Examination Regulations for the Bachelor course

“Business Administration with Informatics”

at the Fachhochschule Südwestfalen
Hochschule für Technik und Wirtschaft
University of Applied Sciences,
Division Soest

dated October 10, 2006

Preamble:
In accordance to Section 2 Paragraph 4 and Section 94 paragraph 1 of the Law on the universities of North Rhine-Westphalia (Higher Education - HG), as amended, 14 March 2000 (GV.NRW. P. 190), as amended by Law of 16 December 2003 (GV. NRW. P. 772), the following regulations have been accepted as statutes by the Fachhochschule Südwestfalen.
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I. GENERAL REGULATIONS

Section 1
Field of application

(1) These examination regulations apply to the Bachelor Course “Business Administration and Informatics leading to the degree” Bachelor of Arts (B.A.) - hereafter referred to as BA-course-, of the Faculty of Electrical Power Engineering of the University of South Westphalia, University of Technology and Economics, University of Applied Sciences, hereinafter referred to as university.

(2) These examination regulations may be amended by study rules for a BA-course, regulating scope and structure of the study, taking into account the technical and didactical developments as well as the requirements of practice.

Section 2
Aims of study

(1) The Bachelor examination constitutes the conclusion of both a professional scientific and academic qualification in the Bachelor course of Business Administration with Informatics.

(2) According to the General Aims of Study of section 81 of the German University and College Act (§81 HG) the BA-course shall offer graduates an application-oriented training on a broad practical and academic basis, which procures expertise, the awareness of problems and an individual capacity of judgement hence qualifying for a responsible job in a board field of occupations.

(3) Besides the knowledge the study should bring forward social and cross-cultural competence, willingness of cooperation, communication and team skills as well as entrepreneurial thinking and preparation for working in international fields.

(4) With the Bachelor examination should be determined whether the student has acquired the necessary solid knowledge for a scientific activity and is able to work independently and successfully on a technical problem on the basis of scientific knowledge and methods.

(5) Upon passing the final examination, students are conferred with the academic degree “Bachelor of Arts” (B.A.)

Section 3
Preconditions; special qualification for the study

(1) Qualification preconditions for admission to the BA-course are an entrance qualification for a university of applied sciences or any equivalent qualification according to section 66 of the German University and College Act (§66 HG). This might be replaced by a passed entrance examination, regulated by the Ordnung zur Regelung der Zulassungsprüfung und Einstufung für die Studiengänge der Fachhochschule Südwestfalen (Code concerning the admission regulation and grading for study courses at the University of Applied Sciences South Westphalia).

(2) Applicants without a qualification according to section 66 para. 1-5 of the German University and College Act (§66 HG) will be, in an exceptional case, permitted to the course,
by proof of eligibility in the form of an exam, according to section 4 para. 2-4 of this regulation, that certifies a study-related aptitude as well as a good general educational background or by proof of a similar examination. Admission to the entry examination is only to be granted when exceptional, far above average, educational, professional and/or social performance is proven. Within the scope of the entry examination a general and study-related aptitude as well as a good general educational background is to be verified, which is equivalent to the knowledge of applicants holding an above-average higher education entrance qualification (overall average grade higher than “satisfactory” 3.0). The examination of the level of knowledge is limited to two of the field of mathematics, English, informatics or subjects of economics in accordance with the level of knowledge in year 12 of a specialised secondary school (Fachoberschule).

(3) In addition to the qualification according to section 66 para. 1 -3 and para. 4 sent.1 of the German Universities and College Act, applicants will have to prove eligibility in the form of an exam that certifies academic and language qualifications according to section 4 para. 2.

(4) Proof of academic and language qualifications is considered effected for applicants with a German higher education entrance qualification of a business secondary school or a successfully completed equivalent apprenticeship or by proof of equivalent foreign educational certificates.

(5) Proof of language qualification is considered effected by proofing aptitude and knowledge of English language by a TOEFL-test score at least 550 points or 213 points computer-based or a comparable language test.

Section 4
Admission procedures

(1) The application must be submitted until 15 January 2007 for the summer semester 2007 and up to 15 July for the winter semester along with:

1. Higher educational entrance certificate
2. Certificate of a language test according section 3 para. 3
3. the statement of whether the applicant has already failed a bachelor examination in the same branch of study, maybe finally,

(2) In cases where the aptitude has not been proven according to section 3 para. 2 and 3 the applicant will be invited to an oral examination to verify his/her aptitude for the course. The written invitation to this viva is sent to the applicant at least one week before the date of the examination. The examination is conducted by two professors of the faculties of Electric Power Engineering or Mechanical Engineering Automation Technology. The examiners are appointed by the chairman of the Examination Board. The examination lasts up to 45 minutes. Topics and results of this examination are to be recorded.

(3) The result of the admission procedure is sent to the candidate. In the case of rejection the decision is justified and includes legal advice to appeal.
(4) In case of rejection a new application after the fulfilment of conditions is possible at a later date. A third application is excluded.
Section 5
Structure of study programme

(1) The course can be first started at the beginning of the summer semester 2007. After that the course can only be started in the winter semester. The usual duration of the programme is seven semesters. The teaching programme is to be arranged such that the conclusion of the professional qualification can be achieved within this period. The examination procedures are to be arranged such that statutory periods of maternity protection and parental leave are enabled. Down times for the care of a spouse, a registered partner under the Civil Partnership Act or relatives in direct line or first relatives by marriage will be respected.

(2) The course is arranged in modules. It contains modules of 210 credits. The entire workload of the programme covers a total volume of 152 hours per week. The modules, their study hours per week, the number and type of courses are listed in Appendix 1.

(3) The classes are in the form of seminars, training and practical work. Seminars serve the common development of a substance to the area and should give the students the opportunity to deal independently with topics. Exercises are intended to deepen the subject, e.g. using examples. Practical work allows a deepening of knowledge working on practical tasks.

(4) All classes will be conducted in English.

Section 6
Examination board

(1) A board of examination shall be formed to organise the examinations and deal with the tasks for which it is responsible by virtue of these Examination Regulations, the responsibility of the Dean remain unaffected according to section 27 para. 1 sentence 2 German Universities and College Act. (§ 27 Abs.1 S.2 HG). The examination board is a public authority in accordance with the German Administrative Procedural Law. It consists of

a.) four members of the professorate, one of whom the chairman and whose deputy.

b.) a research assistant according to section 13 para. 1 no. 2 German Universities and College Act. (§ 27 Abs.1 S.2 HG)

c.) two students

The members of the examination board are elected by groups by the faculty council of the Faculty of Electrical Power Engineering. From the professorate, the chairman, his deputy or whose deputy will be elected by the faculty council. The term for members working full-time at the university and their representatives is four years, the term for the student members and their representatives is one year. Re-election is permitted. With the retirement of a member a by-election shall be performed.

(2) The examination board shall ensure that the provisions of the examination regulations are met and ensure the correct procedure of the examinations. It is primarily responsible for decisions on appeals against decisions in examination processes. It reports to the faculty council on the development of examination and periods of study and makes suggestion in
respect of duration, scope and structure of the course as well as study and examination regulations.

(3) The examination board may confer its tasks for all normal cases (e.g. admission to the examination, appointing the examiners and whose deputies) except for the decision about appeals to its chairman.

(4) The examination board shall constitute a quorum, if the chairman or the deputy and at least two other members of the professorate and at least one further member with voting power are present. Decisions will be made by simple majority of the present members. In the case of a tie, the vote of the chairman shall be decisive. The members of the examination board from the group of students do not participate in educational and scientific decisions, particularly in the validation of study and examination results and the appointment of examiners and assessors. At the consultation and decisions on matters relating to the setting of examination questions or their own examination, the students members do not participate.

(5) The members of the examination board have the right to attend the examinations, except the student members who will have their examination on the same day.

(6) The members of the examination board and their deputies are sworn to secrecy. If they are not employed in the public sector, the chairman of the examination board has to swear them to secrecy.

(7) Incriminating decisions of the examination board have to be given immediately to the affected student in written form with reasons. They have the right to be heard before. Section 2, Paragraph 3 No. 3 of the Administrative Procedures Act for the state of North Rhine-Westphalia remains unaffected, in particular the exception of the duty of hearing and justification for evaluation of scientific and artistic nature.

Section 7
Examiners and assessors

(1) The examination board shall appoint the examiners and assessors. Only persons with at least a Bachelor degree or an equivalent degree or qualification may be appointed. Examiners shall have taught on their own authority in the subject relevant, unless compelling reasons justify a deviation. If more than one examiner is to be appointed, at least one of the examiners shall have taught in the subject being examined. The examiners perform the examinations independently and on their own authority.

(2) The chairperson of the examination board shall ensure that the candidates are informed of the names of the examiners no later than two weeks before the start of the examination. An announcement via board shall be sufficient.

(3) The examiner may give suggestion in respect of monitoring the BA-thesis. The examination board shall ensure that all obligations are evenly distributed between the examiners. Further provisions concerning the BA-thesis are regulated by part III.

(4) The examiners and the assessors are sworn to secrecy. If they are not employed in the public sector, the chairman of the examination board has to swear them to secrecy.
Section 8
Consideration of study examination results

(1) Study and examination result of the BA-courses will be accredited officially:
   
a. study and examination results in the same programme at a university of applied sciences within the scope of the Basic Law, or in an identical module in another programme of the University of Applied Sciences South-Westphalia
   
b. equivalent study and examination results that have been obtained from other universities within the scope of the Basic Law.

(2) Study and examination results of the BA-course will be accredited upon request:
   
a. equivalent study and examination results that have been obtained from other universities outside the scope of the Basic Law, or
   
b. equivalent study and examination results that have been obtained from state or state-approved colleges of cooperative education.

The examination board shall assess the recognition.

(3) Above named provisions shall accordingly apply to the recognition of study periods, courses and examinations taken in form of further academic studies as well as state-approved distance study. As far as the recognition of equivalence is concerned, the mutual agreements by the Conference of the Ministers of Educational and Cultural Affairs and the Conference of Rectors in Higher Education are to be taken into account.

(4) Agreements about the recognition of study course and examination in terms of the “learning agreement” of the European Credit Transfer System are binding.

(5) Study and examination results that have been obtain prior to the begin of studies by junior students according to section 65 para. 6 German University and College Act (§65 Abs.6 HG) will be accredited upon request.

(6) If study courses and examination are recognised, the grades, as long as the grading systems are comparable, shall be taken over and included in the calculation of the overall grade. In the case of incomparable grading systems, the remark “passed” shall be entered but not included in the calculation of the overall grade.

(7) The examination board decides according to para. 1 to 5 upon the consideration, in case of doubt after consultation of the respective examiners.

(8) The provisions of section 8 para 1 and 2 apply accordingly to the assessment within the classification examination according to the Regulation of Entry Examination and Classification for Study Courses at the University of Applied Sciences South Westphalia. Further details concerning the mode, form and extent of the classification examination are regulated by Regulation of Entry Examination and Classification for Study Courses at the University of Applied Sciences South Westphalia.
Section 9
Evaluation of examination results

(1) Examination results are evaluated differentially by grades. The individual examination results shall be awarded by the respective examiners.

(2) In case more than one examiners is present in the examination, they jointly evaluate the overall examination results, unless no other provisions are relevant. For differentiated evaluation, the marks are calculated by the arithmetic average of the individual scores.

(3) For the evaluation of the examination results the following marks have to be used.

<table>
<thead>
<tr>
<th>Marks</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0; 1.3</td>
<td>Very good = outstanding work</td>
</tr>
<tr>
<td>1.7; 2.0; 2.3</td>
<td>Good = a work which was substantially above the average requirements</td>
</tr>
<tr>
<td>2.7; 3.0; 3.3</td>
<td>Satisfactory = a work which meets the average requirements</td>
</tr>
<tr>
<td>3.7; 4.0</td>
<td>Fair = a work which meets the average requirements, despite its shortcomings,</td>
</tr>
<tr>
<td>5.0</td>
<td>Fail = a work which does not meet the requirements due to significant deficiencies</td>
</tr>
</tbody>
</table>

(4) The grades of a module examination, which consists of modules, is calculated by the arithmetic average of Credits of the individual module according to the indicated weightings in Appendix 1. When calculating the overall grade, only the first digit after the decimal point is taken into account; all following digits are deleted without rounding up or down.

The marks are as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 1.5</td>
<td>Very good</td>
</tr>
<tr>
<td>1.6 to 2.5</td>
<td>Good</td>
</tr>
<tr>
<td>2.6 to 3.5</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3.6 to 4.0</td>
<td>Fair</td>
</tr>
<tr>
<td>above 4.0</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Section 10
Resitting of examinations

(1) Module examination which are failed or deem not to have passed may be resat twice. In case of a failed module examinations in form of a project work a new project work has to be delivered.

(2) A bachelor-thesis or a colloquium which is fail may be resat once.

(3) A modul examination evaluated with at least “fair” may not be resat.
(4) Resits must normally be taken at the earliest date fixed. Section 5 StKFG and section 6 para. 3 of the By-law about the Acrument of study fees and fees at the University of Applied Sciences South-Westphalia (Satzung über die Entstehung von Studiengebühren und Gebühren an der Fachhochschule Südwestfalen) are taken into account. In accordance with section 11 para. 2 of this order the right to resit an examination is extinguished if a fixed date is missed, unless the due date was missed through no fault of the candidate.

(5) If a module examination is regarded as finally failed this module may be replaced by an equivalent module that was offered at the University of Applied Sciences South-Westphalia or at the partner universities, the University of Bolton or the Swiss German University. The board of examination decides on the equivalence.

(6) If a module examination or the bachelor project is finally failed, the bachelor examination is “finally not passed”.

**Section 11**

**Omission, departure from examination, deception and infringement of the rules**

(1) An examination is considered as not passed, if the candidate does not appear to the examination date without having cogent reasons, withdrawal from an examination or not delivering the work in time once the examination has started, the examination will be evaluated with “failed” (5.0)

(2) If the candidate has cogent reasons for the withdrawal or the absence of an examination and wants to claim these, the reasons have to be reported credibly and in writing to the examination board without delay. In case of disease the candidate provides a medical certificate showing the physical incapability. If the reasons are accepted by the examination board, the examination is regarded as “not taken”.

(3) If the the candidate trys to influence the result of his or her examination by deception or use of unauthorised means, the examination will be evaluated with "failed" (5.0). A candidate who disturbs the procedure of the examination can be excluded after warning by the respective examiner from the continuation of the examination; in this case the examination will be evaluated with "failed "(5.0). The reasons for the exclusion have to be put in records. In severe cases the examination board may exclude the candidate from further examinations. If a candidate is excluded from further examinations he or she can demand verification of the decision by the examination board. This also applies to deception or use of unauthorised means.

1 II. EXAMINATIONS OF MODULS AND REPORT OF ATTENDANCE

**Section 12**

**Aim, scope and form of examination**

(1) A module examination (ME) is a course-related examination in an individual module, in accordance with the examination regulations, usually in form of an examination-paper
(section 15), an oral examination (section 16), an assignment (section 17) or a combination of
one of the afore mentioned examination (section 18) or a project work (section 19)

(2) With the module examination should be determined whether the students have acquired
the necessary command of the content and methods of the extermination subjects and are able
to apply them independently and on their own.

(3) Scope and requirements of the module examinations should, irrespective of the students' right to make recommendations, follow the principle that only will be examined what was previously taught.

(4) Within a period of four weeks prior to the examination, the examination board
determines, on consultation with the students, consistently for all candidates form and date of
the individual module examination, in case of an examination-paper also the editing time.

(5) Examinations results of a module examination may be substituted by equivalent result of grading examinations in accordance with the Ordnung zur Regelung der Zulassungsprüfung und Einstufung für die Studiengänge der Fachhochschule Südwestfalen (Code concerning the admission regulation and grading for study course at the University of Applied Sciences South Westphalia).

(6) A module examination is deemed to have been passed if the grade is at least “fair”. For each passed module examination credits will be rated in accordance with Appendix 1.

Section 13
Permission to the examinations of modules

(1) The application for permission to sit the module examination must be submitted to the examination board in writing. The following dead-lines must be observed.

   a) in case of a module examination in the form of an examination-paper or an oral examination the dead-lines are determined by the examination board.

   b) in case of a module examination in the form of an assignment (section 17) or a combination of one of the afore mentioned examination (section 18) the dead-line is four weeks after the begin of courses of the semester.

(2) Applications for permission to sit the module examination must include the following documents unless they have already been handed in earlier:

   a) a statement about prior attempts to take the module examination

   b) a statement about prior attempts to take a bachelor examination in the same course of studies

   c) in case of an oral examination a statement whether the candidate excludes the audience from his or her oral examination.

(3) The permission to take a module examination in form a project work (section 19) may be applied for any time.
Applications for permission to sit the module examination is binding. It can be withdrawn in writing at the examination board without stating reasons and without being recognised in accordance with the following time limitations:

a) in case of a module examination in the form of an examination-paper (section 15) or an oral examination (section 16) one week prior to the examination date.

b) in case of a module examination in the form of an assignment (section 17), a combination of examinations (section 18) or a project work (section 19) two weeks prior to the date examination.

Permission to take the module examination may only be granted to those, who are enrolled at the University of Applied Sciences or hold the status of a visiting student. In case of a simultaneous enrolment in a different course of studies at the University of Applied Sciences South-Westphalia with identical modules the course of studies has to be completed where it was started. In case of a change of course of studies within the University of Applied Sciences South-Westphalia an already commenced examination procedure with identical modules has to be carried on in the new course of studies.

Permission to take the module examination, which is regularly offered from the fourth semester onwards, may only be granted to those, who have acquired a minimum of 45 Credits in the module examination of the first two semesters.

Permission to take the module examination will be denied:

a) if the conditions specified in para. 6 are not met

b) the documents are incomplete and are not completed prior to the date fixed by the examination board

c) the candidate has conclusively failed an identical examination in Business Administration or Economics or any identical module in a course of studies at the University of Applied Sciences South-Westphalia or conclusively failed a bachelor's examination in Business Administration or Economics within the scope of the Basic Law.

The examination board shall decide on the permission to sit the examination.

Section 14
Conduct of examination of modules

(1) The time periods for the module examination in the form of an examination-paper (section 15) or an oral examination (section 16) shall be determined by examination board and notified at the begin of the semester or at the end of the previous semester.

(2) The examination date will be announced well in advance, usually two weeks prior to the examination.
(3) Upon request of the examiners the candidate has to prove his identity by submitting an official photo identification card.

(4) If the candidate proves that he or she is unable to attend assessments wholly or partly due to prolonged or permanent physical disability, the examination board may permit that assessments may be substituted by equivalent assessments in a different form. With the design of the examination due care shall be taken to balance any disadvantages or discrimination of the candidate.

(5) The candidates shall be notified about the evaluation of the module examination no later than six weeks after the examination.

Section 15
Examination-paper

(1) Examination-papers are monitored written examination.

(2) In examination-paper, the candidates should demonstrate in a limited period of time with limited means, that they are familiar with the framework of the subject and are able to analyse specific questions within this overall context and solve problems. Furthermore shall be ascertained whether the candidate has the necessary command in a broad range of science-based knowledge in the specific area.

(3) The examiner decides upon the permission of auxiliary material for an examination-paper. A list of auxiliary material shall be announced together with examination date.

(4) The duration of written examinations is 90 to 120 minutes for modules which are taught with four hours per semester week and for modules taught with two hours per semester week 60 to 90 minutes.

(5) The topic of examination will usually be specified by the examiner. In justified cases, especially when several subjects are assessed jointly in a single examination, the topic may be specified by more than one examiner. In this case the examiners determine the weighting of the individual fractions prior to the examination.

(6) In credit-evaluated study courses module examinations in form of an examination-paper are usually assessed by only one examiner. Examinations which are decisive for the continuation of the studies (third attempt) are generally assessed by two examiners. If the evaluation of an examination-paper differs, the grade will be calculated by the arithmetic average of the individual scores. In case of para. 5 sentence 3 the evaluation of each of the examiners shall be taken into account according to an afore determined weighting.

(7) A candidate may undertake a supplementary oral examination before an examination-paper is awarded the grade “fail” after a final repetition. This rule is applicable to not more than three module examination. The supplementary oral examination has to be undertaken immediately after the notification as a “fail” of the examination-paper upon request of the candidate. The supplementary oral examination shall be assessed jointly by the examiners of the examination-paper; in addition the regulations about oral examinations (section 16) shall apply accordingly. Due to the supplementary oral examination the grade of a module examination can only be merited as a “fair” (4.0) or “fail” (5.0). Sentences 1 to 5 are not
applicable to section 11 para. 1 and 3 (omission, departure from examination, deception and infringement of the rules).
Section 16
Oral examinations

(1) Section 15 para. 2 shall apply accordingly to oral examinations.

(2) Within the framework of the oral examination, individual subject examinations may consist of written tasks in an appropriate extensiveness, if the character of an oral examination is not overridden. The oral examination usually lasts at least 20 minutes but not more than 30 minutes per candidate.

(3) Oral examination are usually assessed by the examiner and a competent assessor (section 7 sentence 1 and 2) or by more than one examiner (council examination) as group examination or individual examination. All examiners as well as the assessors shall be heard before the final grade is awarded.

(4) The main matters and results of the examination, especially those decisive for the evaluation, shall be recorded in minutes. The candidate shall be informed individually about the results subsequently to the examination.

(5) Students, who will undertake the same examination at a later examination period are allow as audience in accordance with premises' capacity and the candidate's approval. The admission does not include the consultation and notification of the examination results.

Section 17
Assignments

(1) Assignments are written compositions generated within and accompanying a course of study. They may be amended by a presentation not longer than 45 minutes and the obligations to take regularly and actively part in the course.

(2) Section 15 para. 2, 5 and 6 shall apply accordingly to assignments.

(3) The examiner decides upon type, scope, duration and form of the assignment in accordance with para. 1.

(4) The assignment shall be submitted to the examiner within the allocated time. The chairperson of examination board shall be notified upon the due time no later than two weeks prior to delivery. When delivering the assignment the students have to assure in writing that their work was written by themselves – in the event of group work according to their individual share of the work- and no other sources than those that are specified were used and the sources of citations were indicated. The delivery time of the assignment has to be registered. By delivery by post the receipt stamp is decisive. If the assignment is not delivered in due time, the work will be considered as a "fail" (5.0).

Section 18
Combined form of examinations
(1) In professionally appropriate events a module examination may be take in the form of a assignment (section 17) and an additional examination-paper (section 15) or an oral examination (section 16).

(2) Section 15 to 17 shall apply accordingly.

(3) An assignment may be precondition to the permission to take part in the respective examination-paper or oral examination.

Section 19
Project work

(1) A project work is a composition generated in the course of a practice related project. It may be amended with a presentation not longer than 45 minutes, as specified by the lecturer.

(2) All professors who may be appointed as examiners in accordance with section 7 para. 1, may award and supervise a project work. Upon request of the candidate, an honorary professor or visiting lecturer according to section 6 para. 1 may be appointed as supervisor by the examination board, if a suitable topic is specified. The project work may be performed in an establishment inside as well as outside the university, if its supervision is ensured. Candidates must be granted the opportunity to make suggestions for the topic of the project work.

(3) A project work may be approved in the form of a group work, if the part which is to be assessed, according to its length, number of pages or other, objective criteria allows a clear distinction and well-defined assessment of a candidate's individual contribution in the team work.

(4) The handout of project work is done by the examination board. The date of issue is the day on which the candidate is informed of the topic. The date has to be registered.

(5) The allocated time (period of the issue until delivery of the thesis) is three months at a maximum.

(6) The written composition of a project work shall be submitted to the supervisor at the allocated time. When submitting the project work, the candidate must affirm in writing -in a group work according to a candidate's individual share- that it was written independently and that exclusively those sources of citations and aids listed were used. The delivery time has to be registered. By delivery by post the receipt stamp is decisive. If the assignment is not delivered in due time, the work will be considered as a "fail" (5.0).

(7) The project work is evaluated in accordance with the written composition and an oral lecture, if it was held. Section 15 para. 2, 5 and 6 shall apply accordingly.

III. STUDIES

Section 20
Scope and completion of studies

(1) The study comprises
a) the courses of study of the seven regular semesters,

b) the bachelor project, which consists of the bachelor thesis and a colloquium in accordance with Appendix 2

(2) The modules of study listed in Appendix 1

Section 21
Scope and contents of the Bachelor Thesis

(1) The bachelor thesis is an examination, by which the candidate shall demonstrate his ability to deal with a practice-related task independently within a specified time by applying procured scientific and professional methods.

(2) The topic of a bachelor thesis as well as its supervision may be specified by members of the following groups, who may be appointed as examiners according to section 7 para.1:

a) professors of the University of Soest

b) Honorary professors as well as visiting lecturers of the University of Soest, if a suitable topic for a thesis is specified. This has to be accredited by the examination board.

c) Other professors and assistants of research establishments inside or outside the university, if a suitable topic for a thesis is specified. This has to be accredited by the examination board.

(3) The bachelor thesis may be performed in an establishment outside the university, if its supervision is sufficiently ensured. Candidates must be granted the opportunity to make proposals for the topic of the thesis.

(4) Upon a candidate's request the chairperson of the examination board ensures that he or she is provided with a bachelor thesis on time.

(5) The bachelor thesis may be approved in the form of a group work, if the part which is to be assessed, according to its length, number of pages or other, objective criteria allows a clear distinction and well-defined assessment and meets the requirements of para.1

Section 22
Permission to write the Bachelor Thesis

(1) Permission to take the bachelor thesis may only be granted to those,

a) who are enrolled at the University of Applied Sciences South Westphalia or hold the status of a visiting student in accordance with section 71 para. 2 HG.

b) who obtained a minimum of 150 credits in the modules of the first to sixth semester in accordance with Appendix 1.
(2) Applications for permission to take the Bachelor Thesis must be submitted to the examination board in writing. Applications must include the following documents unless they have already been handed in earlier:

   a) a statement about conditions of permission according to para. 1, specifying study and examination achievements which have not been rendered yet

   b) a statement about prior attempts to take a Bachelor thesis in the same course of studies

(3) The application shall contain suggestions to name a supervisor as well as an examiner. The suggestions depend on the nominee's approval.

(4) The examination board shall decide on the permission. The permission will be denied if:

   a) the conditions specified in para. 1 are not met

   b) the documents are incomplete

   c) the candidate has lost their entitlement to take the examination in the bachelor course in question by conclusive failure or omission of a deadline for repetition within the scope of the Basic Law.

Section 23
Conduct and evaluation of the Bachelor Thesis

(1) The handout of the theme of the bachelor thesis and the definition of the duration is done by the examination board. The date of issue is the day on which the candidate is informed of the theme and the supervisor. The date of issue has to be registered.

(2) The allocated time (period of the issue until delivery of the Bachelor thesis) is at least eight and a maximum of twelve weeks. Topic and task of the thesis must be such that it can be completed within the specified period of time.

(3) The topic of a Bachelor thesis can only be rejected once during the first two weeks of the allocated time without stating reasons. In the event of a repetition of a failed bachelor thesis rejection is only allowed if the candidate hasn't exercised this right before.

(4) In the event of a candidate's permanent physical disability section 14 para. 4 shall be applied accordingly.

(5) The bachelor thesis shall be composed in English language. Two copies of the thesis have to be submitted in due time via the student service office to the chairman of the examination board. When delivering the bachelor thesis the students have to assure in writing that their work was written by themselves – in the event of group work according to their individual share of the work and no other sources than those that are specified were used and the sources of citations were indicated. The delivery time of the bachelor thesis has to be registered. By delivery by post the receipt stamp is decisive. If the bachelor thesis is not delivered in due time, the work will be marked as a "fail".
(6) The bachelor thesis shall be assessed by two examiners who are appointed by the examination board among whom the supervisor and a professor of the Universities of Soest.

For differentiated evaluation, the grades are calculated by the arithmetic average of the individual scores, if the difference of both individual grades is less than 2.0. If the difference is 2.0 or higher the examination board shall appoint a third examiner. In this case the grade for the bachelor thesis shall be calculated by the arithmetic average of the two highest individual scores. The bachelor thesis may only be merited as “fair” or better if at least two individual grades are at least “fair” or better. All assessments shall be justified in writing.

The student shall be informed about the evaluation of the bachelor thesis no later than eight weeks after its delivery.

(7) By passing the bachelor thesis 120 credits are awarded.

Section 24
Colloquium

(1) The colloquium completes the Bachelor thesis to the bachelor project and shall be assessed individually. It’s designed to show the candidate's ability to present the results of the bachelor thesis, its academic basis and interdisciplinary context orally and independently as well as judging its practical impact. Thereby the modality of work on the bachelor thesis shall also be discussed.

(2) Permission to take part in the colloquium may only be granted to those,

   a) who are enrolled at the University of Applied Sciences South Westphalia or hold the status of a visiting student in accordance with section 71 para. 2 HG.

   b) who obtained a minimum of 177 credits in the modules of the first to sixth semester

   c) who obtained a minimum of 12 credits in the Bachelor thesis.

(3) Applications for permission to take the colloquium must be submitted to the examination board in writing. Applications must include proof of the requirements according to para 2, unless they have already been submitted. Furthermore a statement about prior attempts to take similar examination and whether the audience will be excluded, shall be enclosed. The permission to take part in the colloquium may already be applied for at the time of application for the bachelor thesis (section 22 para.2). In this case admission to the colloquium shall be granted as soon as all documents required are presented. Sect. 22 para. 4 shall apply accordingly to the permission and rejection to take the colloquium.

(4) The colloquium is held as an oral exam (section 16) with a duration of at least 30 but not longer than 45 minutes and shall be performed and assessed jointly by the examiners of the bachelor thesis. In the event of section 23 para. 6 sent. 5 the colloquium shall be performed by the examiners, whose individual grades were used as a basis for the overall grade of the bachelor thesis. Additionally regulations concerning oral module examinations shall apply accordingly to the procedure of a colloquium.

(5) By passing the colloquium 3 credits are awarded.
IV. ASSESSMENT OF BACHELOR EXAMINATION; ACILLARY MODULES

Section 25
Assessment of examination

(1) The bachelor examination is considered as passed if the following credits are acquired:

a) 195 credits in modules according to Annex. 1

b) 12 credits in the bachelor thesis

c) 3 credits in the colloquium

(2) The bachelor examination has been conclusively failed, if one of the examination achievements pursuant to para. 1 has been conclusively awarded a “fail” or the entitlement to take the examination was lost by lapse of time. A written document containing information on applicable remedies shall be given if the examination has been failed.

(3) Upon request of the candidate and after his name has been removed from the register of students the examination board shall issue a certificate stating the achieved results of examinations and courses, the evaluation as well as those achievements which have not been rendered yet. The document shall record the fact that the bachelor examination has been conclusively failed.

(4) Candidates who leave the university without a final degree will be given a certificate confirming the entire examination and study achievements upon request.

Section 26
Calculation of overall grade and certificates

(1) The overall grade of the bachelor examination is to be calculated from the arithmetic average of the credit evaluated individual scores of the module examination, the bachelor thesis and the colloquium according to section 9 para.4 pursuant to these examination regulations. Only the first decimal place of the overall grade shall be taken into account recorded in the certificate. In the event of an overall grade evaluated equal or better than 1.3, deviating from section 9 para. 4, the overall grade shall be awarded as a “passed with distinction”.

Grades of ancillary modules in accordance with section 27 para. 1 shall not be taken into consideration.

(2) A certificate confirming that the candidate has passed the bachelor examination is to be issued immediately. The certificate has to contain information on all the modules required, including their grades and topic as well as the grade of the bachelor thesis, the grade of the colloquium and the overall grade of the bachelor examination. After the grade the result in decimal digits in brackets shall be stated. Grades of ancillary modules in accordance with section 27 shall be recorded upon the candidate's request. The bachelor certificate shall be
issued in German and English. Furthermore the marks in the English version are formulated in the current international format. The marks will be converted by the following table:

- With an average of 1.0 up to and including 1.5 = A
- With an average of 1.6 up to and including 2.5 = B
- With an average of 2.6 up to and including 3.5 = C
- With an average of 3.6 up to and including 4.0 = D

(3) The bachelor certificate is to be signed by the chairperson of the examination board, furnished with the examination board's official stamp, including the date of the last examination.

(4) Together with the certificate, the candidate will also be awarded a graduation certificate (Bachelorurkunde) containing the date of the certificate. This graduation certificate records the conferring of the bachelor degree “Bachelor of Arts (B.A.)”. The graduation certificate shall be issued in German and English. The graduation certificate is to be signed by the dean and a chairperson of the examination board and sealed with the stamp of the University of Applied Sciences South-Westphalia.

(5) Together with the certificate a diploma supplement shall be issued.

(6) In the scope of a cooperation with universities a graduation certificate shall be issued if

   a) all courses which are needed for an equivalent degree at the partner university, have been completed,

   b) in the modules of the fourth to seventh semester in the course of studies of Business Administration with Informatics in Soest a minimum of 30 credits have been awarded.

   I
   II

Section 27
Ancillary modules

Students may enrol for module examination in more subjects than those perscribed (ancillary modules). Upon request of the candidate the results of these examination are included in bachelor certificate in accordance with section 26 para. 1 sent. 4 and para. 2 sent. 3.

V. FINAL PROVISIONS

Section 28

Immediately after the evaluation of the examination the candidate shall be granted inspection of his/ her examination documentation upon request. Time and place for the inspection shall be determined by the examiners.

Section 29

(1) If the candidate has cheated during the examination, and if this fact only becomes known only after handing over of the certificate or a confirmation according to section 25, para. 3,
the examination board may subsequently rectify the grades for those examination in which cheating was involved and declare the examination to have been partly or completely failed.

(2) If the conditions for permission to take the examination were not met without any deception, and this fact will become known only after handing over of the certificate or a confirmation according to section 25, para. 3, this shortcoming will be deemed to have been eradicted by passing the examination. Should the candidate have wrongly and intentionally obtained permission, the examination board shall decide about the legal consequences in accordance with the Administrative Procedure Act of Northrhine-Westphalia.

(3) The incorrect examination certificate or a confirmation according to section 25, para. 3 is to be withdrawn. If necessary, a new and corrected certificate or confirmation according to section 25, para. 3 is to be issued.

(4) Decisions pursuant to para. 1 and para. 2, sentence 2, are excluded after a time limit of five years following the date of the issue of the examination certificate or a confirmation according to section 25, para. 3.

Section 30
Coming into effect and Publication

(1) This examination regulations shall take effect on 1 September 2006. It is published in the bulletin of the University of South Westphalia - public announcement of the University of South Westphalia.

This examination regulations will be enacted after verification by the founding rectorate of the University of South Westphalia due to the decision of the founding dean of the faculty of Electrical Power Engineering from 4 October 2006.

Iserlohn, 10 October 2006

The Rector
of the University of South Westphalia
Professor Dr. J. Liese
# Appendix 1
## Modules and study courses

### 1st Semester

<table>
<thead>
<tr>
<th>Module</th>
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<td>Controlling and Auditing</td>
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<td>International Management</td>
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* = Individual modules a) and b) are joint to one singular module. Each individual module is to be assessed separately.

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**Appendix 2**

**Bachelor Project**

The bachelor project consists of the following examinations:

1. Bachelor thesis (12 credits)
2. The bachelor thesis is the concluding and comprehensive report of the project and shall apply to the standards of scientific publications.
3. 
4. Colloquium
5. The candidate shall present the contents and results of the project in the form of a talk followed by a discussion to both examiners.