student must explain why they have chosen these specific pieces of work, how the work relates to their progress, and their significance in achieving the qualification goals. The learning portfolio should show that the student has taken responsibility for the learning process and that the qualification goals documented in the module description have been achieved. Depending on the module description, components of successful independent study checks may include, in particular, work with a practical application, websites, blogs, bibliographies, protocols, analyses, thesis papers, and visual renderings of a subject or question.

(5) Project work involves on developing a specific topic and includes, for example, generating an idea/concept, research, mood boards, drawings/photographs, and color/material concepts.

(6) In an oral presentation, a student introduces and visualizes an academic, theoretical topic in accordance with presentation technique rules and using visualization materials. It also includes an explanation of how a draft of their artistic/design work was developed (presentation lasts a minimum of 15 minutes and a maximum of 45 minutes).

(7) Internships create a link between higher education and professional practice. Students should have the opportunity to learn about their chosen field and gain professional experience by participating in specific work processes. Working in a professional field should enable them to apply the theoretical and empirical skills acquired during their studies to practical situations, to identify areas in which their knowledge is lacking, and to gain inspiration for their further studies.

Further specifications are outlined in the examination regulations of the Faculty of Design.

(8) The final thesis aims to show that the candidate is able to independently tackle a problem within a given time frame and to present the results in the appropriate format.

(9) The colloquium/thesis defense aims to show that the candidate is able to present their research project (in particular) in a clear and transparent manner and to engage in academic discussions.

(10) In design-related study programs, the exhibition/documentation forms part of the Bachelor's thesis. The exhibition/documentation takes the form of either a public exhibition/presentation or the visual documentation of all Bachelor's theses by a study group in a print or digital medium.

(11) With the exception of written exams, group work is permitted in assessments. It must be possible to clearly define and assess each student's individual performance on the basis of specified sections, page numbers, or other objective criteria.

(12) Further specifications are outlined in the special sections of the examination regulations.

#### **Section 14 Formal assessment procedure**

(1) The examining board in collaboration with the head of the examinations office defines the time period for assessments.

(2) The application to submit a final thesis must be sent to the examinations office. The examinations office announces the registration and submission deadlines for the final thesis. Applications can only be approved if the applicant

1. is enrolled for the relevant semester in accordance with the special sections and
2. is not involved in a corresponding or comparable assessment procedure at another higher education institution and has not passed a corresponding or comparable final assessment procedure.

(3) The examinations office decides whether to approve applications to submit a final thesis. Applications will be rejected if the formal admissions requirements are not fulfilled.

(4) If deadlines are missed, any possible rights are relinquished unless the student is able to prove that she/he is not responsible for non-compliance with the deadline.

(5) Further specifications are outlined in the special sections of the examination regulations.

#### **Section 15 Failure, withdrawal, deception**

(1) An assessment is deemed to have been culpably failed and is not passed if the candidate

1. does not attend the assessment on the date, withdraws during or after completing the assessment, or does not fulfill the assessment requirements within the specified time,
2. disrupts the proper course of the assessment and is therefore excluded from the continuation of the assessment by the examiner/supervisor, or
3. attempts to influence the result of the assessment for their own benefit or that of a third party by means of deception or the use of unauthorized resources.

Attempted deception is also defined as the possession of unauthorized resources during the assessment. Severe or repeated incidents of deception may result in exmatriculation in accordance with subsection 1, no. 2). This decision will be made by the examining board.

(2) In the case of subsection (1) no. 1.) and no. 2.), the assessment will not be recorded as attempted if

1. the reasons lie beyond the control of the candidate and

2. the candidate, unbidden and without delay, provides valid and credible written notice of possible and reasonable knowledge of this important reason – or, in case of delay, the reason for delay – and declares their withdrawal from the assessment.

(3) In the case of illness, a medical certificate is to be presented without request; in the case of delay due to illness, this must also confirm the reason for the delay. The burden of proof lies with the candidate. A certificate of incapacity is not suitable as evidence.

### **Section 16 Special arrangements in cases of certain disadvantages**

(1) If the candidate provides credible documentation that, due to a disability or serious illness, she/he is unable to complete the assessment in its intended form (either in full or in part) or within the assessment periods stipulated in these examination regulations, the examining board may – upon written request by the candidate – extend the time allowed for the assessment or the deadline by which the assessment is to be completed, or permit the completion of equivalent assessments in a suitable format. The time allowed for the assessment may be extended by up to half.

(2) The same applies to students responsible for the care and supervision of a sick child or a close relative in need of care.

(3) Corresponding documentation may be requested to confirm validity of the case, in particular recent medical certificates or confirmation of a disability where applicable.

(4) This applies to pregnant students as appropriate. Section 17 remains unaffected.

### **Section 17 Maternity leave, parental leave**

(1) The maternity protection periods stipulated by the applicable version of the Maternity Protection Law (Mutterschutzgesetz) also apply to students. Hochschule Fresenius must be notified of the pregnancy in the form of a recent medical certificate stating the estimated due date. In accordance with the protection periods, students may not participate in assessments in the last six weeks before the birth and, as a rule, until eight weeks after the birth – unless the student expressly declares themselves ready to complete the assessment. This declaration must be submitted in writing to the examinations office and can be withdrawn with future effect up to the start of the assessment. Students may not retrospectively invoke the maternity protection periods after the assessment has started.

(2) The maternity protection periods interrupt the assessment periods stipulated in these examination regulations. The maternity period is not included in the assessment period. In individual cases, the examining board shall decide.

(3) On request, parental leave periods shall also be taken into account in accordance with the applicable law on parental benefits and parental leave (Bundeselterngeld- und Elternzeitgesetz). Applications must be submitted to the examinations office together with the birth certificate at the latest seven weeks before the student wishes to begin parental leave. The time allowed for semester papers and final theses cannot be interrupted due to parental leave. The work will be deemed not submitted. Once the parental leave comes to an end, a new topic must be requested by the next official deadline.

(4) Sections 14, 15, and 20 remain unaffected.

### **Section 18 Grading of assessments, determination of overall grade**

Assessments should be graded within six weeks.

(1) The following grading scale is to be applied to graded assessments:

Grade	Percentage points	Designation	Explanation
1.0	95 – 100	Very good	An outstanding achievement
1.3	90 – <95		
1.7	85 – <90	Good	An achievement that significantly exceeds the average requirements
2.0	80 – <85		
2.3	75 – <80		
2.7	70 – <75		
3.0	65 – <70	Satisfactory	An achievement that meets the average requirements
3.3	60 – <65		
3.7	55 – <60		
4.0	50 – <55	Pass	An achievement that satisfies requirements despite its deficiencies
5.0	<50		
		Fail	An achievement that does not fulfill requirements due to significant deficiencies

(2) A minimum grade of “Pass” (4.0) is required to pass a graded assessment. An ungraded assessment is passed if all the requirements specified in the module description have been fulfilled.

(3) If only one assessment is required to complete the module, the grade for the assessment also applies to the module. If the module consists of several assessments, the individual grades awarded are used to form the module grade. The module grade is calculated from the weighted average of the individual grades. The weighting of the individual assessments is specified in the module handbook. Only the first decimal place is taken into account when calculating the module grade; all further decimal places will be ignored without rounding.

(4) If the module grade calculated deviates from the grade scale, the following rounding procedure will be applied:

Up to 1.1	1.0
From 1.2 to 1.5	1.3
From 1.6 to 1.8	1.7
From 1.9 to 2.1	2.0
From 2.2 to 2.5	2.3
From 2.6 to 2.8	2.7
From 2.9 to 3.1	3.0
From 3.2 to 3.5	3.3
From 3.6 to 3.8	3.7
From 3.9 to 4.0	4.0
From 4.1	5.0

(5) The overall grade for the study program will be determined based on the grades for the module assessments and the final assessment. The weighting of the overall grade is based on the specifications in the special sections of the examination regulations. Credit points are used to weight and count assessments in accordance with the European Credit Transfer and Accumulation System (ECTS).

In accordance with these examination regulations, one assessment point equates to one ECTS credit point.

(6) Only the first decimal place is taken into account when calculating the overall grade; all further decimal places will be ignored without rounding. The overall grade is determined as follows:

Up to and including 1.5	Very good
1.6 to 2.5	Good
2.6 to 3.5	Satisfactory
3.6 to 4.0	Pass
Over 4.0	Fail

### **Section 19 Inspection of assessment documents, appeals procedure, reporting of disruptions**

(1) A candidate is permitted to inspect an evaluated assessment within six weeks. The examiner shall provide access to the evaluated assessment. She/he shall provide the candidate with access to the assessment, including any reports, corrections by the examiner, or protocols for oral assessments. The candidate may appoint a representative to inspect the documents; in this case, relevant authorization is to be produced. If a candidate is unable to attend the inspection appointment, she/he shall have no further entitlement to view the documents.

(2) A candidate may appeal against the result of an assessment. This must be submitted to the examinations office in writing and with justification within one month of inspecting the evaluation of the assessment.

(3) The examining board will decide whether the grounds for objection are valid.

(4) Once the examining board has made its decision, the candidate has the right to a personal interview with the examining board. If the examining board does not uphold the complaint, it shall issue an explanation of the reasons for rejection, including instructions on rights of appeal, immediately after the hearing.

(5) Disruptions to the assessment procedure must be reported immediately to the examiner/supervisor and/or the examinations office.

### **Section 20 Repeating assessments**

(1) Failed assessments can be repeated twice. Section 24 remains unaffected.

(2) The examining board may decide to permit alternative types of assessment in the case of repeated examinations.

(3) Assessments that cannot be repeated are to be evaluated by two examiners.

(4) If an assessment is graded as "Fail" (5.0) and may not be repeated, the assessment is deemed to have been failed, the right to assessment shall be lost, and the exmatriculation of the student shall be initiated by the head of the examinations office.

(5) Assessments to be repeated must be completed within one year of the awarding of the grade. If this time limit is exceeded, the exmatriculation of the student can be initiated. The decision shall be made by the examining board.

(6) Assessments that have been passed may not be repeated.

### **III. Final assessment**

#### **Section 21 Final thesis**

(1) The final thesis aims to show that the student is able to independently tackle a problem from her/his study program using academic methods and to present the results in the appropriate format. This involves at least one written assessment.

(2) The final thesis can also be produced in a foreign language upon agreement between the examiner and the candidate. The special sections of the examination regulations stipulate the format, scope, and duration of the final thesis in particular.

(3) The final thesis may also be produced as a piece of group work in accordance with section 13, subsection 11.

(4) Issuing of a topic for and supervision of the final thesis is the responsibility of a qualified person in accordance with section 10 (first examiner) as well as a further person equally qualified to examine in accordance with section 10 or an eligible representative from the professional field with suitable academic qualifications (second examiner). The examining board is responsible for appointing the first and second examiners. There is no legal entitlement to the appointment of an examiner proposed by the student.

(5) The time spent on the thesis (from issuance of the topic to submission of the final thesis) is regulated in the special sections of the examination regulations. The topic, task, and scope of the final thesis must be designed in such a way that the thesis can be completed within the period stipulated. The topic may be rejected only once and only within the first four weeks of the thesis period; in this case, the final thesis is deemed not issued and a new topic is to be issued.

(6) In the event of illness, the thesis period can be extended by the duration of the illness (up to a maximum of four weeks) provided that the student is prevented from working on the thesis by said illness. In this case, a medical certificate is to be submitted to the examinations office (certificate of incapacity excluded). An official medical certificate from a health authority may be requested. If the student remains unable to complete the final thesis within the extended period due to illness – with documentation provided – the topic is deemed not issued. A new topic for the final thesis can be requested during the next application period.

(7) The final thesis must be submitted to the examinations office. This submission is to be documented.

(8) The thesis must be submitted by the deadline during official opening hours (in person or by an authorized representative) or by post with proof of posting at the post office by 23:59 on the day of submission.

(9) The final thesis must contain the student's affidavit that she/he has completed the thesis independently and without unauthorized outside help or the use of resources other than those specified and that all sections of text taken verbatim or paraphrased from published or unpublished works are identified as such. It must also contain a declaration from the student that this thesis, or extracts thereof, has not been submitted in the same or similar form as part of another assessment.

(10) If the requirements stipulated in subsections 8 and 9 are not met, the final thesis will be deemed to have attained the grade of "Fail (5.0)".

(11) Further specifications are outlined in the special sections of the examination regulations.

### **Section 22 Grading of the final thesis**

The final thesis is to be assessed and graded by two examiners. The first examiner shall be the person who set the topic. The first and second examiners must provide written explanations of the grades awarded. The overall grade calculated for the final thesis will consist of the evaluation by the first examiner (two parts of the grade) and the evaluation by the second examiner (one part), provided the difference between the grades is no more than "1.7". If the difference between the grades is more than "1.7" or if one examiner awards the grade "Fail" (5.0) and the other awards a grade of "Pass" (4.0) or higher, the chair of the examining board will appoint a third examiner to evaluate the final thesis. In this case, the head of the examinations office will calculate the grade for the final thesis from the arithmetical average of the individual grades. However, the final thesis may only be awarded a grade of "Pass" (4.0) or higher if at least two of the three grades awarded for the written final thesis are "Pass" (4.0) or higher.

### **Section 23 Colloquium/thesis defense, exhibition/documentation**

(1) The colloquium/thesis defense and exhibition/documentation (where applicable) take place once the final thesis has been passed successfully. In turn, the exhibition/documentation may only take place once the colloquium/thesis defense has been passed successfully.

The relevant special sections of the examination regulations define how the colloquium/thesis defense and exhibition (where applicable) are to be organized and conducted.

(2) Section 15 applies accordingly.

### **Section 24 Repeating the final thesis, thesis defense/colloquium, and exhibition/documentation**

(1) If the final thesis is or has been awarded the grade of "Fail" (5.0), one repeat attempt is permitted; a second repeat attempt is not permitted. In this case, a new topic must be issued. The topic issued when repeating the final thesis may only be rejected if this option was not exercised during the first final thesis.

(2) If the final thesis is or has again been awarded the grade of "Fail" (5.0) and may not be repeated, the final assessment is deemed to have been failed and the exmatriculation of the student will be initiated by the head of the examinations office.

(3) Subsection 2 applies to the thesis defense/colloquium and exhibition/documentation as appropriate.

(4) Students are not permitted to repeat final theses, thesis defenses/colloquiums, or exhibitions/documentations they have passed.

#### **IV. Academic transcript, certificate, diploma supplement**

##### **Section 25 Academic transcript, certificate**

(1) After successfully completing all assessments, the graduate will receive an academic transcript.

(2) The academic transcript contains:

1. the grades for the module assessments
2. the topic and grade for the final thesis
3. the topic and grade for the thesis defense/colloquium
4. the grade for the exhibition/documentation where applicable
5. the overall grade for the study program

(3) A certificate is issued with the academic transcript.

(4) The certificate is signed by the President and the Dean or Vice Dean of the respective faculty and bears the seal of Hochschule Fresenius. The academic transcript is signed by the program director and the head of the examinations office and bears the seal of Hochschule Fresenius. The President may appoint deputies.

##### **Section 26 Diploma supplement**

(1) In addition to the certificate and academic transcript, the graduate will receive a diploma supplement that corresponds to the "Diploma Supplement Model" of the European Union/Europarat/UNESCO in the English language. The diploma supplement describes the study program completed, as well as the subject area and the faculty. As a representation of the national education system (diploma supplement – section 8), the relevant version of the text in the English language agreed by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (Kultusministerkonferenz) and the German Rectors' Conference (Hochschulrektorenkonferenz) will be used.

(2) The diploma supplement also contains a statistical table listing the actual percentage of students per overall grade in the study program, resulting in a relative grade for the graduate based on their overall grade ranking within the reference group.

National grade	Total number of students within the reference group	Percentage of the overall total
Up to and including 1.5		
1.6 to 2.5		
2.6 to 3.5		
3.6 to 4.0		

(3) Depending on the size of the graduation class, the reference group generally includes at least the two previous cohorts in addition to the current graduation class.

## **Section 27 Invalidity of assessments**

(1) Should it transpire that the candidate has engaged in deception while completing an assessment, and should this only become apparent after the academic transcript has been issued, the evaluation may be adjusted accordingly and the assessment declared to have been failed.

(2) If the requirements for participation in an assessment were not fulfilled, but with no deceit on the part of the candidate, and this does not become apparent until after the academic transcript has been issued, the situation may be rectified by the candidate passing the assessment. If the candidate has deliberately and wrongfully obtained permission to complete the assessment, the assessment may be declared as failed in whole or in part.

(3) The examining board shall make a decision in accordance with subsections (1) and (2). Before a decision is made, the candidate shall be given a fair hearing before the examining board. The candidate must be informed of the decision in writing with the reasons explained.

(4) The incorrect academic transcript shall be confiscated and a new one issued where applicable. If the final assessment has been declared to have been failed on the grounds of deception, the certificate and diploma supplement are to be confiscated along with the incorrect academic transcript.

## **V. Final provisions**

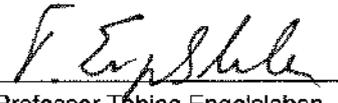
### **Section 28 Program organization**

The faculty organizes the entire study program in such a way that the program can be completed within the regular duration of study. The faculty employs various means, including a program-specific student advice center and measures to evaluate and safeguard the quality of teaching, to ensure that students receive appropriate support when organizing their studies. The faculty ensures that study programs run reliably.

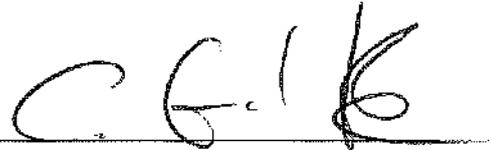
**Section 29 Entry into force of the examination regulations general section**

(1) This general section of the examination regulations enters into force with the resolution of the Senate on the date of approval by the President of Hochschule Fresenius. It replaces the examination regulations general section dated August 14, 2016.

(2) The regulations on ungraded assessments in section 12 apply only to students on study programs accredited or reaccredited before January 1, 2019.



Professor Tobias Engelseben  
President, Hochschule Fresenius



Professor Claudia Ebert-Hesse  
Dean, Faculty of Design