

NO. 16/2019

6 September 2019

Second amendment
to the Framework Study and Examination Regulations (FSER)
[Rahmenstudien- und -prüfungsordnung (RSPO)]
at the "Alice-Salomon" - University of Applied Sciences for Social Work and
Social Pedagogy Berlin (ASH Berlin) *

* Resolution taken by the Academic Senate during its meeting on 23 April 2019 and confirmed by the statement dated 23 July 2019 of the Senate Chancellery of the Federal State of *Berlin* for Science and Research pursuant to Section 90 Subsection 1 Berlin Higher Education Act [(Berliner Hochschulgesetz (BerHGG))]

PUBLISHER: Rector of the "Alice-Salomon" University of Applied Sciences for Social Work and Social Pedagogy
ADDRESS: Alice-Salomon-Platz 5, 12627 Berlin, Telephone: +49 30 992 45-0

Preamble

The Academic Senate of the "Alice-Salomon" - University of Applied Sciences for Social Work and Social Pedagogy Berlin (ASH Berlin) has resolved, on the grounds of Section 31, Subsection 1 Clause 1 in conjunction with Section 61, Subsection 1 No. 5 of the State of Berlin Universities Act (Berlin Higher Education Act [(Berliner Hochschulgesetz (BerlHG))] as published in the notification dated 26 July 2011 (Laws and Ordinances Gazette [Gesetz- und Verordnungsblatt (GVBl.) p. 378), on the second amendment to the Framework Study and Examination Regulations [Rahmenstudien- und -prüfungsordnung (RSPO)].

Section	1	<i>Scope of Application</i>
Section	2	<i>Degree Course-Related Study and Examination Regulations</i>
Section	3	<i>Academic Degrees</i>
Section	4	<i>General Learning Objectives and Study Contents</i>
Section	5	<i>Standard Period of Study</i>
Section	6	<i>Structure of Modularised Degree Courses</i>
Section	6 a	<i>Attendance at Courses</i>
Section	7	<i>Practical Semesters and Practical Phases</i>
Section	8	<i>Examination Board</i>
Section	9	<i>Duties of the Examination Board</i>
Section	10	<i>Student Advisory Service</i>
Section	11	<i>Academic Counselling</i>
Section	12	<i>Recognition of Coursework and Examinations and Credits for Competences Acquired Outside the University</i>
Section	13	<i>Special Conditions for Examinations</i>
Section	14	<i>Final Module Examinations</i>
Section	15	<i>Written Final Module Examinations</i>
Section	16	<i>Oral Final Module Examinations</i>
Section	17	<i>Bachelor's Thesis or Master's Thesis</i>
Section	18	<i>Assessment of Final Module Examinations</i>
Section	19	<i>Repetition of Final Module Examinations</i>
Section	20	<i>Recording and Notification of the Examination Results</i>
Section	21	<i>Failure, Resignation, Cheating, Violating Regulations</i>
Section	22	<i>Deficiencies in the Examination Process</i>
Section	23	<i>Objections to Decisions on Examinations, Recognition and Credits</i>
Section	24	<i>Additional Modules</i>
Section	25	<i>Studies and Examinations Files</i>
Section	26	<i>Overall Grade and Completion of the Study Programme</i>
Section	27	<i>Certificate Documents</i>
Section	28	<i>Invalidation of Graduation</i>
Section	29	<i>Entry into Effect</i>

Appendix: *Sample Module Descriptions*

Section 1 Scope of Application

(1) The Framework Study and Examination Regulations (FSER) generally govern the organisation of and manner in which studies and examinations at ASH Berlin are conducted. They apply to all courses at ASH Berlin. Subject-specific provisions are defined separately in the course-related Study and Examination Regulations (SER) [Studien- und Prüfungsordnungen (SPO)] (cf. Section 2 of these regulations).

(2) The FSER applies accordingly to further education courses offered by ASH Berlin that culminate in an academic degree.

(3) Regulations that deviate from these may be set in separate study and examination regulations for the purpose of testing reform models and for cooperative study programmes with other universities or with vocational training providers. Should reform models include any deviations from the present regulations in the FSER, it is required that the applicable regulations are based on the regulations of the Berlin Higher Education Act [Berliner Hochschulgesetz (BerlHG)].

Section 2 Degree Course-Related Study and Examination Regulations

Study and examination regulations are to be drawn up in accordance with the FSER for the individual degree courses. These govern in particular the:

1. Academic degree;
2. Objectives and content of the studies, the standard period of study and course structure by defining the individual modules and assigning the credits;
3. Design of the modules by defining what competences will be taught;
4. Organisation of studies and teaching methods;
5. Practical semesters and practical phases;
6. Regulations for examinations and the forms of examinations provided;
7. Modalities of the Bachelor's or Master's thesis;
8. Credits for competences acquired outside the university;
9. Process for establishing the final grade;
10. Design of the certificate documents.

Section 3 Academic Degrees

ASH Berlin confers, through the Rector, an academic degree for the successful completion of a Bachelor's or Master's programme at ASH Berlin according to the relevant degree course.

Section 4 General Learning Objectives and Study Contents

(1) The objective of the study programme is to qualify students to do scientific work, to think critically and to act freely in a responsible, democratic and social manner, by means of action-oriented interdisciplinary teaching in accordance with methodological and didactic knowledge, as well as with due consideration of the connection between science and research, and prepare them for professional activity in accordance with the requirements of professional practice, with due consideration for changes in the professional world.

The learning objectives related to the respective course are to be specified in the respective study and examination regulations.

(2) Theories, methods and expertise in diversity studies, such as women's and gender studies among others, are to be explicitly named in relation to the respective learning objectives as well as described in the individual modules as cross-sectional topics or interdisciplinary competences.

(3) One of the guiding principles of ASH Berlin is internationally oriented education. The degree courses are required to adapt their educational contents according to European and international standards and to design the study programme in a flexible way to ensure that teaching is timely and ensure students' mobility. Students should be able to complete a portion of their studies at foreign universities or foreign subject-specific institutions.

(4) The courses are to be organised in such a way that students are able to individually design their study programme as well as the freely elective components of their courses, as a rule one fifth of the total scope, including for the purpose of acquiring interdisciplinary competences.

(5) In the Bachelor's degree programme, students are taught scientific fundamentals, methodological competence and professional field-related qualifications according to the ASH Berlin profile and the corresponding course. Completing a Bachelor's programme as the first professionally qualifying university degree, determines in principle eligibility for admission to a Master's programme.

(6) In the Master's programme students learn professional and scientific specialisation and deepen their knowledge. Completing a Master's programme as a further professionally qualifying university degree determines in principle eligibility for admission for a Doctorate or a Doctor's degree programme.

Section 5 Standard Period of Study

(1) The standard period of study and the total scope of the respective study programme are shown in the course-related study and examination regulations.

(2) The total scope of a Bachelor's degree is at least 180 credits and a maximum of 240 credits; a Master's degree, including the previous Bachelor's degree, as a rule comprises 300 credits.

(3) The total standard period of study for a Bachelor's degree and a consecutive Master's programme is at most five years.

(4) For specially organised part-time degree courses, the standard period of study is determined according to the planned course load in relation to a full-time degree course. Further details are governed by the course-related study and examination regulations.

(5) Full-time degree courses in principle include the option of a part-time study programme. This does not affect the examination requirements. Further details are governed by the ASH Berlin statutes on academic affairs and, if applicable, the respective study and examination regulations.

(6) The degree courses must ensure that all coursework and final module examinations [Studienleistungen und Prüfungsleistungen] required for the study programme, including the practical phases integrated into the programme, can be completed within the standard period of study designated for the degree course and that achieving the learning objectives is ensured, taking account of the students' own responsibility.

Section 6 Structure of Modularised Degree Courses

(1) The structure of the Bachelor's and Master's programmes is modular. A module is a topically self-contained unit. Course content and learning outcomes are to be defined for each module and the associated courses. Special expertise requirements may be set for admission to take the courses in a module. The modules are to be described in accordance with the appendix to these regulations (Sample Module Descriptions). Module descriptions are binding components of the respective study and examination regulations. The module descriptions may be compiled in module manuals.

(2) The modules and their course load and workload as well as the total scope of the study programme in terms of credits according to the European Credit Transfer System (ECTS), are to be listed in the Curricula as an appendix to the course-related study and examination regulations. The credits to be awarded involve a standardised, quantitative unit of measurement for the time required for the course load and workload. The time required for a module is determined by the scope of the students' course load and workload for lectures requiring attendance, independent study, examination preparation, examinations, written assignments and other study-related tasks. One credit corresponds to 25-30 course and work hours. As a rule, each semester is based on 30 credits.

(3) The requirements for earning credits comprise proper attendance and confirmation that the student takes the courses associated with a module pursuant to Section 6 a of these regulations, as well as successfully passing the examination(s) required for the respective module in a verifiable way, pursuant to the course-related provisions.

(4) The credits shown for a module are only awarded in total and once for the degree, even if the student has successfully completed repeated coursework and final module examinations for a module; reference is made to Section 24 of these regulations.

Section 6 a Attendance at Courses

(1) In principle, ASH Berlin does not have compulsory course attendance. Deviating provisions are to be governed in the respective study and examination regulations.

(2) Teachers are required to encourage active student participation by students in the courses by cooperative teaching and learning methods and motivating didactic methods. To confirm the student is actively participating in a course, the teacher may require that she/he completes some ungraded coursework, unless the examination for the relevant course will be taken in the same semester. Coursework serves to help students and teachers reflect on and review whether students have acquired competences and it is to be completed within the framework of the course taken. Coursework must involve a significantly lesser amount of work than that required for taking a final module examination and is to be assessed by the teacher as passed or failed. There are no restrictions on repeating failed coursework. Coursework is not a component of the final module examination and is therefore not included in the examination assessment. For example, participation in project and group work, documentation of results, taking notes, leading discussions, making short presentations, written tests as well as summarising a text relevant to the seminar contents may be considered as coursework. The form and scope of the coursework are to be announced by the teacher in text form at the start of the course after consultation with the students.

(3) Notwithstanding Subsection 2, the course-related study and examination regulations may stipulate regular attendance at module courses instead of active participation if this is required for subject-related reasons and demonstrably necessary to acquire competences. If regular attendance is required, no additional coursework may be demanded. The student has achieved regular course attendance if she/he has attended at least 75% of the classroom hours offered; her/his presence is to be documented. In case of insufficient attendance, in justified cases, including for reasons pursuant to Section 13 and Section 21 Subsection 2 of these regulations, the student may compensate for the missed study workload by successfully completing substitute coursework in consultation with the teacher.

(4) Provided that successfully completed coursework is required for admission to an examination, this must be governed by the respective course-related study and examination regulations.

Section 7 Practical Semesters and Practical Phases

Practical semesters and practical phases must be integrated into the undergraduate courses. Further details are governed by the course-related study and examination regulations as well as the relevant internship regulations.

Section 8 Examination Board

(1) A joint Examination Board is established at ASH Berlin from among the members of the university, as a council for all degree courses at ASH Berlin for tasks stipulated by law or by university statutes, with the exception of cooperative courses.

(2) The members of the Examination Board are:

1. three professors;
2. one academic staff member with teaching responsibilities;
3. one student.

(3) One member of staff for Examinations Office will participate in the Examination Board meetings with the right to speak. Other persons may be consulted in an advisory capacity.

(4) The members of the Examination Board as well as one deputy each are to be elected by the Academic Senate; a member's term of office is two years. The chairperson of the Examination Board and her/his deputy are elected by the Academic Senate from the group of professors. The chairperson of the Examination Board represents the council within the university.

(5) The Examination Board holds at least one regular meeting as a council every semester. It has a quorum if at least three members entitled to vote are present, whereby at least two members must be represented in accordance with Subsection 2 No. 1. Resolutions are passed by a simple majority; in the event of a tie, the chairperson's vote decides.

(6) In dealing with examination matters that personally affect a member of the Examination Board, his or her membership is suspended; reference is made to the rules of bias pursuant to Sections 20 and 21 of the Administrative Procedure Act.

(7) The Examination Board meetings are not open to the public. The members of the Examination Board as well as their deputies must maintain the necessary confidentiality when handling personal data and are subject to the obligation of confidentiality when dealing with objections.

Section 9 Duties of the Examination Board

(1) The Examination Board has to perform the tasks assigned by law or the university statutes. In matters relating to examinations, recognition and credits, it ensures compliance with the provisions of the FSEr and the course-related study and examination regulations and makes the necessary decisions. It reports to the Academic Senate on the development of the examinations. It makes suggestions for reforms to the courses and the FSEr as well as to the course-related study and examination regulations.

(2) The Examination Board can transfer powers to the chairperson, revoke the transfer at any time and, incidentally, also make decisions in the delegated areas at any time, if the decision-making authority is not assigned to the Examination Board as a council by the university statutes.

The chairperson is to report to the members of the Examination Board on all essential circumstances and decisions. The chairperson may also submit the necessary decisions to the council for deliberation and resolution.

(3) The Examination Board as a council generally determines the regular application deadlines and time periods allotted for Bachelor's and Master's theses for each semester. These dates are to be announced publicly at the university. The Examination Board as a council can decide on whether the university will publicly announce examination results, taking account of data protection concerns. The Examination Board also decides as a council on objections to decisions on examinations, recognition and credits.

(4) Legally significant notifications to the Examination Board, such as applications for decisions or objections to decisions on examinations, recognition and credits must be made in writing through the Examinations Office; use of the electronic form is excluded.

Section 10 Student Advisory Service

(1) The student advisors at ASH Berlin and, as a rule, the course coordinator for the relevant degree course are responsible for advising students, unless otherwise stipulated in the degree courses. The full-time professors at ASH Berlin are responsible for advising students in the sense of subject-specific advice. Students may make use of this.

(2) The ASH Berlin student advisor supports, advises and promotes the students in the context of her/his area of responsibility, taking into account the students' own responsibility to attain their learning objectives. Providing advice here extends in particular to general questions about the study programme, student funding and study financing, as well as to social issues. Furthermore, she/he advises prospective students in general about the study opportunities at ASH Berlin, about access and admission to the study programme, as well as about the potential for and modalities of any planned change of the degree course or university.

(3) The course coordinator responsible for the respective degree course provides information and advice, in particular on course-related issues. The advisory function extends here in particular to questions on the design, structure, and conduct of the study programme, and planning studies in terms of contents and time and the opportunities to study. Furthermore, she/he advises prospective students on subject-specific matters concerning access and admission to the respective degree course as well as about the modalities of any planned change of course or university.

(4) To introduce the study programme, orientation units will be presented at the beginning of the degree course programme. Moreover, as a rule, all students in undergraduate degree courses are to be offered advice on the course of their studies during their third semester.

(5) The function of the student advisory service is advisory and intermediary.

Section 11 Academic Counselling

(1) Students who were enrolled to study at ASH Berlin pursuant to Section 11 Subsection 2 or 3 Berlin Higher Education Act [(Berliner Hochschulgesetz (BerlHG))] and who have not completed the statutory learning objectives of their first year of study are obligated to take part in academic counselling at the end of the first year of study, regarding unattained study objectives and to promote a successful course of study.

(2) To conduct the academic advisory counselling, the Academic Senate will appoint at least one ASH Berlin university professor and at least one student staff member associated with the respective degree course and based on the proposal of the student body, for the term of two years.

(3) The objective of the academic counselling is to conclude a written agreement on the course of study with the student about her/his continued course of study to complete the learning objective, while specifying appropriate measures. If the course of study agreement is not concluded, the academic advisor can instead specify in writing the time allotted to the student to complete specific coursework and final module examinations, while taking account of her/his personal situation. The persons named in Subsection 2 must keep a record of the course of the academic counselling.

(4) If the student does not comply with her/his obligation to have academic counselling, the student will be de-registered.

(5) If less than one third of the agreements or obligations stipulated in writing during the academic counselling are not fulfilled on time and no reasons are given, the student will be de-registered.

(6) The student must be informed in writing of the consequences pursuant to Subsection 4 and Subsection 5 of the invitation for academic counselling, or when concluding the course of study agreement, or when the condition is issued.

(7) Students in undergraduate courses who do not correspond to the group of persons pursuant to Subsection 1 and who, after the expiration of half of the standard period of study designated for the respective degree course, have only completed the learning objectives for less than one third of the credits to be earned of the study programme to date, will be offered participation in academic counselling.

Section 12 Recognition of Coursework and Examinations and Credits for Competences Acquired Outside the University

(1) ASH Berlin students may, upon application, have coursework and final module examinations completed at other universities, in other courses at this university or in other modules of the degree course in which they are enrolled recognised in accordance with Subsection 2 as the results for a certain module in the degree course in which they are enrolled, while taking account of the course-related provisions.

Application is to be made to the Examinations Office for the recognition of coursework and final module examinations in principle within two semesters after enrolment at ASH Berlin or within two semesters after the academic work has been completed. When applying, the student must submit the documents required for recognition in the original and, if necessary, in a certified German translation and submit these as copies.

(2) Coursework and final module examinations are recognised as long as there are no significant differences in terms of the competences acquired. It is possible to get recognition for partial results within a module; the recognition can be granted along with compensatory requirements for the coursework and final module examinations still to be done to complete the module. When recognising periods of study, coursework and final module examinations that have been completed outside of the Federal Republic of Germany, the equivalency agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs and the University of Applied Sciences Rectors' Conference, as well as agreements within the framework of university partnerships must be observed. The recognition of coursework and final module examinations completed domestically and abroad is made in accordance with the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997 (Federal Law Gazette [Bundesgesetzblatt] 2007, Part II, pages 712 ff.). The burden of proof that the results do not meet the relevant requirements for recognition lies with the university. If recognition is refused, the grounds for this must be provided.

(3) Subsections 1 - 2 apply accordingly to coursework and final module examinations at recognised distance learning units as well as in training courses at vocational academies that are equivalent to those at universities.

(4) If the coursework and final module examinations are recognised, the grades, insofar as the grading systems are comparable, are to be transferred and included in the calculation of the overall grade; reference is made to Section 19, Subsection 5 Clause 1 of these regulations. If the grading systems are not comparable, the notation "passed" is to be recorded; if necessary, a repeat examination can be arranged to determine the grade. In this case, the examiner is the module administrator or a teacher of the module or unit appointed by her/him.

(5) Competences acquired outside the university, which have been acquired, for example, in the context of further education, technical college training or professional activity, will be credited if they are equivalent in contents and level to the learning objectives of individual modules or individual units of a module of the respective course. Application for crediting is to be made to the Examinations Office within two semesters after enrolment at ASH Berlin or within two semesters after the competences have been acquired. When applying, the student must submit the documents required for the credits in the original and, if necessary, in a certified German translation and submit these as copies.

Credits may be given for competences acquired outside of the university for up to half of the total scope (credits) planned for the respective course. Further details are governed by the study and examination regulations as well as the credit regulations for the respective course.

(6) Coursework and final module examinations completed and competences acquired outside the university may only be recognised or credited once. The Examination Board decides on the recognition of coursework and final module examinations completed and credits for competences acquired outside the university within six months after the complete application has been made on the basis of the written statement of the administrator of the relevant module. Reference is made to Section 23 of these regulations. The recognition of coursework and final module examinations completed and credits for competences acquired outside the university are indicated in one of the certificate documents.

(7) If the student attempts to influence the recognition or crediting process through cheating, the module or unit for which application was made for recognition or credits will be assessed one time as "failed". Section 21 Subsections 5 and 6 of these regulations apply accordingly. It will be necessary to complete the relevant module or unit within the framework of a regular study programme at ASH Berlin in the sense of a repeating it and the final module examination must be taken in accordance with the course-related provisions. Repetition as part of any new recognition or credits process for this module or this unit is excluded.

Section 13 Special Conditions for Examinations

(1) To ensure equal opportunity, anyone who, due to a disability or chronic illness, would like to take examinations entirely or in part in a different form than that provided, at a different time or with an extended time allowed, may apply in writing to the Examination Board for special examination conditions. This does not affect the examination requirements. It is necessary to provide proof of the disability. The application for accommodation for disabilities must be submitted to the Examination Board through the Examinations Office at the latest two weeks before the date of the examination for which it is requested for the first time, enclosing the evidence relevant for making a decision. The Examination Board can request a medical certificate or an official medical certificate to make its decision. Any accommodation for disabilities granted applies for the entire period of the study programme if the extent of the disability remains the same. The student is obligated to notify the Examination Board immediately in writing through the Examinations Office if the preconditions for the accommodation for disability no longer exist.

(2) The provisions of the Maternity Protection Act [Mutterschutzgesetz (MuSchG)] apply.

To be able to exercise of her rights under the Maternity Protection Act, the student must inform the university of an ongoing pregnancy in writing, including the necessary evidence. The student will be exempted from taking examinations during the protected maternity period. If the student chooses not to make use of the protected periods, she/he can revoke her/his right to this in writing to the Examination Board by the set examination date. The student can then take the pertinent examination at a later point in time, in consultation with the examiner. The student is to inform the examiner about not taking the respective examination. The student must be given free time for examinations associated with pregnancy and motherhood pursuant to Section 7 Subsection 1 Maternity Protection Act [Mutterschutzgesetz (MuSchG)], as well as for breastfeeding.

(3) Living conditions for students with children up to the age of 16 as well as those with family members who are sick or in need of care in accordance with the Care Leave Act (Pflegezeitgesetz) are to be taken into account in an appropriate manner.

Section 14 Final Module Examinations

(1) Only those who are properly enrolled in the relevant course at ASH Berlin, who meet the requirements for attending the courses of the respective module, who have properly attended the relevant courses and have registered for the respective examination are entitled to take examinations. The electronic systems provided by ASH Berlin must be used to register for courses and examinations.

(2) Notwithstanding Subsection 1, guest students and auditing students at ASH Berlin can take courses and examinations in individual modules in accordance with the course-related provisions, but not for a Bachelor's or Master's thesis, if the teacher agrees to the student taking part. As part of the tiered study programme system, students in Bachelor's degree courses are not allowed to audit a Master's programme. Reference is made to the statutes on academic affairs.

(3) During a leave of absence, the student cannot take any courses, complete any practical semesters or practical phases, take any examinations, including their Bachelor's or Master's thesis, or earn any credits. This does not apply to taking examinations in courses that have been properly attended during the leave of absence and in the event of repeating an examination. Repeating a thesis pursuant to Section 17 of these regulations and repeating practical study semesters and practical phases pursuant to Section 7 of these regulations during a leave of absence are excluded. Reference is made to the possibility of a part-time study programme in full-time courses pursuant to Section 12 of the statutes for academic affairs. Coursework and final module examinations completed at a foreign university during a study-related time spent abroad can also be recognised if a semester of leave was granted for the time spent abroad; reference is made to Section 12 of these regulations.

(4) The examiner is the teacher whose course in the respective module the student is taking during the examination semester. If the course is taught by several teachers, the examiner is determined in consultation with the student. In case of any incapacity, the Examination Board appoints suitable substitutes. The content of the examination should be based on the competences to be taught in the respective module. The teachers of the respective module are required to coordinate the teaching and learning objectives, contents and methods within the module with one another so that the level of examination results is equivalent.

(5) The final module examination(s) specified for a module is/are to be taken as part of the studies during the relevant course, but no later than the end of the respective semester. If there is agreement between the examiner and the student, the examination can also be administered at a later date in justified exceptional cases, including reasons pursuant to Section 13 of these regulations and if there is any incapacity, pursuant to Section 21 Subsection 2 of these regulations, but at the latest by the end of the following semester.

(6) The modalities of taking the examination, including the appropriate dates, with the exception of the Bachelor's or Master's thesis, must be announced by the examiner in text form at the beginning of the course in accordance with the respective course-related study and examination regulations.

(7) Final module examinations are to be taken in written (Section 15 of these regulations) or in oral form (Section 16 of these regulations). The types of examinations are specified in the respective study and examination regulations. The form and scope of the examinations to be taken must be set out in the course-related study and examination regulations and in the module descriptions. The teacher authorised to examine the students is obligated to offer at least two types of examinations, if this option is provided in accordance with the course-related provisions. Written examinations pursuant to Section 15 of these regulations, with the exception of Klausur written examinations, as well as written elaborations of oral final module examinations pursuant to Section 16 of these regulations must include the notation that the thesis was prepared independently and only with the help of the specified resources and sources, including own sources. If the thesis is submitted for assessment in both written and electronic form, it is necessary to ensure that the electronic form fully corresponds to the written form. A final module examination may only be submitted once for assessment; if such examinations that have already been taken are to be used further, this must be cited in the new thesis as a source as well as disclosed in an explanatory manner in the thesis introduction.

(8) The student has passed the final module examination if it has been assessed as at least "sufficient" or "passed". If final module examinations are graded, the assessment must be made in accordance with Section 18 of these regulations. Grounds for the assessments of final module examination must be provided in writing. At the same, it is necessary to state the reasons for the assessment. For oral examinations, the essential topics and the associated assessments must be recorded in a record (cf. Section 16 Subsection 1 of these regulations). Reference is made to Section 20 of these regulations.

(9) Examinations are usually administered as individual examinations, especially the Klausur written examinations. They can be administered as group final module examinations if the type and scope of the topic justify it; at the same time, it must be possible to define and individually assess the contribution of each individual student.

(10) Examinations are as a rule taken in the German language. Upon justified application, the Examination Board can also allow the examination to be taken in another language, in agreement with the teacher(s) authorised to administer the examination. For foreign-language modules or teaching units of the international curriculum, the examinations are taken in the corresponding foreign-language form.

Section 15 Written Final Module Examinations

(1) The objective of Klausur written examinations is to determine whether the student can present facts and issues from the respective topic area using familiar methods or develop ways to solve them within a limited time and with limited resources. Klausur written examinations can be taken as examinations on a topic and/or as question-and-answer examinations.

The examinations on a topic also include dealing with practice-related cases. Use of resources may only be approved by the examiner insofar as they are documents that are necessary for solving tasks or dealing with cases and they do not impair the validity of the results.

The examinations may not last less than 90 minutes nor exceed 180 minutes. The student has to mark her/his written examination with first and last names, matriculation number and date and sign it.

Klausur written examinations are usually taken under the supervision of the examiner as part of the course. The supervisor must keep a record of the course of the examination, in which the beginning, end and special occurrences are recorded.

(2) Other written final module examinations include independently working through a task within a limited period of time in written or other media form. They have the objective of determining whether the student is able

- to work independently and critically with scientific literature and/or
- to structure and critically analyse empirical findings and/or
- to find a solution for practical tasks and cases.

The topic is determined by the examiner; the student should be able to choose among several topics. The topics should refer to the teaching units dealt with in the teaching unit.

(3) The practical report should contain experiences that were gained in the practical training section for the training. The practical report is intended to indicate that the student is able to associate with and reflect on the study programme and practical work following didactic-methodical instruction during the internship. Further details are governed by the internship regulations applicable to the respective degree course.

Section 16 Oral Final Module Examinations

(1) The objective of oral examinations is to determine whether the student has acquired a thorough overview of the teaching content imparted and is capable of having a scientific discussion on this content and its significance for professional and social practice. Unless there is a special appointment, the examiner is the teacher whose course the student is taking in the examination semester. A report must be kept over the course of the oral examination by a competent observer, who is named by the examiner from among the ASH teachers. The report contains the main topics of the examination as well as the assessment of the final module examination. Oral examinations must last at least 20 minutes/at most 30 minutes per student. The examiner must inform the student of the examination result immediately after the examination.

(2) A presentation [Referat] is an oral paper presented during the course in combination with a written argument, while including and evaluating the relevant literature.

(3) A presentation is the oral and written or medially documented representation of a work result using methods typical of the profession as part of the course.

Section 17 Bachelor's Thesis or Master's Thesis

(1) In the Bachelor's or Master's thesis, the student should demonstrate that she/he has acquired sufficient methodological capabilities during the study programme to independently and scientifically work through a topically limited issue from her/his topic area within the time allotted. Interdisciplinary topics are desirable and should take account of aspects of professional and/or social practice. The topic, task and scope of the work are to be limited in such a way that it is possible to adhere to the planned workload within the specified time allotted. ASH Berlin degree courses are required to define guidelines for content and formal criteria for the preparation of the Bachelor's or Master's thesis.

(2) Students will be admitted to the Bachelor's or Master's thesis programme if they meet the requirements set for the respective degree course pursuant to the respective study and examination regulations.

(3) The Bachelor's or Master's thesis can also be prepared in the form of a group thesis by up to three students. It must be possible to clearly distinguish among and individually assess the contribution of the individual students; this must represent a substantial part of the work and meet the requirements pursuant to Subsection 1.

(4) The Bachelor's or Master's thesis is supervised and assessed by an examiner (initial reviewer); a further assessment is made by a second examiner (second reviewer). At least one of the examiners must be a full-time professor or visiting professor at ASH Berlin. The other examiner can be a lecturer, honorary professor or guest lecturer at this university if the examiner has at least attained the qualification to be determined by the examination or an equivalent qualification. In justified cases, an external examiner who fulfils the criteria for a teaching position at this university for the relevant degree course can be appointed. The examiners decide on the topic of the Bachelor's or Master's thesis based on a proposal by the student. In case of incapacity of an examiner, the Examination Board appoints a suitable substitute.

(5) The time allotted for preparing the Bachelor's thesis is 12 weeks, and if empirical work is applied 14 weeks; time allotted for preparing the Master's thesis is 25 weeks, or 30 weeks if empirical work is applied. If empirical work is applied the student must apply in writing to the Examinations Office to have the allotted time set, with confirmation from the initial reviewer.

In individual cases, the deadline for the submission of the Bachelor's thesis may be extended by a maximum of four weeks, and for the Master's thesis by a maximum of five weeks, upon written application by the student, providing that the reasons are substantiated, and in case of incapacity pursuant to Section 21 Subsections 2 and 3 of these regulations. For part-time studies, applied studies or integrated studies, different regulations for the time allotted and the possibility of extension may be applied in the course-related study and examination regulations. For students who are enrolled in a full-time course and who are completing their study programme on a part-time basis pursuant to Section 5 Subsection 5 of these regulations, the time allotted provided for full-time students applies. In addition, the time allotted pursuant to Section 13 Subsection 2 of these regulations will be extended to include the statutory protected maternity or paternity periods if the student makes use of this.

For students with children up to the age of 16 or with family members in need of care pursuant to the Care Leave Act (Pflegezeitgesetz), the allotted time will be extended at the request of the student by an additional two weeks for a Bachelor's thesis and by an additional three weeks for a Master's thesis. Students with disabilities or chronic illnesses can apply for an additional extension pursuant to Section 13 Subsection 1 of these regulations if they would otherwise be put at a disadvantage. The Examination Board decides on the extension.

(6) The student must apply for admission to the Bachelor's or Master's thesis programme to the Examination Board in writing. The dates are set by the Examination Board as a council. The application must contain:

- a) the precisely formulated topic of the Bachelor's or Master's thesis as well as
- b) the proposal for the initial and second reviewer and their declarations of consent.

(7) The Examination Board notifies the student of its decision on the topic, reviewers and submission date for the Bachelor's or Master's thesis no later than three weeks after the application deadline; this can also be done by posting the notice. The topic and time of issue and submission must be kept on file. The examiners are appointed by the Examination Board, usually when the topic is issued.

(8) Changes to the topic are subject to approval; this does not change the submission deadline.

(9) The Bachelor's or Master's thesis must be submitted to the Examinations Office in three printed and bound copies and also in electronic form. The Bachelor's or Master's thesis must be accompanied by an abstract as a rule of 1,500 characters, from which the essential contents of the thesis follow and which can be made publicly available. The abstract is a part of the Bachelor's or Master's thesis and must be included in every copy.

(10) The Bachelor's or Master's thesis must be provided with the student's assurance that she/he wrote the thesis, or independently wrote her/his appropriately designated part of a group thesis and did not use any resources and sources other than those specified, including own sources. Furthermore, the student must ensure that the electronic form of the Bachelor's or Master's thesis fully corresponds to the written form. If final module examinations that have already been taken are used further, this must be cited as a source in the Bachelor's or Master's thesis as well as disclosed in an explanatory manner in the thesis introduction.

(11) The Bachelor's or Master's thesis will be added to the ASH Berlin library after the study programme is completed if the student does not raise any objections. The student's consent or non-consent must be stated in writing in the Bachelor's or Master's thesis. Another copy is kept in the university's examination files as evidence.

(12) The Bachelor's or Master's thesis will be forwarded by the Examinations Office to the appointed reviewers for assessment. The Bachelor's thesis is to be assessed by the reviewers within five weeks and the Master's thesis within eight weeks, and it is to be assessed in writing according to Section 18 of these regulations.

The Bachelor's or Master's thesis is passed if the reviewers respectively assess the results as at least "sufficient" (4.0). In case the individual assessments deviate by more than two grades, the Examination Board will appoint a third examiner to assess it. The grade for the Bachelor's or Master's thesis is calculated from the arithmetic mean of the individual assessments. This report is part of the examination file.

(13) If the Bachelor's or Master's thesis is not submitted on time, it will be rated "insufficient" (5.0) by the Examination Board.

(14) If the assessment of the Bachelor's or Master's thesis shows that it has not been passed, the student can repeat the Bachelor's or Master's thesis with a new topic; reference is made to Section 19 Subsection 1 Clauses 4-6 of these regulations. No further repetition is allowed.

(15) A Bachelor's thesis that is graded failed while submitted within the standard period of study will be deemed not undertaken (free attempt); this will not apply in case of cheating (cf. Section 21 Subsection 4 of these regulations); reference is made to Section 19 Subsection 1 Clauses 4-6 of these regulations.

(16) The degree course may provide for the student to defend her/his Bachelor's or Master's thesis which has demonstrably passed successfully in an oral examination; Section 16 Subsection 1 of these regulations applies accordingly. The oral examination is to be administered promptly by the Bachelor's or Master's thesis reviewers. In case of incapacity of an examiner, the Examination Board appoints a suitable substitute. The result of the oral examination is to be included in the assessment of the Bachelor's or Master's thesis in accordance with the course-related study and examination regulations. If the oral examination is assessed as failed, the oral examination can be repeated once. Any further repetition is excluded (see Section 19 Subsection 2 Clause 2 of these regulations).

Section 18 Assessment of Final Module Examinations

(1) Each module must be concluded with a grade, unless otherwise stipulated in the course-related provisions of the respective course. It must be taken into account that, as a rule, 75% of the total coursework (credits) is to be assessed in examinations differentiated by grades. For undifferentiated assessment, the course will be graded as "passed" or "failed".

(2) The assessment of the final module examination is determined by the respective examiner. Grounds must be given for the assessment (see Section 14 Subsection 8 of these regulations).

The following grades are to be used for evaluating final module examinations:

1 = "very good"	- an outstanding result,
2 = "good"	- a result that substantially surpasses the average requirements;
3 = "satisfactory"	- a result that corresponds to the average requirements;
4 = "sufficient"	- a result which, despite its shortcomings, still meets the requirements;
5 = "insufficient"	- a result that, due to significant shortcomings, is no longer sufficient to meet the requirements.

For a more differentiated assessment of the results, intermediate values are generated by lowering or raising the grades by 0.3. Grades of 0.7, 4.3, 4.7 and 5.3 are excluded. Grade values are given as follows:

up to 1.5 = "very good",
over 1.5 to 2.5 = "good",
over 2.5 to 3.5 = "satisfactory",
over 3.5 to 4.0 = "sufficient",
over 4.0 = "insufficient".

(3) If an examination is assessed by several examiners, the student has passed if the examiners each rate the result with at least "sufficient" (4.0). The grade is calculated from the arithmetic mean of the individual grades determined.

If several examination grades are combined to generate a module grade or an overall grade, the grade is calculated from the weighted arithmetic mean of the assessment of the individual examinations; Clause 1 applies accordingly. When calculating the individual grades and the overall grade, only the first decimal place after the decimal point is taken into account, all other places are deleted without rounding.

Section 19 Repetition of Final Module Examinations

(1) For failed examinations, as a rule the authorised examiner must schedule a repeat examination for the student during the current semester. If the examiner and the student agree, the examination can also be administered at a later point in time, but no later than the end of the following semester. The student can instead take the repeat examination as part of taking a new and corresponding course or as part of another teaching unit of the module, if such an alternative with regard to results is provided in the module. For a Bachelor's or Master's thesis, the failed examination may only be repeated within the framework of the regular dates; Section 17 Subsection 6 of these regulations applies accordingly. If the student fails the Bachelor's or Master's thesis, it is only possible to repeat the thesis with a new topic; this applies analogously for other examinations. If the repeat examination is taken with another examiner, the examiner has the right to be notified of the previous examination topic.

(2) A failed final module examination can be repeated twice. Subsection 1 Clauses 1 and 2 apply accordingly. The Bachelor's or Master's thesis can only be repeated once, including the subsequent oral examination pursuant to Section 17 Subsection 16 of these regulations.

(3) The second repeated examination is to be accepted and assessed by two examiners. One examiner must be a full-time professor at ASH Berlin. The assessment is to be made pursuant to Section 18 of these regulations.

(4) If a student has ultimately failed an examination, the Examination Board issues a written decision subject to appeal to the student; reference is made to Section 16 of the academic affairs statutes.

(5) It is not possible to repeat any successfully passed examination. If an examination is taken several times, only the first successfully passed examination is decisive for completing the course. If a student re-takes a failed examination, the result of the repetition replaces the previous grade.

Section 20 Recording and Notification of the Examination Results

(1) The examiner must announce the examination results verifiably to the student and the Examinations Office within four weeks after the examination is taken, but by the end of the lectures at the earliest. If there is a way to do this electronically, this means should be used.

(2) Students are obligated to regularly use the electronic system provided by ASH Berlin to inform themselves about the status of their results.

(3) At the student's request, the examiner is to hand out written examination papers, with the exception of Klausur written examinations, to the student with the reasons for the assessment. The examiner must give the student access to Klausur written examinations. The examiner must submit any written examination papers that were graded as "insufficient" (5.0) due to cheating to the Examinations Office and add them to the examination file; this applies accordingly to objections to examination decisions pursuant to Section 23 of these regulations. Section 17 Subsection 11 of these regulations applies to Bachelor's and Master's theses.

Section 21 Failure, Resignation, Cheating, Violating Regulations

(1) A final module examination will be graded "insufficient" (5.0) if the student misses an examination date without a valid reason or if she/he withdraws from the examination after it has started without a valid reason. The same applies if a written examination is not completed within the specified time allotted.

(2) The circumstances constituting a valid reason, which are being invoked for a failure or for a withdrawal, must be submitted in writing to the examiner within three working days while providing means to substantiate them. For any inability to take an examination which occurs during the examination, Section 22 Subsection 2 of these regulations also applies accordingly. The student is required to prove illness by submitting a medical certificate. In principle, the medical certificate must show how the illness would have a negative impact on results, but not disclose the illness itself. In justified cases, the Examination Board can also demand an official medical certificate at the request of the examiner.

If necessary, the examiner will schedule a repeat examination (cf. Section 19 Subsection 1 of these regulations) or extend the time limit accordingly; the latter only if this is provided for in these regulations.

(3) The same applies to the Bachelor's or Master's thesis, whereby the circumstances constituting a compelling reason must be stated to the Examinations Office. The Examination Board alone makes the decisions about the requirement for an official medical certificate, a repeat examination or an extension of the time limit.

(4) If the student tries to influence the result of her/his examination results by cheating or using unauthorised aids, the final module examination in question will be graded as "insufficient" (5.0). The same applies to students who wilfully assist cheating by other students. Students who disrupt the proper course of the examination can be excluded from continuing the examination by the respective examiner or supervisor; in this case, the relevant final module examination will be graded as "insufficient" (5.0).

(5) In particularly severe cases of cheating, the final module examination can be declared as definitely failed. A particularly serious case exists if the student has attempted to cheat repeatedly or several times. The decision will be made by the Examination Board as a council after hearing the student.

(6) If the actual cheating only becomes known afterwards, the Examination Board can subsequently correct the grade(s) in question and declare the examination "failed" or ultimately failed. The student is to be given the opportunity to make a statement before the decision is made.

(7) For the purpose of detecting plagiarism, the examiner may compare examination papers that have not been prepared under supervision, in particular term papers, written parts of lectures or presentations and Bachelor's or Master's theses, with databases of external providers and transmit the examination papers in anonymised form to such databases for this purpose. If ASH Berlin provides plagiarism detection software to detect plagiarism, this must be used.

Section 22 Deficiencies in the Examination Process

(1) If it proves to be the case that an examination process was afflicted with significant deficiencies that have influenced the examination results, then upon application to the Examination Board or ex officio, it must be ordered that some or all of those who took the examination must repeat the entire examination or individual parts of it.

(2) Circumstances constituting significant deficiencies in the examination process must be submitted to the supervisor or the examiner or the Examinations Office or the Examination Board immediately and substantiated by the student. Reasons stated orally must also be immediately submitted in writing to the Examination Board and substantiated.

Section 23 Objections to Decisions on Examinations, Recognition and Credits

(1) The student can raise objections to any decision made about examinations, recognition and credits to the Examination Board in written form within two weeks after the results are announced. Reference is made to Section 9 Subsection 4 and Section 20 Subsections 1 and 2 of these regulations. The objections must be justified in writing.

(2) Upon the student's request, the examiner must immediately provide any missing grounds for the assessment pursuant to Section 14 Subsection 8 Clauses 3-4 of these regulations. After obtaining access to the grounds, the student can present a counter-argument to the Examination Board pursuant to Subsection 1.

(3) The Examination Board will forward the objections to the examiner concerned for written comment. If there are objections to decisions about recognition or credits, the responsible module administrator will issue a written statement. The Examination Board will decide as a council while taking account of this statement. The student will receive a written notification of the decision.

Section 24 Additional Modules

During their studies, ASH Berlin students may in principle complete modules from the studies offered by ASH Berlin, in addition to those which are required for the degree course in which they are enrolled; reference is made to Section 14 Subsection 2 of these regulations. Upon application by the student when she/he has successfully completed the additional module(s), it will be designated as an additional qualification in one of the certificate documents upon completion of the study programme. The final examination(s) for the additional module(s) will not be considered when determining the overall grade.

Section 25 Studies and Examinations Files

(1) The studies and examinations files, which contain the notes on enrolment and de-registration, examination results, transcripts of the certificate, the diploma, the diploma supplement and the transcript of records, will be stored for a period of at least 50 years after de-registration. The files can be stored electronically.

(2) The storage period for written and electronic examination papers, with the exception of the Bachelor's or Master's thesis (cf. Section 17 Subsection 11 of these regulations), ends one year after the examinations results are announced, if by that time the student has not made any claims nor has she/he raised an objection or filed a complaint against an examination decision and the process was not concluded legally, or if they are stored or archived for university purposes without the consent of the respective student.

(3) After the end of storage period the documents mentioned will be destroyed and the data deleted pursuant to Subsections 1 and 2.

Section 26 Overall Grade and Completion of the Study Programme

(1) The grades for the modules, including the final module grade for the Bachelor's or Master's thesis, make up the overall grade. The overall grade for the final degree is the result of the weighted arithmetic mean of all module grades, taking account of the credits assigned to the respective module (weighting factor), whereby the final module grade for the Bachelor's or Master's thesis is counted twice in calculating the overall grade.

The Master's programme has been successfully completed when all modules of the study programme have been successfully completed and the credits required for the programme have been accumulated.

(2) The overall assessment of "very good with honours" is conferred instead of the overall assessment of "very good" if the overall grade is better than or equal to 1.2. As a supplement to the overall grade, one of the certificate documents must include an ECTS grading table showing the distribution of the overall grades earned on the basis of sufficient statistical data and in accordance with the standards of the European Credit Transfer and Accumulation System, according to the ECTS Users' Guide of the EU Commission.

<i>Overall grade</i>	<i>Overall assessment</i>	<i>Total number within the reference group</i>	<i>Grading percentage</i>
<i>1.0 to 1.2</i>	<i>very good with honours</i>		
<i>1.3 to 1.5</i>	<i>very good</i>		
<i>1.6 to 2.5</i>	<i>good</i>		
<i>2.6 to 3.5</i>	<i>satisfactory</i>		
<i>3.6 to 4.0</i>	<i>adequate</i>		
<i>above 4.0</i>	<i>failed</i>		
	<i>Total:</i>		<i>100%</i>

Section 27 Certificate Documents

(1) After successful completion of the study programme, the Rector of ASH Berlin confers the academic degree in accordance with the relevant degree course. The student receives a certificate and a diploma indicating the degree course completed and the degree earned. The certificate is to be signed by the Rector of ASH Berlin and the chairperson of the Examination Board or their respective deputies; the diploma must be signed by the Rector or her/his deputy. The certificate and diploma are to bear the ASH Berlin seal.

(2) ASH Berlin must ensure that it confers the Bachelor's degree by no later than eight weeks, and the Master's degree no later than twelve weeks after the student has taken the last final module examination required for successful completion of the study programme.

(3) The certificate contains information on the topic of the Bachelor's or Master's thesis and how it was assessed as well as the assessment of the other module examinations. The overall grade and the total scope of the study programme in credits must be noted on the certificate.

(4) The certificate bears the date when the last part of the examination was taken and the credits required for the study programme were earned.

(5) The Diploma Supplement provides additional information on the degree course, its requirements and contents, the grading system and the type of degree and is supplemented by information about ASH Berlin and the German course of study system as a supplement to the certificate and diploma, in German and English.

(6) Students also receive a transcript of records in English and/or German, which records all completed modules and coursework or final module examinations, including the credits and examination grades awarded for them.

(7) The Diploma Supplement and Transcript of Records are to be signed by the chairperson of the Examination Board or her/his deputies.

Section 28 Invalidation of Graduation

(1) A Bachelor's or Master's degree conferred by ASH Berlin can be withdrawn again,

1. if it subsequently transpires that it was earned by cheating or that essential requirements for conferring it were not met;
2. if it subsequently transpires that the holder was unworthy of the academic degree conferred;
3. if the holder has proven herself/himself unworthy of holding the academic degree through subsequent conduct.

(2) The Rector of ASH Berlin decides on the withdrawal of the academic degree at the proposal of the Examination Board council after hearing the candidate. The corresponding certificate documents and diplomas must be returned when the academic degree is withdrawn. Incorrect certificate documents must be withdrawn and replaced with corrected documents.

Section 29 Entry into Effect

These regulations come into effect on the day after they are published in the official bulletin of ASH Berlin.

Prof. Dr. Bettina Völter
Rector

Appendix: Sample Module Descriptions *

If a module is made up of individual units or sub-modules, a separate description can be provided for each unit or sub-module, if necessary. Short descriptions in German and English are to be created for each module, if applicable for each unit or for each sub-module, for preparing the transcript of records pursuant to Section 27 Subsection 6 of these regulations. The respective module administrator will not be stipulated in the module descriptions and may therefore vary. The degree course determines who is responsible for administering each module and this must be made public.

Module title, if applicable, with details of the units				Module no.: <i>if provided</i>
Qualification level	<i>Bachelor's or Master's</i>		Status: <i>Compulsory module or elective module</i>	
Learning objectives/ Competence development				
Course contents	<i>divided according to units</i>			
Form and scope of the course(s)	<i>Indication of type of lecture and semester hours</i>			
Regulations for taking the course	<i>active participation or regular attendance</i>			
Forms of teaching and learning				
Taking examinations, type of examination(s), assessment	<i>Number of final module examinations, admissible forms of examination assessment: differentiated according to grades or undifferentiated</i>			
Requirements for participation	<i>Which modules/units must be completed and/or how many credits the student must have earned in the previous course of study to be able to take this module/the corresponding units.</i>			
Accepting credits	<i>Accepting credits for the module, e.g., for other degree courses</i>			
Length of the module	<i>Number of semesters</i>		Semester information according to the Curricular Schedule:	
How often the module is offered	<i>Winter semester and/or summer semester</i>			
Module scope: <i>Number of credits</i>	Attendance time in hours:	Independent study time in hours:	Practical time in hours:	Total hours:
More information	<i>Other information, e.g., on the instruction language</i>			

* Changes to the module descriptions require appropriate council resolutions as amendments the course-related Study and Examination Regulations (SER).