

General Portion of the Master Examination Regulations¹
of the Bremen University of Applied Sciences

from 26 January 2004

The Senator for Education and Science approved the following version of the General Portion of the Master Examination Regulations of the Bremen University of Applied Sciences on 24 May, 2004 in accordance with the version of § 110, Par. 1, No. 5 of the Bremen Universities Act (BremHG) published in the Bulletin on 11 July, 2003 (Bremen Laws Bulletin (Brem. GBl) p.295), last modified by law on 23 March, 2004 (Bremen Laws Bulletin (Brem. GBl. 182).

List of contents

- § 1 Area of application**
 - § 2 Normal period of study, course of study structure and overview**
 - § 3 Purpose of examinations**
 - § 4 Professional practice periods, practical semesters of study and integrated study-abroad**
 - § 5 Examination organisation and deadlines**
 - § 6 Assignments**
 - § 7 Types of examination**
 - § 8 Evaluation of examinations/assignments and grade calculation**
 - § 9 Participation in module examinations**
 - § 10 Passing and Repeating Examinations**
 - § 11 Repeatable examination**
 - § 12 Failure to Appear for an examination, Withdrawal, Deceit, Infringement of Regulations**
 - § 13 Recognition of assignments and examinations**
 - § 14 Examination board**
 - § 15 Examiners**
 - § 16 Official decisions, legal remedy, access to records**
 - § 17 General Procedural regulations, rights and duties of participants**
 - § 18 Admission to the Master Thesis**
 - § 19 Master Thesis**
 - § 20 Colloquium**
 - § 21 Passing the Master examination, Master diploma**
 - § 22 Master degree**
 - § 23 Applicability**
- Enclosures**

Enclosures 1a, b: Example of documents

Appendix 2 General guidelines for the structure of the practical semester of study and integrated study-abroad period

§1 Area of application

¹ Reading version with modifications (latest modifications by means of the regulation dated 29 April 2008) without guarantee, the versions of the Regulation and the Modified Regulations of Bremen Bulletin (2004, p. 469, 2005 p. 731, 2008 p. 307) are binding

The General Section of the Master Examination Regulations of the Bremen University of Applied Sciences applies to all Master degree courses at the University. Different regulations may apply to inter-university Master degree courses, should the agreements between the universities so provide. The examination regulations specific to a course of study determine the structure and content of the degree course.

§ 2 Normal Period of Study, Course of Study Structure and overview

(1) The normal period of study is at least two and generally at the most four semesters. It comprises the theoretical semester of study including the examinations and Master thesis as well as the practical semester of study or periods of professional practice, participation in a project and/or period of study abroad, if applicable.

(2) The course of study is organised into modules. A module is characterised by the concentration of topic areas in a thematically and chronologically particular, defined unit, which is associated with credits and which provides the basis for an examination. It is composed of course offerings with different types of teaching and learning and is completed by means of a module examination.

(3) Assignment and examination results are calculated according to the European Credit Transfer System (ECTS). The course of study as a whole is generally, according to the normal period of study provided in Par. 1, at least 60 and not more than 120 credit points. The field-specific examination regulations establish the quantity of credit points that are to be acquired in each module. On average, 30 credit points should be earned over the course of a semester. Credit points are awarded once the examinations/assignments required by the module have been successfully completed.

(4) The course of study is to be structured so that the Master examination can be completed after the normal period of study.

§ 3 Purpose of Examinations

The Master examination is an advanced, professionally-qualifying degree granted after the course of study is completed. The examination is designed to establish whether the student is able to employ scientific methods and if the student has acquired the skills necessary for professional practice.

§ 4 Professional practice periods, practical semesters of study and integrated study-abroad

(1) A period of professional practice or a practical semester of study is an integrated educational component. It is regulated by the University, its content is established, support is provided and it is associated with course offerings; it is usually completed in a company or other institution of professional practice for a minimum period/breadth, which is established in the field-specific examination regulations. Preparatory and follow-up courses are offered together with the practical semester of study.

(2) An integrated period of study abroad is an educational component integrated into the course of study, composed of at least one theoretical and/or one practical semester of study abroad. The integrated period of study abroad is supported by preparatory and follow-up courses offered by the University. Field-specific examination regulations govern any further details.

(3) Examinations and assignments to be completed by the student engaged in a theoretical study-abroad semester are primarily governed by the provisions of the partner university abroad, which are however subject to the provisions of the field-specific examination regulations and/or the agreements concluded between the Bremen University of Applied Sciences and the partner universities. Regulations for calculation of credits in accordance with ECTS should be contained within the cooperation agreement if a partner university does not use ECTS.

(4) Successful participation in periods of professional practice, practical semesters of study or integrated study-abroad semester is established and certified by the President of the Examination Board.

(5) Details regarding the goals and execution of the practical semester of study and/or the integrated period of study abroad are regulated by the provisions of Appendix 2 and the field-specific examination regulations.

§ 5 Examination Organisation and deadlines

(1) The Master examination consists of module examinations, the Master thesis and a colloquium, if applicable, in which the Master thesis must be defended.

(2) The module examinations are completed during the course of study. The field-specific examination regulations determine the academic material and number of module examinations and establish the number of credit points to be acquired. These regulations establish the particular examinations/assignments that will compose the examination requirements of the individual module examinations in accordance with § 7, Par. 2.

(3) The field-specific examination requirements may make the successful completion of particular modules necessary in order to continue the course of study at an advanced level. They may also make the point at which the period of professional practice or study abroad dependent on the acquisition of a particular number of credit points.

(4) In establishing the examination deadlines, the Examination Board ensures that in particular cases, the applicability of parental leave as described in the German Federal Educational Funds Act is respected, as well as required prohibitions on activities in accordance with the Act for the Protection of Mothers.

§ 6 Assignments

(1) Assignments and examinations required during the course of study are individual assignments and examinations whose form is established in the course offerings, practical semesters or period of professional practice associated with any given module. They are

generally evaluated by means of a pass/fail system. In cases where a module grade is given, the grade is not included in the pass/fail designation for the module.

(2) The field-specific examination regulations determine the number and extent of required assignments and examinations as well as required modules.

§ 7 Types of Examination

(1) An assignment or examination may only be based on course of study content that has been established in the module description.

(2) Examinations and assignments are to take the form of

1. written work under supervision (proctored examinations),
2. oral examinations,
3. written presentations,
4. Assignments,
5. project works

or other similarly to be evaluated methods. The field-specific examination regulations determine the forms of examination for individual degree courses. Should the field-specific examination regulations admit multiple forms of examination, the examiner is to establish the form of examination at the beginning of classes for the semester. In particularly substantiated exceptional cases, the Examination Board may, with the approval of the examiner, allow different forms of examination for repeated examinations where undue hardship is to be prevented and the student has made a formal request to that effect; in these cases, the principles of equal treatment are to be taken into consideration.

Concerning 1.

Written work under supervision (proctored examination) requires that a set of problems or questions related to the content of the module in question be addressed, employing methods that are generally recognised in the field within a limited timeframe with defined aids, under supervision. Time allocated for the examination – which includes time for the distribution, explanation and submission – is to be at least 90 minutes but not more than 4 hours; acceptable aids are to be established and this communicated to students at the time at which the date of the examination is determined. The field-specific examination regulations may establish the time allocated for the examination within the above-mentioned timeframe for all examinations or for specific proctored examinations.

Concerning 2.

An oral examination requires that a set of questions related to the content of a module be addressed in colloquium form. The student being examined is to demonstrate that he/she recognises essential connections within the subject area being examined and is able to categorise particular lines of inquiry in terms of the essential connections. An oral examination may be conducted as a group examination with multiple students or as an individual examination. Students may be required to make a written contribution to an oral examination, within reasonable bounds, provided the oral character of the examination is maintained. The length of an examination for one student should be between 15 and 30 minutes. The essential object/content and results of the examination are to be set down in a

record of proceedings. The result is to be communicated to the student being examined [directly] following the examination.

Concerning 3.

A written presentation consists of:

- an independent and in-depth written handling of a problem drawn from course material, employing relevant literature, the presentation of the work and its results in an oral presentation, a discussion centring on the object of the presentation, and a written version.
- The deadline for the work will be indicated when the task is defined. The field-specific examination regulations may establish the time allowed for the examination.

Concerning 4.

An out-of-class assignment is a written handling of a topic drawn from the module content or a related, specific set of problems drawn from professional practice that employs relevant literature. The out-of-class assignment may be associated with an expert discussion centring on the written work. The field-specific examination regulations may establish the time allocated for completion. The deadline for the work will be indicated when the task is defined.

Concerning 5.

Work on projects is generally intended to demonstrate the ability to work in a team and particularly to develop, implement and present concepts. The student being examined is to demonstrate that he/she is able to define goals as well as develop interdisciplinary solutions and concepts. The contributions of the individual candidates must be clearly apparent and be able to be evaluated when work on a project is completed by a team. If applicable, more detailed requirements related to the project work and its length are provided by the field-specific examination regulations.

(3) Insofar as the field-specific examination regulations provide for the division of module examinations into partial examinations or assignments, the acceptable breadth and time allocated for completion and established in Par 2, Nos. 1 to 5 may be appropriately reduced.

(4) The field-specific examination regulations may allow the student being examined to suggest topics for examinations/assignments in accordance with Par. 2, Nos. 4 and 5.

(5) The field-specific examination regulations may allow for a group of students working together to complete examinations/assignments in accordance with Par. 2, Nos. 2 to 5; the contribution of individual group members must be clearly recognisable and subject to evaluation.

(6) In response to a formal request made by a disabled or chronically ill student being examined, the Examination Board may approve appropriate modifications to examination procedures; in particular, the Board may approve equivalent assignments/examinations that differ from what is established in the examination regulations.

(7) The module examination including the first repeated examination may be completed outside class hours during the semester period during which classes are held for modules held in concentrated form.

Written work under supervision may additionally be offered in successive parts, each reflecting the degree of academic progress made at a particular point during the semester; provision 1 applies accordingly. Parts of a divided examination as described above may not be repeated individually. Field-specific examination regulations govern any further details.

§ 8 Evaluation of examinations/assignments and grade calculation

(1) Examination grades will be established by the given examiners. The Master thesis and colloquium are to be graded by two examiners.

The evaluation procedure should not exceed four weeks. The evaluation result is to be explained to the student upon formal request, particularly evaluation criteria.

(2) The following grades are to be used for evaluation of examinations/assignments:

1 = very good = exceptional performance

2 = good = above-average performance with respect to requirements

3 = satisfactory = an average performance with respect to requirements

4 = sufficient = performance that, despite its shortcomings, fulfills the requirements

5 = insufficient = performance that, because of its significant shortcomings, does not fulfill the requirements.

More specific evaluation is permitted in increments of 0.1

(3) Should a module examination comprise multiple examinations/assignments, the grade is determined by the average (arithmetic mean) of the grades of the individual examinations/assignments. The field-specific examination regulations may provide for certain grades being accorded different weighting for the calculation of the module grade. Only the first digit after the decimal will be taken into consideration in the calculation of the average grade; all other digits are eliminated without rounding. The module grades are:

Average up to and including 1.5 = very good

Average of 1.6 to 2.5 inclusive = good

Average of 2.6 to 3.5 inclusive = satisfactory

Average of 3.6 to 4.5 inclusive = sufficient

Average over 4.0 = insufficient

Supplementary accorded final grades corresponding to the ECTS evaluation scale are:

A = the best 10%

B = the next 25 %,

C= the next 30 %,

D = the next 25 %,

E = the next 10% of students who successfully completed the examination of the statistical peer group; depending on the size of the graduating class, in addition to the graduating class, two previous graduating classes are to be incorporated as cohorts as the basis for

the calculation of the relative/curved grade,
F/FX = failed examinations/assignments.

(4) The total grade for the Master examination is composed of the average of module grades and the grade of the Master thesis as well as the grade of the colloquium if applicable; Par. 3 applies. The field-specific examination regulations may provide for different weighting of individual module grades for the calculation of the total grade.

§ 9 Participation in module examinations

(1) At the beginning of each semester, students choose the modules in which they would like to participate and make a binding commitment. Registration for, cancellation of registration for, or the change of a chosen module is only possible during the first three weeks of classes. Student may register for up to 5 modules per semester; subsequent registration in cases where the module examination was not passed (§ 10, Par. 4, Provision 1 second alternative and Provision 3) is not taken into consideration for this purpose. The dean of studies may, in individual cases, accept the substantiated application for further modules if it is to be expected that the student will be able to fulfill the resulting additional workload/requirements.

(2) Registration for a module includes the binding registration (§ 12, Par. 1 AT BPO) for the module examination and the repeated examination, if necessary. Students may withdraw from a module examination without having it count toward the number of possible repetitions up to three weeks before the end of classes in the semester concerned; for the first repeated examination, students may withdraw up to seven days before the date of the examination; in all cases, withdrawal is to be declared in writing. Withdrawal from examinations in accordance to p. 2 that are to be written during the period during which classes are held (e.g. assignments, presentations), is only possible before these tasks have been distributed amongst the class. A module examination may only be completed after having registered for the module in question.

§ 10 Passing and Repeating Examinations

(1) An examination is considered passed if the grade is at least "sufficient" (4.0). The field-specific examination regulations may stipulate that an examination consisting of multiple examination/assignment components is considered passed if certain components have received a grade of "sufficient" (4.0) or the average grade of the examination/assignment components in question is at least "sufficient" (4.0).

(2) Should the student being examined not pass a module examination, the Master thesis or a colloquium, he/she will be informed thereof, as well as the extent to which and the period during which the examination may be repeated.

(3) Examinations that are not passed may be repeated once. The field-specific examination regulations may stipulate that two repetitions are allowed for certain individual examination/assignment components, or for up to two individual examination/assignment components upon decision by the students. In particularly well-substantiated cases of undue hardship, in response to a formal request, the Examination Board may approve one

additional repetition for all examinations except the Master thesis and Master thesis colloquium. The Examination Board may set a deadline and conditions regarding this matter.

(4) The first repeated examination should be completed before the beginning of classes in the following semester and must be completed by the end of classes in the following semester respecting the deadline established for it, provided the form of examination makes this possible; § 12, Par. 1 and 2 apply accordingly. In the case of module examinations that must be passed in order to participate in more advanced modules, a period of professional practice or study abroad, the dates should be set so that progress in studies is not adversely affected. A further repetition pursuant to Par. 3, Provisions 2 and 3 may only take place after renewed registration in accordance with § 9.

(5) In the case of the second and last repetitions, the President of the Examination Board appoints a second examiner pursuant to § 15. The examination result will be graded by both examiners. The grade is calculated as the arithmetic mean of the individual evaluations.

(6) Should approved repetitions of examination components receive a grade of "insufficient", and such an examination required for admittance to the Master thesis and/or for passing the Master examination in accordance with § 18, No. 1 and § 22, Par. 1, no longer be able to be passed, the Master examination is considered finally and permanently not passed.

(7) Examinations that receive a grade of "sufficient" (4.0) or better may not be repeated. § 11 remains unaffected.

§ 11 Repeatable examination

(1) A Master thesis or Master thesis colloquium that is at first not passed is considered not to have happened if they take place during the normal period of study (Penalty-free examination writing).

(2) Within the framework of penalty-free examinations, an examination may be repeated once in order to improve the grade; the better result counts.

(3) Periods during which study at the Bremen University of Applied Sciences was interrupted (e.g. on account of illness, pregnancy or childcare, periods of study abroad) will not be counted toward the time period established for penalty-free examination writing.

§ 12 Failure to appear for an examination, Withdrawal, Deceit, Infringement of Regulations

(1) An examination/assignment will receive the grade of "insufficient" if the student being examined does not appear for a binding examination date without a valid reason or when the student being examined withdraws from an examination for which he/she has registered without a valid reason. The same applies for take-home examinations/assignments that are not completed in their entirety within binding submission periods.

(2) The reason for the withdrawal or failure to appear must be immediately submitted to and substantiated before the President of the Examination Board. A physician's attestation that explicitly refers to the student's inability to write the examination must be presented in case of

illness of the student being examined; should doubts arise, an attestation by a state physician may be required. Regarding the respecting of deadlines for repetitions of examinations, the reasons for failure to appear for examinations and the respecting of submission periods for take-home examinations, illness of a child for which the student is principally responsible is given the same consideration as if the student him/herself were ill. Should the President of the Examination Board accept the reasons provided, a new date will be set. Should the reasons not be accepted, the Examination Board decides at once.

(3) If a student being examined attempts to influence the result of an examination/assignment by means of deceit or use of unallowed aids, the examiner or proctor is to make a report to that effect. The student being examined may continue the examination/assignment. The student being examined is to be given the opportunity to explain the situation. The report and student's explanation are to be immediately submitted to the Examination Board for a decision. Should the Examination Board find an attempt to deceive, the examination/assignment will receive a grade of "insufficient" (5.0).

(4) If the work of others or parts of it or if it is deceitfully cited (plagiarism) is involved, this counts as an attempt to deceive. Students who repeatedly attempt to deceive, or who are involved in individual instances that are considered particularly serious are generally expelled. A particularly serious attempt to deceive is constituted especially when the work of another person is incorporated into an examination/assignment, either completely or significant parts thereof, without being cited or which is cited with misleading source information.

(5) A student being examined who disrupts the orderly progress of an individual examination may be barred from continuing the examination by the examiner or proctor; in this case the examination will receive a grade of "insufficient" (5.0). A student being examined who, during a group examination, infringes the regulations and thereby disturbs other students or the examiners may be barred from continuing the examination by the examiners present or proctor, should he/she continue the disruption after having been warned.

(6) Decisions not in favour of the student are to be immediately communicated in writing to the student, with substantiation and information regarding legal remedy.

§ 13 Recognition of assignments and examinations

(1) Course work and examinations completed at another university and the credit points in a degree course associated therewith will be recognised, provided equivalency can be established. Course work and examinations are considered equivalent when they fundamentally correspond in content, breadth, requirements and competencies acquired to the course of study offered by the Bremen University of Applied Sciences. This should not be a mechanical comparison, rather a consideration and evaluation of the whole. The equivalency agreements approved by the Conference of Education and Cultural Affairs Ministers of the Federal Republic of Germany and the University Rectors' Conference, as well as agreements made as part of university partnerships are to be respected when evaluating periods of study, course work and examinations that were completed outside of the Federal Republic of Germany.

(2) Par. 1 is applicable to periods of study, assignments and examinations in multimedia or networked degree courses, in state-recognised periods of study abroad, at other educational institutions, particularly state or state-recognised cooperative education universities.

(3) Relevant practical semesters of study or professional practice are to be recognised (§ 4, Par. 1).

(4) For assignments/examinations that are recognised, the grades - insofar as the grading systems are comparable - are to be incorporated and used in the calculation of the total grade. Grades received at foreign universities for completed examinations/assignments will generally only be incorporated and used in the calculation of the total grade if corresponding conversion agreements exist between the Bremen University of Applied Sciences and the partner university or if international agreements exist. For incomparable grading systems, grades will be replaced with "passed". The field-specific examination regulations may divergently stipulate that grades for examinations completed and recognised at foreign universities are to be incorporated and used in the calculation of the total grade after conversion in accordance with the modified Bavarian Formula.² Recognised examinations/assignments will be identified on the certificate.

(5) Should the requirements of Pars. 1 to 3 be fulfilled, there is a legal right to recognition. Periods of study, course work and examinations completed within the Federal Republic of Germany are recognised ex officio. Students must submit the necessary documents for recognition.

(6) The Examination Board is responsible for making decisions regarding recognition, and may require testimony at the hearing by representatives of the faculty.

§ 14 Examination board

(1) The faculty of which the degree course belongs forms an Examination Board. Should the faculty be divided into departments, the Examination Board is formed by the department to which the degree course belongs. An examination board may be formed for multiple degree courses belonging to a faculty.

2

$$X = 1 + 3 \frac{N_{\max} - N_d}{N_{\max} - N_{\min}}$$

x = searched grade

N_{max} = best grade achievable in the foreign grading system

N_{min} = minimum grade required to pass in the foreign grading system

1 N_d = the grade required to pass in the foreign grading system converted into the German grading system

Modified "Bavarian Formula" for grade conversion.

The result of the formula is rounded to the closest German grade. If the result of the formula is exactly between two grades, it is rounded to the better grade.

(2) The Examination Board consists of:

1. three male or three female professors,
2. a student of the faculty or department concerned,
3. a member of the Registrar's Office in a consultative capacity

The members pursuant to No. 1 and their representatives are elected for a period of three years, the member pursuant to No. 2 and his/her representative are elected for a period of one year by the given representatives of their group in the relevant faculty or department council. Membership begins on the day of the first meeting of the Examination Board after the elections. The field-specific examination regulations may provide for a different composition of the Examination Board as well as the participation of teaching staff for particular tasks; members that are professors must have the majority of votes.

(3) Membership on the Examination Board is terminated should a member of the Examination Board leave the faculty or department or cease to be a student of the University. Replacements are to be immediately elected in such cases of departure.

(4) The Examination Board elects one member as President and one member as Vice President, pursuant to Par. 2, No. 1. The President of the Examination Board presides over the business of the Board; the Vice President and University administration support him or her in carrying out duties. Student examination records are prepared by the Registrar's Office/ Student Affairs.

(5) Quorum is established for the Examination Board when the majority of members are present, including either the President or Vice President. Decisions require a simple majority of votes cast; the vote of the President or in his/her absence, the vote of the Vice President decides in the case of a tie. If there is no quorum, the Examination Board will be reconvened to deal with the same matter; should the convening notice so stipulate, the newly convened Board may be made capable of action (e.g. considered to have quorum) provided the President or Vice President is present, regardless of the number of other members present. Should a matter which has not been decided upon by the Board require immediate action, the President is to make the decision. At its next meeting, the Examination Board must be informed of what has occurred.

(6) Minutes of Examination Board sessions are to be kept. Minutes must include the place and date of the session, the names of the board members present, the matter at hand, claims entered and decisions made. The minutes are to be signed by the President and by a secretary, should one have participated in recording the minutes.

(7) The Examination Board establishes whether the examinations have been passed or not passed and determines the Bachelor examination total grade. The Board is responsible for organising the examinations and all related tasks. The Examination Board decides in particular concerning
the consequences of infringements of the examination regulation,
the recognition of periods of study, examinations/assignments, course work and other work,
the determination of the dates of examinations,
the appointment of examiners

the determination and extension of time allocated for work on the Bachelor thesis and the invalidity of the Bachelor examination.

The Examination Board may transfer all normal tasks to the President; this does not apply to decisions regarding objections to decisions taken concerning examinations.

(8) The President of the Examination Board issues directives, establishes dates and deadlines and publicly communicates legally binding messages from the Examination Board of general interest on the Examination Board bulletin board.

(9) The members of the Examination Board have the right to be present at the collection of examinations including consultation and the making-public of the examination results.

(10) The members of the Examination Board and their representatives are bound by official secrecy. If they are not members of the public service, they must be bound to secrecy by the President of the Examination Board.

§ 15 Examiners

(1) The President of the Examination Board appoints examiners for the Master thesis and Master thesis colloquium, if applicable, as well as for examinations pursuant to § 10, Par. 5, Provision 1. Module examinations and repetitions thereof are presided over by examiners who are generally the teaching staff teaching the courses for which the examination is required. The Examination Board decides in exceptional cases upon formal request.

(2) All persons who teach full or part-time in the faculty administering the examination, as well as researchers who are professionally engaged at research institutions outside the University may be appointed examiners. The Examination Board decides. Examinations/assignments may only be evaluated by persons who possess at least the qualifications being assessed by the examination or equivalent qualifications.

(3) The student being examined may suggest examiners for the Master thesis. Suggestions are to be followed as far as possible. The examiner suggested can decline participation in the examination until he/she is appointed by the Examination Board. The refusal to participate is to be substantiated in writing; the Examination Board decides. Should the examiner suggested by the student be rejected by the Examination Board, the student being examined may once again suggest an examiner.

(4) Should the unbiased character of an examiner be questioned, this must be substantiated in writing to the President of the Examination Board. The Examination Board decides.

(5) Examiners are bound by official secrecy.

§ 16 Official decisions, legal remedy, access to records

(1) If the Master thesis or colloquium receives a grade lower than "sufficient" (4.0), the Registrar's Office issues a written statement which should contain the extent and deadlines for a possible repetition. Should an examination/assignment be conclusively not passed, the Registrar's Office issues the student a written statement with legal remedy information.

(2) Should the student conclusively not pass the Master examination, a statement regarding his/her assignment/examination is to be issued in response to a formal request.

(3) Should claims of objection be raised against decisions relating to examinations, and not be redressed by the Examination Board, the Objections Board of the Bremen University of Applied Sciences decides; the President of the Examination Board is to immediately forward the objection to the Objections Board.

(4) The Objections Board is elected by the Academic Senate and is composed of three professors and two students. The professors' term of office is three years that of the students is one year.

(5) The Objections Board makes its decision immediately after hearing the parties involved.

(6) In response to a formal request, the student being examined may be granted access to his/her written examination after evaluation, provided it was not returned to the student. The formal request may only be made during a one-year period that begins after the issuance of the evaluation results of the examination or the issuance of a notice regarding the examination not having been passed. The President of the Examination Board determines the time and place at which the access [to the written examination] is to be granted.

§ 17 General Procedural regulations, rights and duties of participants

(1) Pursuant to the applicable version of § 2, Par. 3, Provision 2 of the Bremen Administrative Procedures Act (Bulletin of 9 May, 2003 (Bremen Laws Bulletin (Brem. GBI p.219))), sections §§ 3a to 13, 20 to 27, 29 to 38, 40 to 52, 79, 80 and 96 of the Bremen Administrative Procedures Act are applicable to examination procedures.

(2) The Bremen Administrative Procedures Act applies without limitation for the approval to begin the Master thesis.

§ 18 Admission to the Master thesis

Only those who have first acquired at least 75% of the required credit points by the end of the penultimate semester in the normal period of study and, secondly, who are and/or were registered at the Bremen University of Applied Sciences in the degree course in question during the semester during which the acceptance [to the MA thesis] decision is made and the semester before that may be admitted to begin the Master thesis.

The field-specific examination regulations may, diverging from No. 1, establish a greater number of required credit points.

In the context of cooperation with other universities, as well as for non-consecutive Master degree courses, it may be stipulated that the student must only be registered in the semester of the examination, diverging from No. 2.

(2) The application for admittance to the Master thesis is to be submitted in writing to the Examination Board. Documentation confirming the fulfilment of the admittance requirements listed in Par. 1 is to be attached to the application, unless these have already been submitted to the Registrar's Office/Student Affairs.

(3) The President of the Examination Board decides on admittance. The decision will be communicated in writing.

(4) Admittance is to be denied if the admittance requirements pursuant to Par. 1 have not been fulfilled. Admittance can be denied or issued conditionally if the documentation pursuant to Par. 2 is not complete.

§ 19 Master Thesis

(1) The Master thesis is intended to demonstrate that the student being examined is able to work on a problem independently, scientifically and methodically within a predetermined period and to relate it to the interdisciplinary context. The Master thesis may include an experimental portion and must contain a written component. Field-specific examination regulations govern any further details. The Master thesis can also be completed as group work by up to three students. The contribution of each group member must be clearly recognisable and able to be isolated [for group work].

(2) The Master thesis topic can be determined by each and every instructor in accordance with § 15, Par. 2. The student being examined is to be given the opportunity to make suggestions regarding the topic. The group as a whole has the right to suggest topics, if the work is to be done as group work. The student's or group's suggestions are to be followed to the greatest extent possible. The topic and total required work for group work must significantly exceed that required for an individual thesis.

(3) An application for approval of the topic intended must be submitted to the President of the Examination Board for each student. The application must contain:

- - the description of the topic,
- - the English translation of the topic,
- - the written approval of the instructor that gave the topic,
- - the projected beginning of work on the topic,
- - the projected duration of work on the topic and
- - designation of the work/topic as individual or group work; if group work, the other members of the group must be listed.

The field-specific examination regulations may require additional application requirements. The application must be submitted to the President of the Examination Board at least two weeks before the projected beginning of work on the topic.

(4) The President of the Examination Board approves the topic if the requirements pursuant to § 18 and Pars. 2 and 3 are fulfilled.

(5) Upon approving the topic, the President of the Examination Board appoints the instructor who assigned the topic as first examiner, as well as an additional second examiner. If the thesis is to be completed as group work, the first examiner or the group may recommend that a third examiner be appointed. The first examiner is the Master thesis advisor. The President of the Examination Board determines when work will begin on the Master thesis as well as a

deadline in accordance with Par. 7. The topic is assigned to the student being examined. The time and date of submission are to be recorded.

(6) The field-specific examination regulations may stipulate that the Master thesis topic may be rejected within the first third of the period allocated, without it counting as an examination attempt.

(7) The field-specific examination regulations govern the period allocated for work on the Master thesis. The period allocated will be at least twelve weeks and six months at the most. At least 15 but not more than 30 credit points may be associated with the Master thesis. The topic, required tasks and breadth of the thesis are to be determined by the person assigning the topic in such a manner as to allow the thesis to be successfully completed during the time allocated. The Examination Board takes into consideration the number of modules in which the student is participating during the thesis/examination semester in its determination of the period allocated for work on the thesis. The period allocated may not exceed one semester. The Examination Board may approve an appropriate extension of the period allocated for work on the thesis, provided the candidate makes a formal request at least one week before the end of the period allocated and substantiates the request with relevant reasons. The extension may not exceed two weeks.

(8) The Master thesis is to be submitted to the President of the Examination Board before the end of the period allocated. If the thesis is submitted with a postmark corresponding to the last day of the period allocated, the deadline is still considered met. The time and date of submission are to be recorded.

(9) The written component of the Master thesis is to be completed in German, English or another language relevant to the course of study. Field-specific examination regulations govern any further details. In substantiated exceptional cases, the Examination Board may establish something different, provided the Master thesis is still able to be evaluated. The student being examined must guarantee in writing when submitting the Master thesis that for a thesis completed as a group, he/she independently wrote the parts of the thesis (appropriately designated) using only the sources cited as aids. Quoted or paraphrased parts of other works are to be cited. At least two typed, bound copies of the machine-written component of the Master thesis are to be submitted. The field-specific examination regulations may make further provisions. The practical part of the Master thesis remains with the university, to the extent that the means, material or devices necessary were provided by the university.

(10) The Master thesis will be evaluated by both examiners, in accordance with Par. 5. The grade accorded for the thesis or the portion of the group thesis for which the student being examined was responsible is the average of both examiners' evaluations. Should a difference of two or more full grade points exist between both examiners, the Examination Board will appoint a third examiner to make a final evaluation. The final evaluation consists of the average of all three examiners' evaluations.

(11) If the Master thesis or a part of a group thesis receives a grade of "insufficient", the student concerned is to be given another topic, should a formal request to this effect be

made; Pars. 1 to 10 apply accordingly. If the second thesis also receives a grade of "insufficient" the Master thesis is conclusively considered not passed; a second repetition is not possible.

(12) A non-corrected copy of the entire written portion of a Master thesis that has received a grade of "good" or better is to be made publicly available in the university library after the conclusion of the examination procedure, provided the student being examined has agreed.

§ 20 Colloquium

(1) The field-specific examination regulations establish whether a Master thesis colloquium will be held.

(2) The student being examined is to demonstrate in the colloquium that he/she is able to independently respond to questions related to the Master thesis subject area in an interdisciplinary and scientifically supported manner. A colloquium will only be held if the Master thesis receives a minimum grade of "sufficient" (4.0). The colloquium should be held as soon as possible, six weeks after thesis submission at the most. The colloquium is conducted by the Master thesis examiners as an individual examination or, in the case of a group thesis, a group examination. The duration of the colloquium is generally 30 minutes per student being examined, it may not be less than 15 minutes. A colloquium that is not passed may be repeated once within a two-month period. The President of the Examination Board determines the date on which the repeated colloquium will be held.

(3) A written record for each student examined is to be made and included in the examination files. The record should include information about the student examined, the members of the Examination Board present, the topic, the duration and progress of the examination, the evaluations given and the examination grade received, as well as other special occurrences that took place during the colloquium, if applicable. The records are to be signed by the examiners.

(4) Students of the same degree course may be admitted as audience members, should space be available and the student being examined not object. If the orderly progression of the colloquium is disturbed or endangered, the examiners may exclude the audience accordingly or limit their number. Should the public be excluded, the student being examined may demand that a member of the university named by him/her be present as an observer. The evaluation and examination results are not public.

§ 21 Passing the Master examination, Master diploma

(1) An examination is considered passed if

1. the credit points for the modules described in § 5, Par. 2, Provision 2 have been acquired and
2. the grades received for the Master thesis and colloquium, if applicable, are at least "sufficient".

(2) A certificate of the successfully completed Master examination will be issued. The certificate will contain at least the following information:

- Master thesis grade and that of the colloquium, if applicable,
- Master thesis topic,
- Grades and credit points acquired in module examinations,
- Grades received in elective modules, if applicable,
- the number of credit points acquired,
- the Master Examination total grade
- if required, passed professional practice, practical semester of study or semester abroad

Periods of professional practice, practical semesters of study or semesters abroad, if applicable. Grades received from examinations during a study abroad are only taken into account in accordance with § 13, Par. 4 when establishing the total grade. A copy of the certificate and the Master diploma may be issued in English if desired by the student. It bears the date of the last examination and is signed by the President of the Examination Board.

(3) The university will issue a "Diploma Supplement" (DS) in accordance with the "Diploma Supplement Model" of the European Union/Council of Europe/UNESCO. The applicable version of the text approved by the Conference of Education and Cultural Affairs Ministers and the University Rectors' Conference serves as the description of national education system (DS-Section 8).

§ 22 Master Degree

After a passed Master examination, the university confers the following Master degrees:

For degree courses of the faculty group comprising language and cultural studies, sport, sport studies, social studies, art and art studies as well as the architecture faculty, M.A. for short,

For degree courses of the faculty group comprising mathematics, natural sciences, agriculture, forest and nutrition studies,

Master of Science, M.Sc. in short,

For degree courses of the faculty group comprising engineering sciences

Master of Engineering, M.Eng. in short, or Master of Science, M.Sc. in short,

For degree courses of the faculty group comprising business administration studies

Master of Arts, M.A. in short, or Master of Science, M.Sc. in short,

For degree courses of the faculty group comprising legal studies

Master of Laws, LL.M. in short,

For integrated degree courses, the degree conferred corresponds to the faculty of principal importance to the degree course. It is not possible to attach field-specific references to the degrees. Continuing education degrees and non-consecutive Master degree courses may employ Master degrees that differ from the designations listed (for example, Master of Business Administration, MBA in short).

§ 23 Applicability

The General Section of the Master Examination Regulations of the Bremen University of Applied Sciences is applicable as of 1 March, 2004.

Enclosures

Bremen, 24 May 2004

The Senator for Education and Science

Appendix 1a

Bremen University of Applied Sciences

SAMPLE – MASTER CERTIFICATE

Mr _____, born on _____ in _____,
has successfully passed on _____ the Master Examination in the
degree course _____ and obtains the university degree

Master _____

The Dean

Bremen,

(Seal)

Appendix 1b

Bremen University of Applied Sciences

SAMPLE – MASTER CERTIFICATE

Mrs _____, born on _____ in _____,
has successfully passed on _____ the Master Examination in the
degree course _____ and obtains the university degree

Master _____

The Dean

Bremen,

(Seal)
