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**Examination Regulations for the Bachelor programme in  
Business Administration  
Social Sciences  
Economics  
Economics and Social Sciences  
Information Systems  
at the Faculty of Management, Economics and Social Sciences at the  
University of Cologne**

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On the basis of Section 2 (4) and Section 64 of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz - HG) in the version of the Higher Education Act (Hochschulzukunftsgesetz - HZG) of 16 September 2014 (GV. NRW. 2014 page 547, the Faculty of Economics and Social Sciences of the University of Cologne has issued the following regulations:

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### **Section 1 Scope of Application**

<sup>1</sup>These Examination Regulations govern the course of study, the examination procedure and the degree to be awarded in each case for the degree programmes in Business Administration, Social Sciences, Economics, Social Sciences Economics and Business Informatics at the University of Cologne.<sup>2</sup>The contents and requirements of the modules and study areas are regulated in the annexes.<sup>3</sup>The annexes are part of these examination regulations.

### **Section 2 Objective of the programme**

<sup>1</sup>The bachelor's programme prepares students for jobs that require them to apply academic knowledge and methods. <sup>2</sup>Academic in nature, the programme imparts subject-related, methodical and communicative skills, enabling students to find solutions to theoretical and practical problems; by promoting a critical and constructive approach, it also helps shape trends and changes in society and the world of work.<sup>1</sup> <sup>3</sup>Before commencing their studies or during term breaks, students are recommended to undertake internships independently of their courses to supplement the content of the programme and gain first-hand experience of practice significant to their chosen programme; when planning internships, exam candidates must bear in mind the scheduling of any examinations of relevance to themselves. <sup>4</sup>The bachelor degree is a first-level degree awarded by the Faculty of Management, Economics and Social Sciences at the University of Cologne (hereinafter referred to as "the faculty") and forms the basis for master programmes in a related subject area.

### **Section 3 Degree awarded**

<sup>1</sup>Students who successfully complete the programmes in Business Administration, Social Sciences, Economics, Economics and Social Sciences and Information Systems are awarded the academic title of "Bachelor of Science, B. Sc".

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<sup>1</sup> Students shall acquire the necessary knowledge and skills to be able to work in accordance with good scientific practice and to act responsibly in scientific work, as described in the University of Cologne Regulations on Safeguarding Good Scientific Practice and Handling Scientific Misconduct (Official Notices of the University of Cologne (Amtliche Mitteilungen der Universität zu Köln) 24/2011) in the respectively amended version.

#### **Section 4 Programme commencement, standard period of study, organisation of the programme**

(1) <sup>1</sup>The programme in Business Administration and Economics can be begun in the fall term and in summer term, the programme in Social Sciences, Economics and Social Sciences and Information Systems can only be begun in the fall term.

(2) <sup>1</sup>The Faculty of Management, Economics and Social Sciences (hereinafter referred to as “the Faculty”) shall organise the programme in such a way that it can be completed within the standard period of study. <sup>2</sup>The Faculty shall provide appropriate assistance to students to help them organise their studies; this shall include providing programme-specific advisory services and evaluating and assuring teaching quality.

(3) <sup>1</sup>A curriculum overview shall be drawn up and made accessible in an appropriate form. <sup>2</sup>This curriculum overview does not form part of the Examination Regulations.

#### **Section 5 Total credit points and programme structure**

(1) Students must earn 180 credit points, as described in Section 7, during the programme.

(2) <sup>1</sup>The Business Administration programme comprises at least 22, the Social Science programme at least 21, the Economics programme at least 20 and the Economics and Social Sciences programme at least 20 and the Information Systems programme at least 19 modules as defined in section 6. <sup>2</sup>The programmes are each divided into core, advanced, supplementary and specialisation modules. <sup>3</sup>The provisions concerning the total credit points for and structure of the programme are set out in the sections 29 to 32a.

(3) The programmes shall be conducted in accordance with the respective provisions set out in the annexes to these Examination Regulations.

(4) <sup>1</sup> If one or more modules from another faculty are offered in the programme, the regulations of the faculty offering the module shall apply to them. <sup>2</sup> The modules concerned are listed in the annexes. <sup>2</sup>The modules concerned are shown in the module descriptions.

#### **Section 6 Modules**

(1) The programme is modular in structure.

(2) <sup>1</sup>Modularisation is a process whereby subject matter is grouped into discrete, consecutive units of related topics, which carry credit points (CPs). <sup>2</sup>The module content is designed to be able to be delivered within one term or one academic year as a rule. <sup>3</sup>Where there are special grounds to do so, a module can also be designed to run for more than two terms.

(3) <sup>1</sup>Modules usually carry 6, 9, 12, 15 or 18 credit points. <sup>2</sup>Modules worth six credit points can usually be completed within one term; the other modules usually take a maximum of two terms to complete.

(4) The following types of module exist:

- a) Core modules, which are designed to deliver basic knowledge,
- b) Advanced modules, which build on the modules specified in a) and are designed to enable the student to develop more advanced knowledge and skills,
- c) Specialisation modules, designed to enable the student to specialise in a certain area,
- d) Supplementary modules, which can be taken at any time during the programme.

(5) Modules can be offered as compulsory or elective modules:

- a) Students *must* take the compulsory modules; these modules are marked "Pflichtmodul" in the annexes,
- b) Students must choose elective modules from a list and are required to study them as per the provisions set out in the annexes.

(6) <sup>1</sup>Provisions concerning the individual modules and the end-of-module examinations are set out in the annexes. <sup>2</sup>In particular, they cover the:

- a) module code,
- b) module title,
- c) conditions of participation in the module,
- d) module start date,
- e) module availability (which term),
- f) module duration in terms,
- g) teaching formats for the module and compulsory participation,
- h) examination requirements,
- i) type and duration of the end-of-module examination, any examination components and the rules concerning the pass mark and resits,
- j) language of examination,
- k) limits on attempts,
- l) indication of whether the module is compulsory or elective,

- m) credit points attainable for the module,
- n) prerequisites for awarding credit points,
- o) in the case of elective modules: credit points the module contributes to the overall credit points available for the elective in question,
- p) weighting of the module mark in relation to the overall mark.

<sup>3</sup>If a module and its examinations are not offered during the next semester, another examination date must be offered during the current or next semester. <sup>4</sup>The registration deadlines of this date must allow students who did not pass the examination on the first date to register for the second date. <sup>5</sup>The second date must be chosen promptly in accordance with sentence 4, at latest during the next semester. <sup>6</sup>The provisions of sentences 3 to 5 shall only apply to modules which are concluded with an examination in accordance with § 12, paragraph 3, letters a to c.

(7) <sup>1</sup>Modules usually finish with one examination. <sup>2</sup>In the case of modules carrying 6 credit points, the end-of-module examination consists of one component. <sup>3</sup>The end-of-module examination for modules carrying 9 credit points can consist of two components. <sup>4</sup>In the case of modules carrying 12, 15 or 18 credit points, the end-of-module examination can consist of a maximum of three examination components. <sup>5</sup>Individual modules can also be completed without an examination.

(8) If an end-of-module examination consists of several examination components, they are usually different types or forms of examination as described in Section 12 (2) to (6).

(9) <sup>1</sup>Prerequisites may be defined for participation in a module or module element. <sup>2</sup>The prerequisites are specified in the annex.

## **Section 7 Credit point system and general criteria concerning the awarding of credit points**

(1) <sup>1</sup>Students receive credit points (“CPs” or “LP” in German) as evidence of successful participation in modules. <sup>2</sup>Credit points are calculated based on the anticipated student workload for the module and are a quantitative indicator of the total workload for the programme. <sup>3</sup>They include both the time spent in class and on preparing for and following up classes (i.e. for contact hours and self-study), revision for examinations, examinations themselves, including the thesis and final examination (of the course) as well as study time and, where appropriate, practical components. <sup>4</sup>Credit points are equivalent to the credits awarded in the European Credit Transfer and Accumulation System. <sup>5</sup>One credit point corresponds to an average workload of around 30 hours. <sup>6</sup>As a rule, students are required to earn 60 credit points per year of study.

(2) <sup>1</sup>Credit points are awarded when the students can show that they have completed all of the course work and passed all of the examinations required for the module in question. <sup>2</sup>Section 48 (5) of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia shall apply in respect of accumulation of credit points during academic leave. <sup>3</sup>Notwithstanding Section 48 (5) of



the HG Act, course work conducted and examinations taken on non-completed modules can be shown on the transcript of records.

(3) The same lecture course may not award credit points multiple times for different modules in a programme or different areas of study.

### **Section 8 Studium Integrale**

(1) <sup>1</sup>The “Studium Integrale” (SI) is an interdisciplinary component on the programme. <sup>2</sup>Designed to enhance employability, it can be academic and scientific in content and/or cover professional subject matter.

(2) The “Studium Integrale” is intended to foster and impart skills that go beyond specific subject-based knowledge or that concern basic academic and personal traits, i.e. scientific inquisitiveness, systematic and analytical thinking, ability to deal with complexity, a solution-oriented approach and other skills, such as team skills and foreign languages.

(3) <sup>1</sup>The “Studium Integrale” courses are run by the faculties, the Professional Center as well as by the International Office of the University of Cologne. <sup>2</sup>Students are not permitted to attend “Studium Integrale” courses offered on their programme or in their subject but designed only for students on other programmes.

(4) <sup>1</sup>The “Studium Integrale” carries 12 credit points and formally counts as a module. <sup>2</sup>Notwithstanding section 6 (2), the courses can be delivered and studied at any time during the programme. <sup>3</sup>Further provisions shall be specified by the Examinations Board. <sup>4</sup>There is no restriction on the number of attempts possible for “Studium Integrale” examinations. <sup>5</sup>No mark is awarded for the module. <sup>6</sup>If the assessment of an examination or the registration of participation in a course is not yet entered in the Campus Management System at the time when the successful completion of the course is determined according to section 27 (1) sentence 1, the registration of the examination or participation in a course shall be cancelled ex officio, unless the student objects within a period of two weeks after receipt of the notification of the successful completion of the examination procedure.

(5) <sup>1</sup>Periods of training abroad and work experience can be credited in the “Studium Integrale”. <sup>2</sup>The credit transfer criteria are specified by the Examinations Board, taking into account the minimum requirements and rules concerning credit transfers, which are set out in the annexes.

(6) <sup>1</sup>The students themselves are responsible for planning and completing their “Studium Integrale”. <sup>2</sup>The faculties and the University of Cologne Professional Center as well as the International Office of the University of Cologne offer an advisory service to assist students in their choices.

(7) In the event of a student moving to a different programme, any credit gained in the “Studium Integrale” is transferred to the “Studium Integrale” on the new programme, subject to the provisions of (3) above.

## Section 9 Courses

(1) The courses are usually delivered in one of the following formats:

- a) Lecture ("Lecture"): A coherent session in which basic and specialist knowledge and methods are presented and taught to students, usually in classes that take place at regular intervals throughout the term.
- b) Seminar: Discourse on fundamental or more advanced issues.
- c) Exercise ("Exercise"): Course that accompanies lectures or seminars. Involves discussion of tasks and independent work to gain a more advanced understanding of course content or work on exercises/experiments with the aim of acquiring and consolidating knowledge.
- d) Practical component ("Praktikum"): Students acquire and consolidate knowledge by performing practical tasks or experiments. Practical components can be conducted within the University (e.g. lab practicals) or outside (e.g. field practicals, internships or teaching placements).
- e) Field trip ("Exkursion"): Class conducted outside the University to enable students to see how aspects of the subject matter they have covered work in real life, to grasp relevant factors/structures based on observation and to practise applying the knowledge they have acquired and/or draw conclusions.
- f) Language course: Course in which students acquire and/or deepen knowledge of a foreign language.
- g) Project: Actions-based, independent work on a complex task or problem in consecutive phases (planning, execution, presentation of results), usually within a specified period.
- h) Tutorial ("Tutorium"): Usually accompanies basic courses. Students practise techniques and develop a more advanced understanding of basic knowledge in small groups; the complex content of the main course is explained to them or practical examples are used to illustrate theoretical aspects.

(2) The course formats described in (1) above can be offered in combined form.

(3) <sup>1</sup>If the number of participants on a course has to be limited due to the nature or purpose of the course or for other reasons related to research, artistic development projects, teaching, artistry or patient care, and if the number of applicants exceeds the capacity, the number of participants can be limited in accordance with Section 59 (2) of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia ("HG"). <sup>2</sup>Students who need to attend the course in question at that particular time in order to progress with their studies must be given priority. <sup>3</sup>All other details shall be specified by the Faculty in separate regulations for each course concerned. <sup>4</sup>As far as resources allow, it shall be ensured that students do not lose any time due to limits on participant numbers. <sup>5</sup>In

order to be admitted to examinations related to limited-participation courses, students must have attended the courses upon which the examinations are based.

(4) <sup>1</sup>Admission to an examination or the award of credit points may require regular participation in courses in modules and their examination. <sup>2</sup>The relevant provisions are set out in the Annex. <sup>3</sup>The requirement of regular attendance is only permissible if it is proportionate and the learning objective can only be achieved through regular attendance. <sup>4</sup>As a rule, this is the case if at least one of the following reasons applies:

a) The obligation to demonstrably participate regularly in modules or courses results from the introduction to and practice of academic discourse, which is the primary and formative element and essential learning objective of the module or course. Scientific discourse is characterised by the presentation of scientific questions and argumentation and one's own positioning as well as critical reflection and mutual exchange about what has been presented.

b) The obligation to demonstrably participate regularly in modules or courses results from the didactic design of the course, which, in order to achieve the learning objective, provides for permanently participative, interactive and cooperative teaching and learning formats as well as reflection on the contents and results under guidance.

c) The obligation to provide evidence of regular participation in modules or courses is prescribed by legal provisions.

d) The obligation to provide evidence of regular participation in modules or courses is mandatory for reasons of occupational health and safety and laboratory safety.

e) The obligation to provide evidence of regular attendance at modules or teaching events results from the need to acquire practical skills and abilities that cannot be acquired in any other way, and to test, practise and reflect on them under supervision.

f) The obligation to demonstrably regularly participate in modules or teaching events arises from the need to practise sign language or oral or written language skills and abilities as well as their practical linguistic performance and reflection within the framework of communicative and personal interaction under guidance.

g) The obligation to demonstrable regular participation in modules or teaching events results from the necessity of examining content-relevant objects and contexts in situations and the location- and situation-dependent acquisition of practical or occupationally relevant skills and abilities with the inclusion of non-university learning elements.

<sup>5</sup>As a rule, regular attendance is verifiable if the number of absences does not exceed 20%. <sup>6</sup>In particular in the case of internships and excursions, this may be deviated from. <sup>7</sup> Corresponding regulations are stated in the annexes. <sup>8</sup>If attendance is compulsory, absences cannot be compensated by other work. <sup>9</sup>§ 17 paragraphs 2 to 4 shall remain unaffected. <sup>10</sup> Regular participation in the courses and their preparation and follow-up is recommended.

### **Section 10 Academic advice, programme-specific advice, examination advice**

(1) Legally binding information concerning examinations is supplied by the Chair of the Examination Board, his or her deputy, the manager of the relevant Examination Office or his or her deputy.

(2) <sup>1</sup>The University of Cologne has a Student Advisory and Counselling Centre (“Zentrale Studienberatung”), which provides general advice for students, particularly with regard to study options and programme requirements. <sup>2</sup>There are also Faculty-wide advisory services for general academic advice. <sup>3</sup>The *Beratungszentrum des Zentrums für LehrerInnenbildung* is also available to provide general academic advice on the teacher education programmes.

(3) <sup>1</sup>Programme-specific advice is provided during the designated times by the University’s associated teaching staff involved in the teaching on the programme. <sup>2</sup>The designated times shall be announced by means of notices in the institutes and on the internet. <sup>3</sup>Students are recommended to take advantage of the one-to-one advice sessions.

(4) The students' union executive committee (Allgemeine Studierendenausschuss - AStA) and the Faculty’s student council (“Fachschaft”) offer advice on general questions concerning students’ organisation of their studies.

(5) <sup>1</sup>For the special questions that international students have and for students preparing to study abroad, there are Faculty-wide advisory services in addition to the International Office (“Akademisches Auslandsamt”) of the University of Cologne. <sup>2</sup>There is also a Faculty-wide advisory service for questions concerning credit transfers for examinations taken abroad.

(6) For students suffering personal difficulties due to their studies, the psychosocial counselling service provided by the Kölner Studentenwerk can be particularly helpful.

(7) Students with disability or chronic or mental illness can seek advice from the advisory service provided by the University’s administration (Service Centre Inclusion) or the representative of students with disabilities or chronic illnesses.

### **Section 11 Credit transfers**

(1) <sup>1</sup>Examinations taken in courses of study at other state or state-recognised institutions of higher education, at state or state-recognised universities of cooperative education or in courses of study at foreign state or state-recognised institutions of higher education shall be recognised on application, provided that there is no substantial difference between the competences acquired and the competences which are being replaced; there shall be no examination of equivalence. <sup>2</sup>The same shall apply to degrees awarded on completion of courses of study within the meaning of sentence 1. <sup>3</sup>Recognition within the meaning of sentences 1 and 2 shall serve the purpose of continuing studies, taking examinations or taking up further studies or admission to doctoral studies.

2) <sup>1</sup>Upon application, knowledge and qualifications acquired by means other than study may be recognised on the basis of documents submitted if such knowledge and qualifications are equivalent in content and level to the examination achievements which they are to replace. <sup>2</sup>Recognition of such non-university achievements beyond half of the examination achievements to be taken shall not be permissible. <sup>3</sup>Pupils who, in the consensual judgement of the school and the university, display special talents may, in individual cases, be admitted to courses and examinations as young students outside the enrolment regulations. <sup>4</sup>Their study and examination achievements shall, on application, be taken into account in a later degree programme. <sup>5</sup>In the context of the Studium Integrale, examination achievements from other institutions may be credited if the examination board has reached an agreement with the respective institution. <sup>6</sup>The examination board shall regulate the details.

(3) <sup>1</sup>Where credits are to be transferred, the marks shall be transferred and included in the overall mark, provided the marking systems are similar. <sup>2</sup>Where they are not similar, the word “bestanden” (“pass”) will be shown on the transcript. <sup>3</sup>Transferred credits may be marked as such on the transcript of records.

(4) <sup>1</sup>Any requirements completed elsewhere cannot be recognised again if they have already been performed at the University of Cologne. <sup>2</sup> This also applies if this performance has not yet been assessed.

(5) <sup>1</sup>Students are responsible for presenting the documents required for the credit transfer process. <sup>2</sup>Any applications for the recognition of a document must be made in writing. <sup>3</sup>The Chair of the Examination Board decides whether credit will be transferred. <sup>4</sup>As a general rule, representatives of the subject area in question should be consulted prior to the decision as to whether equivalence is proven. <sup>5</sup>In general, a decision must be issued within three months, and the student must be immediately informed by updating the recognition status within the campus management system; any rejection of the recognition of a document must be justified in writing. <sup>6</sup>If a credit transfer application as per (1) above is turned down, the applicant may submit an appeal for the decision be reviewed by the Rectorate. <sup>7</sup>The Rectorate shall then issue a recommendation as to how the department/institute responsible for deciding whether credit is to be transferred should proceed with the application.

(6) <sup>1</sup>Applications for credit transfers for examinations taken at a higher education institution outside the area to which the “Grundgesetz” applies during the student’s studies on this programme must be submitted no later than three months after resuming studies at the faculty. <sup>2</sup>If the other higher education institution has not issued a transcript of records by this time, the deadline shall be extended to three months after the transcript of records is issued. <sup>3</sup>Applications received after the deadline cannot be considered. <sup>4</sup>The deadlines of sentences 1 to 3 do not apply to requests for the recognition of requirements for the Studium Integrale programme.

## **Section 12 Types of examination**

(1) Modules usually finish with one examination, which is oriented towards the learning objectives and learning outcomes defined for the module.

(2) <sup>1</sup>Module examinations can be taken in written, oral, practical or combined form. <sup>2</sup>The form of examination must be suitable to test the learning objectives and learning outcomes imparted in the module and to prove that the examination candidate has mastered the contents and methods of the module in the essential contexts and can apply the acquired knowledge and skills. <sup>3</sup>The form and duration as well as the workload of the respective examination are listed in detail in the appendix. <sup>4</sup>For serious reasons, the chairperson of the examination board may determine a different type of examination upon written application.

(3) As a rule, the written examination form is:

a) Written examination: A written examination is a piece of work to be completed under personal supervision or electronic supervision (video supervision), in which given tasks are to be completed alone and independently using only the approved aids. The duration of an examination is usually at least 45 and at most 180 minutes and is specified for the respective examination in the appendix. Examinations may be conducted in written or electronic form. Examinations may also be conducted in whole or in part in the form of an answer-choice procedure in accordance with § 13.

b) Term paper: A term paper is an independent written elaboration of a given topic. The duration and scope of the term paper are determined by the workload of the module, which is shown in the appendix. A term paper in a module with 6 credit points has an extent of 2, in a module with 9 credit points of 3, in a module with 12 credit points of 4 and in a module with 15 credit points of 5 credit points; one credit point corresponds to an average workload of approximately 30 hours. It must be submitted in written form or in an electronic format specified by the examiner. A declaration with the following wording must be attached to the paper: "I hereby certify that I have written this paper independently and without the use of other than the stated aids. All passages taken verbatim or in spirit from published and unpublished external writings are marked as such.

c) A take-home-exam is the independent written processing of one or more examination tasks within a specified examination time. A take-home-exam can be conducted in written or electronic form. The duration and scope of the take-home-exam result from the workload of the module, which is shown in the appendix. A take-home-exam in a module with 6 credit points has a volume of 2, in a module with 9 credit points of 3, in a module with 12 credit points of 4 and in a module with 15 credit points of 5 credit points; one credit point corresponds to an average workload of approximately 30 hours.

d) An internship report is a written presentation and analysis of the tasks completed in an internship within or outside the university. An internship report can be carried out in written or electronic form. The duration and scope of the internship report result from the workload of the module, which is shown in the appendix. An internship report in a module with 6 credit points has a scope of 3, in a module with 9 credit points of 4.5, in a module with 12 credit points of 6 and in a module with 15 credit points of 7.5 credit points; one credit point corresponds to an average workload of approximately 30 hours.

e) A portfolio is a collection of several completed tasks in the broadest sense, which serves to document and reflect on the learning process and which is assessed in summary. A portfolio can be

carried out in written or electronic form. The duration and scope of the portfolio result from the workload of the module, which is shown in the appendix. A portfolio in a module with 6 credit points has a scope of 3, in a module with 9 credit points of 4.5, in a module with 12 credit points of 6 and in a module with 15 credit points of 7.5 performance points; one credit point corresponds to an average workload of approximately 30 hours.

(4) As a rule, the oral examination forms are:

a) Oral examinations: In oral examinations, an examination candidate shall demonstrate that he or she recognises the context of the examination area and is able to classify specific questions in this context. Oral examinations are conducted by at least two examiners or by one examiner in the presence of an expert assessor. As a rule, an oral examination lasts at least 20 and at most 45 minutes per examination candidate and may also be conducted with the aid of electronic communication, if necessary. The duration, essential course as well as the subjects and results are to be recorded in a protocol. Examination candidates of the same degree programme shall be allowed to participate in oral examinations as listeners upon request, unless an examination candidate objects. The examiner shall decide on the application in accordance with the number of places available. Participation does not extend to the discussion and announcement of the examination result.

b) Presentation: A presentation serves to present a given topic or subject matter in a limited amount of time. The examination takes place within the framework of a course in the form of a lecture with the aid of suitable presentation techniques. If necessary, a presentation can also be carried out with the aid of electronic communication. The duration and scope of a presentation result from the workload of the module, which is shown in the appendix. A presentation in a module with 6 credit points has a scope of 1, in a module with 9 credit points of 1.5, in a module with 12 credit points of 2 and in a module with 15 credit points of 2.5 credit points; one credit point corresponds to an average workload of approximately 30 hours.

c) Lecture: In the context of a lecture, independently developed aspects or perspectives of a subject area are presented in a limited amount of time with the help of suitable presentation techniques. If necessary, a presentation can also be carried out with the help of electronic communication. The duration and scope of a lecture result from the workload of the module, which is shown in the appendix. A lecture in a module with 6 credit points has a scope of 1, in a module with 9 credit points of 1.5, in a module with 12 credit points of 2 and in a module with 15 credit points of 2.5 credit points; one credit point corresponds to an average workload of approximately 30 hours.

(5) The main practical forms of examination include setting up and conducting experiments plus examinations that result in a non-text deliverable.

(6) <sup>1</sup>Combined examinations generally comprise different forms of examination which are suitable for testing the acquisition of different types of competences. <sup>2</sup>As a rule, combined examinations are: workplace-based assessments, simulations, presentations with a written paper, papers with a presentation, project work and poster presentations, whereby the following applies:

a) A project work is the independent processing of a task or a problem in a group or by an individual from the planning to the implementation to the documentation of the result in written, oral, electronic or other form. The processing time and scope of a project work result from the workload of the module, which is shown in the appendix. A project work in a module with 6 credit points has a scope of 3, in a module with 9 credit points of 4.5, in a module with 12 credit points of 6 and in a module with 15 credit points of 7.5 credit points; one credit point corresponds to an average workload of approximately 30 hours.

b) A poster presentation is a condensed large-format textual and/or pictorial presentation of scientific research results, methods and findings on a scientific question and can be carried out in written or electronic form. It serves to document and reflect on the learning process and is accompanied by an oral presentation of results and findings. The duration and scope of a poster presentation result from the workload of the module, which is shown in the appendix. A poster presentation in a module with 6 credit points has a scope of 1, in a module with 9 credit points of 1.5, in a module with 12 credit points of 2 and in a module with 15 credit points of 2.5 credit points; one credit point corresponds to an average workload of approximately 30 hours.

(7) Where appropriate and as decided by the examiner, examinations can be conducted as group oral examinations if a clear distinction between and assessment of each group member's contribution is possible.

(8) <sup>1</sup>The examiners shall determine whether the specific examination is to be conducted in attendance or in electronic form. <sup>2</sup>The examination candidates are generally informed at the start of the event, but at the latest at the start of the examination registration phase, that an examination will be conducted in electronic form and whether it will be accompanied by video supervision. <sup>3</sup>In the case of an examination conducted in electronic form, examination candidates shall be given sufficient opportunity before the examination to familiarise themselves with the electronic information and communication systems used in the respective examination. <sup>4</sup>With regard to the provisions of data protection law and the implementation of video supervision, the provisions of the Regulations Governing Online Examinations and Video Supervision of the University of Cologne, as amended, shall apply, with the exception of § 5, paragraph 4, sentences 1 and 2.

(9) <sup>1</sup>Disturbances in the examination process must be reported immediately to the chairperson of the examination board or the examiner in writing or by means of an electronic transmission channel provided and announced by the examination board on the website of the examination office. <sup>2</sup>The claim is excluded at the latest if more than three working days have elapsed since the examination was taken.

### **Section 13 Multiple choice examinations**

(1) <sup>1</sup>A multiple choice examination is an examination in which the minimum standard required of the candidate in the examination can only be achieved by marking or indicating the correct or incorrect answers. <sup>2</sup>Multiple choice examinations or multiple choice examination questions are only



permitted if they are able to prove whether the candidate is proficient in the main content and methods covered in the module and is able to apply the knowledge and skills acquired.

(2) <sup>1</sup>The examination questions must be worded in such a way as to be clear and unambiguous, non-contradictory, and able to determine whether the candidate possesses the examinable knowledge as per sentence 2 of (1), above. <sup>2</sup>Variations of the same examination questions (and possible answers) are permitted. <sup>3</sup>Points may not be deducted during the completion of an examination task.

(3) If the roles of examiner and exam-setter are performed by different individuals – due to how the exam-setting process of the relevant faculty or programme is concretely organised, i.e. the role of examiner is performed by some other party nominated by the examination regulations, then the following paragraphs (4) to (9) also apply.

(4) <sup>1</sup>The examiner chooses the subject matter to be covered in the examination, formulates the questions, specifies the possible answers and draws up the marking rules and criteria in accordance with (6) below. <sup>2</sup>The pass criteria for the examination must be defined in advance. <sup>3</sup>The examiner shall have the content and form of the questions reviewed by a second examiner prior to the examination.

(5) <sup>1</sup>The examiner can also create a pool of equivalent questions, from which different questions are given to each candidate. <sup>2</sup>In this case, the questions are assigned on a random basis. <sup>3</sup>It must be ensured that the examination questions are equivalent.

(6) <sup>1</sup>Candidates who attain at least 60% of the overall points attainable are deemed to have passed the examination. <sup>2</sup>If the overall average of the points attained in an examination minus 12% of the overall mean is below 60% but higher than 50% of the total number of points possible, the pass threshold shall be calculated in accordance with this clause. <sup>3</sup>Marking systems that merely define an absolute pass threshold are not permitted.

(7) <sup>1</sup>Examination performance must be marked as follows: if the minimum number of points required to pass the examination has been achieved, the mark is

very good (“sehr gut”)	if at least 75%,
good (“gut”)	if at least 50 but less than 75%,
satisfactory (“befriedigend”)	if at least 25 but less than 50%,
sufficient (“ausreichend”)	if none or less than 25%

of the possible points above the minimum pass mark are attained. <sup>2</sup>When calculating points, any half values shall be rounded in the candidate’s favour. <sup>3</sup>If the candidate does not achieve the minimum number of points required to pass the examination, the mark is “fail” (“mangelhaft” (5,0)).

(8) <sup>1</sup>If the marking process reveals an unusual concentration of errors in the answers to specific questions, the examiner shall check the relevant questions immediately and before the examination results are announced to determine whether they fail to meet the requirements set out in (2), sentence 1 above. <sup>2</sup>The questions must be analysed post hoc. <sup>3</sup>Item difficulty and item discrimination indices, reliability and distractor analysis can be used to review the quality of the questions asked. <sup>4</sup>If this check shows individual questions to be flawed, the answers to these questions must be re-marked or excluded when determining the examination result. <sup>5</sup>The number of examination questions to be taken into account when calculating the examination result shall be reduced accordingly. <sup>6</sup>The reduction in the number of examination questions must not be to the detriment of any candidates. <sup>7</sup>If the number of points attainable for the examination questions that are to be eliminated is more than 20% of the total number of attainable points, the entire examination must be repeated. <sup>8</sup>This shall also apply if only part of the examination is multiple choice.

(9) If only part of an examination is multiple choice, this Section (apart from (8), sentence 7 and 8 above) shall only apply to the multiple choice part.

### **Section 14 Language of examination**

<sup>1</sup>As a rule, module examinations and any components thereof shall be conducted in German. <sup>2</sup>If a module is conducted in a foreign language, the examination for that module shall also, as a rule, be conducted in that language and this shall be stated in the annex.

### **Section 15 Registration for and admission to examinations**

(1) <sup>1</sup>Admission to a module examination shall be granted if the examination candidate is enrolled in the respective Bachelor's degree programme at the University of Cologne or at a university with which a corresponding cooperation agreement exists, or is admitted as a second student, if the examination candidate has registered for the respective module examination in due time in accordance with Paragraph 5 and, if applicable, fulfils further requirements in accordance with Paragraph 3 and if there is no reason for refusal in accordance with Paragraph 4.

(2) <sup>1</sup>No more admissions to the examination procedure shall be granted. <sup>2</sup>Admissions granted before 30 September 2021 shall remain valid until the examination procedure has been completed or these Examination Regulations have expired in accordance with section 28a, unless the admission is revoked before then. <sup>3</sup>The admission shall be revoked if the grounds for refusal pursuant to § 15, paragraphs 2 and 3, old version, subsequently become known.

(3) <sup>1</sup>Students may be asked to prove that they meet certain requirements before being admitted to an end-of-module examination. <sup>2</sup>If these requirements relate to coursework, the coursework requirements are intended to ensure the acquisition of competencies and provide the teaching staff and students with an assessment of the students' learning progress. <sup>3</sup>No mark is awarded for this course-

work. <sup>4</sup>If the required coursework requires the students to attend a course without a regular attendance prerequisite as per Section 9 (4) alternative coursework that does not require attendance should be accepted in justified special cases, provided that this alternative coursework facilitates the acquisition of competencies and measures learning outcomes in a manner equivalent to the original coursework. <sup>5</sup>The required coursework usually takes the form of one of the following formats: electronic learning assessments, essays, exercises, assignments, short presentations, write-ups, written tests, research papers, and similar formats. <sup>6</sup>The requirements for admission to the respective end-of-module examinations are set out in the annex.

(4) <sup>1</sup>Admission to a module examination shall be refused if the prerequisites according to Paragraph 1 and Paragraph 2 are not fulfilled, the module examination in the same or an equivalent module eligible for recognition has already been passed at the University of Cologne, a retake period has been missed or it is not possible to take the respective examination according to the regulations of the Annex to these Regulations. <sup>2</sup>In addition, admission to an examination shall be denied if a candidate is on leave of absence pursuant to § 48 paragraph 5 HG, unless one of the exceptional cases specified in § 48 paragraph 5, sentence 4 and sentence 5 HG exists.

(5) <sup>1</sup>Candidates must register for each end-of-module examination; they are not entitled to participate in an examination or have their performance marked if they have not registered. <sup>2</sup>As a rule, they must register for end-of-module examinations by no later than six weeks before the examination date. <sup>3</sup>Notwithstanding this provision, Section 20 (5) shall apply. <sup>4</sup>Together with the message, the area of study (core and advanced, specialisation, supplementary) of the examination must be specified. <sup>5</sup>If the area of study is divided into groups, the group must also be specified. <sup>6</sup>If the area of study or the group of the examination is transferred under the conditions specified in Section 29, 30, 31 or 32, the examination is also transferred to the new area of study or group, provided that the examination can be completed as part of the latter. <sup>7</sup>If not, any completed examinations are non-transferable.

(6) <sup>1</sup>The examination dates must be announced in an appropriate form when lectures commence for the term and no later than nine weeks before the examination dates. <sup>2</sup>The examination periods for oral examinations must be announced when lectures commence for the term; the precise times of the examinations must be announced no later than a fortnight before the examinations. <sup>3</sup>Students who have registered for an examination are entitled to take it during the examination period announced, except in cases of force majeure. <sup>4</sup>Notwithstanding this provision, Section 20 (5) shall apply.

### **Section 16 De-registering, failure to attend and withdrawal from examinations**

(1) <sup>1</sup>The Chair of the Examination Board shall announce the examination dates and times and the deadlines for de-registering from examinations no later than nine weeks before the respective examination dates in an appropriate form by means of a notice or on the internet. <sup>2</sup>Candidates can usually de-register from an examination up to a fortnight before the examination date in question without having to state their reasons.

(2) <sup>1</sup>If an examination candidate does not take part in a module examination set in terms of time and place without a valid reason or withdraws from the module examination without a valid reason after it has begun, the examination performance shall be deemed to have been assessed as "deficient (5.0)" or "failed". <sup>2</sup>The same applies if an examination performance is not completed within the specified processing time. <sup>3</sup>If an examination is conducted electronically, the examination performance shall only be deemed to have been completed if the electronic transmission to the competent body has been fully completed by the end of the processing time. <sup>4</sup>§ 19 paragraph 1 shall apply accordingly.

(3) <sup>1</sup>If a candidate fails to take part in an examination or withdraws from the examination after it has begun, the chairperson of the examination board may, if there are good reasons, refrain from marking the examination performance as "unsatisfactory (5.0)" or "failed". <sup>2</sup>The reasons asserted for the default or withdrawal must be notified and proven to the chairperson of the examination board immediately in writing or by an electronic means of transmission provided and announced by the examination board on the website of the examination office. <sup>3</sup>The same applies if an examination performance is not completed within the specified processing time. <sup>4</sup>In case of illness, a medical certificate must be submitted. <sup>5</sup>In two-case cases, the submission of a medical certificate may be required; the costs shall be borne by the university. <sup>6</sup>The same applies in the case of proven illness of a child to be cared for by an examination candidate or a spouse to be cared for, a registered partner, a relative in the direct line and a relative by marriage in the first degree. <sup>7</sup>The examination board shall regulate all further matters.

### **Section 17 Special examination arrangements and protective provisions**

(1) The special needs of students with disabilities, chronic or mental illnesses and students who are subject to maternity protection regulations shall be taken into account in order to ensure equal opportunities for them.

(2) <sup>1</sup>If a candidate proves that he or she is not able to take part in a examination to the extent provided for due to prolonged or permanent illness or disability, he or she will be granted compensation for disadvantages upon written request to the chairman of the examination board. <sup>2</sup>They may be asked to present a certificate from a medical specialist. <sup>3</sup>This shall also apply accordingly to deadlines and to compulsory attendance of courses and any required coursework.

(3) <sup>1</sup>Use of the protection provisions in accordance with the provisions of maternity protection law and in accordance with the deadlines of the Federal Parental Benefit and Parental Leave Act in the currently valid version shall be made possible upon application; in these cases, module examinations may be taken despite leave of absence. <sup>2</sup>If a candidate can prove that she will not be able to take part in an examination in the intended form or to the intended extent due to maternity protection regulations, she will be granted compensation for disadvantages upon written application to the chairman of the examination board. <sup>3</sup>They may be asked to present a certificate from a medical specialist. <sup>4</sup>This shall also apply accordingly to deadlines and to compulsory attendance of courses and any

required coursework. <sup>5</sup>The application shall be submitted immediately after the requirements have been met.

(4) <sup>1</sup>Special needs arising when a spouse, registered partner, relative by direct-line descent or an immediate relative by marriage requires care must be taken into due consideration, especially with regard to deadlines, scheduling, examination dates and compulsory course attendance. <sup>2</sup>Applications for such arrangements must be filed as soon as the special needs arise

(5) <sup>1</sup>Candidates must provide full reasons and suitable evidence to support applications of the type described in (1) to (4). <sup>2</sup>Applications must be filed with the Chair of the Examination Board within a reasonable amount of time before the examination. <sup>3</sup>As far as a change in the clinical picture or disability is not to be expected, the compensation for disadvantages shall extend to all examinations to be taken in the programme and the acquisition of participation requirements.

### **Section 18 Assessment of examinations**

(1) <sup>1</sup>Examinations shall be marked with a grade or the words “pass” (“bestanden”) or “fail” (“nicht bestanden”) by the examiner. <sup>2</sup>The following marks must be used:

1 = “sehr gut” (very good): excellent performance,

2 = “gut” (good): performance significantly higher than average requirements,

3 = “befriedigend” (satisfactory): performance in line with average requirements,

4 = “ausreichend” (sufficient): performance meets requirements despite some faults,

5 = mangelhaft (fail): performance does not meet requirements due to major faults.

<sup>3</sup>The marks can be increased or decreased by increments of 0,3 to provide a more diverse range; the grades 4.3 and 4.7 are not permitted. <sup>4</sup>The grades 1.0, 1.3, 1.7, 2.0, 2.3, 2.7, 3.0, 3.3, 3.7, 4.0 and 5.0 are permissible. <sup>5</sup>Candidates who receive a mark of “sufficient (4,0)” or better or a “pass” are deemed to have passed the examination.

(2) <sup>1</sup>Any end-of-programme examinations of the programme governed by these regulations, any repeated examinations involving the possibility of a definitive failure, and the bachelor’s thesis shall be marked by two examiners appointed by the Chair of the Examination Board. <sup>2</sup>If an examination is assessed by two examiners the mark is calculated as the arithmetic mean of the two examiners’ marks. <sup>3</sup>Where there are two examiners and their individual marks are more than 1,0 mark apart or only one of them gives a “fail (5,0)”, the Chair of the Examination Board shall appoint a third examiner. <sup>4</sup>In this case, the mark shall be calculated as the arithmetic mean of the three examiners’ marks; a mark of “sufficient (4,0)” shall be given, irrespective of the arithmetic mean, if at least two of the examiners’ marks are “sufficient (4,0)” or better. <sup>5</sup>If at least two of the examiners’ marks are “fail (5,0)”, the examination shall be marked “fail (5,0)” irrespective of the arithmetic mean.

(3) If an examination that can only be marked “pass” or “fail” is marked differently by two different examiners, a third examiner shall be appointed to decide the final mark.

(4) <sup>1</sup>In the case of combined examinations of the type described in Section 12 (6), the student’s performance shall be marked as a whole. <sup>2</sup>The mark given shall be in accordance with (1) above.

(5) Where written, oral, practical or combined examination types are combined with one another, the examination shall be marked in accordance with the provisions set out in the annexes.

(6) <sup>1</sup>The marks for the core, advanced, supplementary and specialisation modules shall be calculated as the weighted arithmetic mean of the respective module marks in accordance with the weighting scheme shown in the annexes. <sup>2</sup>Deviating from sentence 1 the marks for the modules listed in the following annexes are calculated as the weighted arithmetic mean of the respective module mark groups; in this case the group marks are calculated as the weighted arithmetic mean of the respective module marks according to the weighting scheme shown in the annex: 1.3 specialisation module, 2.2 supplementary module, 3.3 specialisation module and 4.3 specialisation module. <sup>3</sup>If certain examinations are not marked, the mark of the corresponding area of study or group considered in sentence 2 shall be calculated as the average of the marked examinations in this area of study; in this case, the weighting deviates from the weighting specified in the annexes. <sup>4</sup>If all examinations are not marked, the mark of the corresponding area of study or group considered in sentence 2 shall not be calculated. Instead the area of study or group considered in sentence 2 shall be marked passed, provided that all prerequisites of the area of study or group were acquired in the case of sentence 2. <sup>5</sup>If every end-of-module examination required to successfully complete an area of study has not yet been completed or passed, a provisional mark for this area of study shall be calculated as the arithmetic mean of all marked end-of-module examinations.

(7) <sup>1</sup>The overall mark for the degree shall be calculated as the weighted arithmetic mean of the marks for the various modules and the mark for the bachelor thesis.

<sup>2</sup>The marks are weighted as follows to make up the overall mark of the degree programme in *Business Administration*:

- a) Mark for core and advanced modules: 108 of 168 CPs
- b) Mark for supplementary modules: 18 of 168 CPs
- c) Mark for specialisation modules: 30 of 168 CPs
- d) Mark for bachelor thesis: 12 of 168 CPs.

<sup>3</sup>The marks are weighted as follows to make up the overall mark of the degree programme in *Social Sciences*:

- a) Mark for core and advanced modules: 108 of 168 CPs
- b) Mark for supplementary modules: 24 of 168 CPs

c) Mark for specialisation modules: 18 of 168 CPs

d) Mark for bachelor thesis: 18 of 168 CPs.

<sup>4</sup>The marks are weighted as follows to make up the overall mark of the degree programme in *Economics*:

a) Mark for core and advanced modules: 90 of 168 CPs

b) Mark for supplementary modules: 36 of 168 CPs

c) Mark for specialisation modules: 30 of 168 CPs

d) Mark for bachelor thesis: 12 of 168 CPs.

<sup>5</sup>The marks are weighted as follows to make up the overall mark of the degree programme in *Economics and Social Sciences*:

a) Mark for core and advanced modules: 84 of 168 CPs

b) Mark for supplementary modules: 42 of 168 CPs

c) Mark for specialisation modules: 30 of 168 CPs

d) Mark for bachelor thesis: 12 of 168 CPs.

<sup>6</sup>The marks are weighted as follows to make up the overall mark of the degree programme in *Informations Systems*

a) Mark for core and advanced modules: 75 of 168 CPs

b) Mark for supplementary modules: 51 of 168 CPs

c) Mark for specialisation modules: 30 of 168 CPs

d) Mark for bachelor thesis: 12 of 168 CPs.

<sup>7</sup>If credits are transferred as per Section 11(3), Sentence 2, in such a way that there is no mark for a particular subject section, said subject section shall not be included in the calculation of the overall mark; the total number of credit points to be accumulated shall be reduced accordingly. <sup>8</sup>If more modules are completed than specified in these examination regulations, the examination results passed in the compulsory modules and the examination results passed in the compulsory elective and elective modules are used to calculate the overall grade in chronological order according to the examination date stored in the campus management system. <sup>9</sup>The other compulsory elective and elective modules passed are shown as additional examinations on the transcript of records.

(8) <sup>1</sup>Marks shall be given to one decimal place and used in this form for any further calculations; any other decimal places shall be discarded without being rounded. <sup>2</sup>On the transcript of records, the

overall mark for the degree shall be given to one decimal place. <sup>3</sup>Any further decimal places shall be discarded without being rounded.

(9) The marks based on arithmetic means are as follows:

1,0 to 1,5 = very good

1,6 to 2,5 = good

2,6 to 3,5 = satisfactory

3,6 to 4,0 = sufficient

Marks of more than 4,0 correspond to a "fail".

(10) If all of the marks as described in (7) above are "very good", the overall mark given is "distinction" ("mit Auszeichnung").

### **Section 19 Notification of examination results**

(1) <sup>1</sup>As a rule, examination candidates shall be notified of the marks for their examinations within eight weeks by means of a public posting on the campus management system. <sup>2</sup>Where examiners choose a different method of notification, their reasons for doing so must be documented. <sup>3</sup>In the case of oral examinations, candidates shall be notified of their mark immediately after the examination.

(2) Candidates who have failed an examination at the final attempt shall be informed by means of a formal written notification sent to the postal address stored in the campus management system; the written notification shall include information on how to appeal.

### **Section 20 Resits of end-of-module examinations**

(1) <sup>1</sup>Students can resit end-of-module examinations they have failed. <sup>2</sup>Notwithstanding the provisions set out in Section 21 (16), the number of examination attempts per module shall be limited to three. <sup>3</sup>More specific details are given in the annexes. <sup>4</sup>In addition, students shall be granted a further three resit attempts in total for the bachelor programme modules, for which the number of examination attempts is limited to three. <sup>5</sup>Candidates who have accumulated at least 140 credit points shall be granted a further additional attempt. <sup>6</sup>If a candidate fails an examination in the three additional attempts and the extra attempt described in sentence 5, they are deemed to have failed the entire programme at the final attempt with the consequence of de-registration from the course of studies. <sup>7</sup>The additional examination attempts in sentences 4 and 5 do not apply to repetitions of the bachelor's thesis.



(2) <sup>1</sup>If an examination candidate has failed a module examination for which the number of examination attempts according to Paragraph 1 Sentence 2 is limited to three for the third time, he or she shall be informed in writing by the chairperson of the examination board whether it is possible to take additional examination attempts for this examination according to Paragraph 1 Sentences 4 and 5. <sup>2</sup>If the examination candidate is subsequently entitled to another additional examination attempt according to paragraph 1, sentences 4 and 5, he or she shall receive separate notification of this.

(3) Additional examination attempts can only be granted for a module examination if none of the first three attempts in the respective module were failed due to cheating or an offence as described in section 24.

(4) <sup>1</sup>Before retaking an examination for the first time as per (1), candidates are strongly advised to take advantage of the guidance opportunities available to them. <sup>2</sup>To this end, the examination candidate shall receive a written invitation to seek advice, which also includes information about the advisory services that are available.

(5) <sup>1</sup>If an end-of-module examination consists of several components, the candidate must attain a pass (“bestanden”) or at least a “sufficient” (“ausreichend”, 4,0) mark in each of them. <sup>2</sup>All end-of-module examination components marked “fail” (“mangelhaft”, (5,0) or “nicht bestanden”) must be re-taken. <sup>3</sup>(1) to (4) above shall apply accordingly to examination components.

(6) If so requested by the examiner, the Chair of the Examination Board can specify a different type of examination or examination format for the resits.

(7) In the case of re-examinations, the deadlines pursuant to § 15 paragraphs 5 and 6 may be deviated from in justified cases.

(8) The provisions concerning repetition of bachelor theses are set out in Section 21 (16).

(9) Students cannot resit end-of-module examinations that they have already passed.

### **Section 21 Bachelor thesis module**

(1) The bachelor thesis is a form of examination in which the candidate writes a paper independently to show that they are capable of conducting academic work on and reflecting on a specific problem related to the subject matter covered on the programme, using the necessary methods and within a specified period.

(2) <sup>1</sup>Students write their bachelor thesis during the programme. <sup>2</sup>12 CPs are awarded for the bachelor thesis. <sup>3</sup>Anyone who has acquired 100 LP may apply to write the Bachelor's thesis.

(3) <sup>1</sup>The subject of the Bachelor's thesis must be taken from one of the areas Accounting and Taxation, Corporate Development, Finance, Marketing or Supply Chain Management, from the Interdisciplinary Business Administration area, from the General Business Administration area or from a

specialisation module in the Business Administration degree programme in accordance with Section 29 (4, Nos. 8 to 21). <sup>2</sup>The prerequisite for admission to a Bachelor's thesis in one of the areas or in the area of Interdisciplinary Business Administration according to (1) is the successful completion of a Bachelor's seminar in the corresponding area or in the area of Interdisciplinary Business Administration. <sup>3</sup>The number of Bachelor's thesis topics to be issued may be limited for the individual examiner with the aim of achieving an even distribution of the Bachelor's theses according to areas or the area of Interdisciplinary Business Administration or General Business Administration or modules of specialisation.

(4)<sup>1</sup>On the Social Sciences programme, the topic of the bachelor thesis must be taken from one of the groups in supplementary or the specialisation section described in Section 30 (1). <sup>2</sup>The number of bachelor thesis topics to be supervised by each examiner can be limited in order to ensure an even distribution of bachelor theses among the specialisation modules and examiners. <sup>3</sup>There is a compulsory thesis seminar, which contributes 6 credit points to the mark. <sup>4</sup>The examination taken in the thesis seminar is one of the type defined in Section 12 (4). <sup>5</sup>In good time before the start of each term, the examiner concerned specifies the thesis seminar conditions applicable to all bachelor theses registered in that term.

(5)<sup>1</sup>On the Economics programme, the topic of the bachelor thesis must reflect economics methods learned during the programme. <sup>2</sup>The number of bachelor thesis topics to be supervised by each examiner can be limited in order to ensure an even distribution of bachelor theses among the specialisation modules and examiners.

(6)<sup>1</sup>On the Economics and Social Sciences programme, the topic of the bachelor thesis must reflect methods learned in the field of economics or social sciences during the programme. <sup>2</sup>The number of bachelor thesis topics to be supervised by each examiner can be limited in order to ensure an even distribution of bachelor theses among the specialisation modules and examiners.

(7)<sup>1</sup>On the Information System programme, the topic of the bachelor thesis must reflect methods learned in the field of information system during the programme. <sup>2</sup>The number of bachelor thesis topics to be supervised by each examiner can be limited in order to ensure an even distribution of bachelor theses among the specialization modules and examiners.

(8)<sup>1</sup>Group bachelor theses can be permitted if a clear distinction between and assessment of each candidate's contribution is possible. <sup>2</sup>Objective criteria that make a clear distinction possible, such as sections, page numbers or topics, are used to indicate which student made which contribution. <sup>3</sup>The total workload required of each group member must exceed the requirements for individual bachelor theses to an appropriate extent. <sup>4</sup>The difficulty and content of a group thesis must meet the same requirements as for theses undertaken individually and independently. <sup>5</sup>The contribution made by each individual must meet the requirements for bachelor theses.

(9)<sup>1</sup>The chairperson of the examination board shall appoint an examiner in accordance with § 23 paragraph 3 and commission him/her to set the topic of the Bachelor thesis (topic setter). In addition, it shall appoint another examiner for a second assessment (second assessor). <sup>2</sup>The examination candidate has the right to propose the topic proposer. <sup>3</sup>The topic, the two examiners and the deadline

for submission are posted in the campus management system after the decision by the chairperson of the examination board.

(10) <sup>1</sup>The processing time for the Bachelor thesis shall be a maximum of twelve weeks. <sup>2</sup>The processing period shall begin on the day on which the topic proposer, who has been effectively appointed in accordance with Paragraph 9, submits the topic to be processed and notifies the examination candidate of this date; this date shall be communicated to the chairperson of the examination committee by the topic proposer in writing or electronically. <sup>3</sup>The content and scope of the topic of the Bachelor thesis must be such that it can be dealt with within the time limit according to sentence 1. <sup>4</sup>Upon a justified written request or by an electronic transmission channel provided and announced by the examination board on the website of the examination office, the chairperson of the examination board may grant a grace period of a maximum of four weeks in justified individual cases; the request must be submitted to the examination office in good time before the deadline expires. <sup>5</sup>Such an individual case shall be deemed to exist in particular if there is a considerable restriction of the ability to perform which is relevant to the examination and which must be proven. <sup>6</sup>The decision on the existence of a justified individual case shall be made by the chairperson of the examination board. <sup>7</sup>If there is an important reason, an application for withdrawal from the examination performance in the module Bachelor thesis can be submitted to the chairperson in writing or via an electronic transmission channel provided and announced by the examination board on the website of the examination office; the application must be submitted to the examination office in good time before the deadline for submission. <sup>8</sup>An important reason of this kind exists in particular if a justified individual case according to sentence 5 prevents the work on the Bachelor thesis for more than two months and this is proven. <sup>9</sup>When submitting the thesis again, a new topic must be worked on.

(11) <sup>1</sup>The bachelor thesis must be written in German. <sup>2</sup>Alternatively, candidates can apply for permission from the chairperson of the examination board to write the bachelor thesis in a different language. This permission is pending the approval of the the topic-setter. Also, it must be ensured that the thesis can be evaluated.

(12) <sup>1</sup>The provisions of good scientific practice shall apply to the preparation of the Bachelor thesis. <sup>2</sup>The Bachelor's thesis may not have been submitted in the same or similar form as part of another examination. <sup>3</sup>If this is violated, the thesis shall be deemed to have been assessed as "deficient (5.0)". <sup>4</sup>The decision shall be made by the examination board.

(13) <sup>1</sup>The Bachelor thesis contains a list of the aids used. <sup>2</sup>In addition, it must be accompanied by a signed declaration with the following wording: "I hereby declare in lieu of an oath that I have written this thesis independently and without the use of other than the indicated aids. All passages taken verbatim or in spirit from published and unpublished external writings are marked as such. The work has not yet been submitted in the same or a similar form in the context of another examination. I assure that the submitted electronic version corresponds completely to the submitted printed version". <sup>3</sup>If, according to the decision of the examination board, the Bachelor thesis is to be submitted exclusively in electronic form to the examination office in accordance with paragraph 14, the last sentence of the declaration shall be omitted. <sup>4</sup>If the affirmation in lieu of oath was made falsely, the legal consequences according to the Criminal Code may apply.

(14) <sup>1</sup>The Bachelor thesis must be submitted to the examination office in due time in duplicate - a printed and hard-bound copy as well as an electronic version in portable document format (PDF) protected against unintentional alteration; the date of submission must be recorded in the files. <sup>2</sup>The Examination Committee may determine that, in deviation from sentence 1, the Bachelor thesis is to be submitted to the Examination Office only in an electronic version in portable document format (PDF) protected against unintentional alteration. <sup>3</sup>If the Bachelor thesis is not submitted in due time, it shall be deemed to have been assessed as "unsatisfactory (5.0)". <sup>4</sup>When submitting the Bachelor thesis, the examination candidate must be enrolled in the corresponding degree programme or be admitted as a second student.

(15) <sup>1</sup>As a rule, examination candidates shall be notified of the mark for their bachelor thesis within eight weeks of the date on which they submitted it; this notification takes the form of a public posting on the campus management system. <sup>2</sup>Where examiners choose a different method of notification their reasons for doing so must be documented.

(16) <sup>1</sup>Candidates who receive a "fail (5,0)" for their bachelor thesis can repeat the thesis component once, with a new topic. <sup>2</sup>They must register for the second attempt within six months of the result of the first attempt being announced. <sup>3</sup>Candidates who fail to comply with this deadline are deemed to have failed the bachelor degree at the final attempt unless they prove that the reasons for their failure to comply were beyond their control. <sup>4</sup>The provisions of Section 17 shall remain unaffected. <sup>5</sup>Second repeats of failed bachelor thesis components and repeats of passed bachelor thesis components are not permitted. <sup>6</sup>If a candidate fails his/her first repetition of the bachelor's thesis, he/she shall definitively fail the programme.

(17) <sup>1</sup>Candidates who have failed the bachelor thesis shall be informed by means of a formal written notification sent to the postal address stored in the campus management system. <sup>2</sup>The written notification shall include information on how to appeal.

## **Section 22 Examination Board**

(1) The Faculty of Economics and Social Sciences shall elect an examination board to organise the examinations of the degree programmes regulated by these regulations and the tasks assigned by these regulations.

(2) The Examination Board shall consist of the following ten members, who shall have voting rights:

1. the chair, from among the core teaching staff ("Hochschullehrerinnen und Hochschullehrer"),
2. five further members from among the core teaching staff ("Hochschullehrerinnen und Hochschullehrer"),

3. one member from among the associated teaching staff (“akademische Mitarbeiterinnen und Mitarbeiter”),
4. one member from among the technical and administrative staff,
5. two members from among the student body.

(3) The Examination Board shall elect a deputy chair from among the members specified in (3) 2. above.

(4) <sup>1</sup>For the members according to paragraph 2 nos. 2 to 5, one deputy each shall be elected. <sup>2</sup>The deputies shall act if the members from the respective group are prevented from attending.

(5) <sup>1</sup>The Chair can invite other persons, particularly substitute members, to the Examination Board meetings if this appears useful and if the majority of the voting members present are not opposed. <sup>2</sup>If a decision only concerns students of the Information System programme or the application or objection of a student from the Information System programme, the head of the Examination Office for the Mathematics Bachelor's programme of the Faculty of Mathematics and Natural Sciences of the University of Cologne shall be called in by the chairman to the meeting of the Examination Board at which a decision is made on this matter.

(6) <sup>1</sup>The members and deputies as per (3) items 2 to 5 shall be elected in separate groups by the Faculties Councils. <sup>2</sup>The groups shall be entitled to make nominations. <sup>3</sup>The members in the core teaching staff (“Hochschullehrerinnen und Hochschullehrer”) group, the associated teaching staff (“akademische Mitarbeiterinnen und Mitarbeiter”) and the other employees group shall be elected for three years, the members in the student group for one year. <sup>4</sup>Re-election is permitted. <sup>5</sup>Substitute members' appointments shall end when the appointment of the member they represent ends. <sup>6</sup>Should a member or a deputy as per (3) items 2 to 5 leave the board before the end of their appointment, a successor shall be elected for the remainder of their appointment.

(7) <sup>1</sup>The examination board shall constitute a quorum if the chairperson or his/her deputy and at least five other voting members are present. <sup>2</sup>If the vice-chairperson chairs a meeting because the chairperson is prevented from attending, his/her vice-chairperson or his/her vice-chairperson shall attend the meeting as a voting member in accordance with paragraph 4. <sup>3</sup>The Audit Committee shall decide by a simple majority of those present and entitled to vote. <sup>4</sup>In the event of a tie, the chairperson shall have the casting vote. <sup>5</sup>The members of the examination board from the group of employees in technology and administration shall only have the right to vote in matters of teaching insofar as they perform corresponding functions in the university and have special experience in the respective area; such experience shall be assumed in particular if the employee fulfils the status of an examiner according to Article 65 paragraph 1 sentence 2 HG. <sup>6</sup>The chairperson shall decide on the existence of these requirements at the beginning of the member's term of office and, in cases of doubt, the rectorate. <sup>7</sup>The members from the student group shall only vote on pedagogical-scientific decisions if they fulfil the examiner status according to § 65 paragraph 1 sentence 2 HG.

(8) <sup>1</sup>The Examination Board shall ensure that the provisions of these Regulations and the annexes are complied with. <sup>2</sup>Unless otherwise specified in these Examination Regulations, the Examination Board shall decide what action is to be taken, in particular, with regard to objections to decisions taken in the examination process. <sup>3</sup>The Examination Board shall report regularly to the Faculty, at least once a year, on developments regarding the bachelor degrees and how long students take to complete the programmes; it shall present breakdowns of the overall marks and put forward proposals concerning possible amendments to these Examination Regulations. <sup>4</sup>Without prejudice to the examiners' powers, the Examination Board shall specify what aids are allowed to be used in examinations and will inform students accordingly by means of a notice.

(9) <sup>1</sup>The meetings of the examination board shall not be public and shall generally be held in person. <sup>2</sup>The chairperson may decide that the meeting shall be held by electronic communication. <sup>3</sup>The decision shall become invalid if half of the members of the examination board object to it before the meeting. <sup>4</sup>For meetings by electronic communication, the chairperson may also decide that resolutions shall be passed by electronic communication; this may be deviated from by a resolution of the board. <sup>5</sup>Paragraph 7, sentence 1, shall apply to meetings by electronic communication with the proviso that attendance means participation in the meeting. <sup>6</sup>Resolutions may also be passed by circulation, provided no member objects. <sup>7</sup>The members and their deputies shall be bound by official secrecy. <sup>8</sup>If they are not in public service, they shall be bound to secrecy by the chairperson.

(10) <sup>1</sup>The members of the Examination Board and their deputies are entitled to attend examinations. <sup>2</sup>They are not entitled to be present during the discussion of the mark to be awarded.

(11) <sup>1</sup>The Examination Board can use the services of the Examination Office of the Faculty of Management, Economics and Social Services to assist in the organisation of examinations. <sup>2</sup>The manager or deputy manager of the WiSo Examination Office shall be consulted at all of the Examinations Board's meetings.

(12) <sup>1</sup>The chairperson of the examination board, or his/her deputy if the chairperson is prevented from doing so, shall represent the examination board, convene the meetings of the examination board, chair these meetings and implement the resolutions passed there. <sup>2</sup>The Audit Committee may delegate the performance of its duties to the Chairperson for all regular cases. <sup>3</sup>In case of urgency, the chairperson may conduct a vote by circular resolution. <sup>4</sup>The chairperson may take decisions that cannot be postponed instead of the examination board; the examination board shall be informed of such decisions without delay; the examination board may revoke the decision; rights of third parties that have already arisen shall remain unaffected. <sup>5</sup>The examination board reserves the right to decide on objections. <sup>6</sup>A protocol shall be drawn up for each meeting of the examination board.

(13) The Chair of the Examination Board shall announce by means of a legally binding notice or other suitable means any directives, important dates and deadlines and any other information from the Examination Board that does not concern specific individuals only.

### **Section 23 Examiners, observers, electronic plagiarism checks**

(1) <sup>1</sup>Examiners shall be appointed from the group of university teachers and from the group of persons pursuant to § 65 paragraph 1 HG. <sup>2</sup>Examination performances may only be assessed by persons who themselves possess at least the qualification to be established by the examination or an equivalent qualification. <sup>3</sup>Examiners who have resigned, been dismissed or retired may be reappointed as examiners for a period of one year after the end of the semester in which they left the University of Cologne. <sup>4</sup>Only persons who have obtained a relevant degree at least at Bachelor's level or an equivalent qualification at a higher education institution may be appointed as an assessor.

(2) <sup>1</sup>The examination board shall appoint the examiners and the assessors. <sup>2</sup>It may delegate the appointment to the chairperson. <sup>3</sup>The appointment of examiners and assessors shall be recorded in the records. <sup>4</sup>Notwithstanding the provisions in sentences 1 and 2, the following shall apply: A lecturer shall be the examiner for the course for which he or she is responsible and which he or she conducts, unless the examination board or the chairperson appoints an examiner otherwise.

(3) <sup>1</sup>The chairperson of the examination board shall appoint the examiners responsible for the Bachelor thesis from among the professors, associate professors, honorary professors, junior professors, private lecturers of the Faculty as well as other examiners who are members of the Faculty of Economics and Social Sciences or the Faculty of Mathematics and Natural Sciences and who fulfil the requirements according to § 65 paragraph 1 HG. <sup>2</sup>Examiners who have left the University of Cologne and examiners who have been dismissed or retired may be reappointed as examiners for the Bachelor's degree for a period of one year after the end of the semester in which they left the University of Cologne. <sup>3</sup>The examination board may extend this period upon justified application. <sup>4</sup>It may delegate this decision to the chairperson. <sup>5</sup>The appointment of examiners for the Bachelor thesis shall be recorded in the files.

(4) <sup>1</sup>The examiners shall specify the tools and aids permitted in the examinations that they conduct and shall inform the candidates accordingly in a suitable manner and in good time, no later than when the dates of the examinations are announced.

(5) <sup>1</sup>If so decided by the Examination Board in a resolution that is then announced, written examination papers can be checked electronically to determine whether they include any copied text that has not been marked as such. <sup>2</sup>In these cases, the candidates must also submit their examination papers in electronic form and declare that the written and electronic versions are the same. <sup>3</sup>The electronic checking described in sentence 1 includes the use of written examination papers for comparison with third parties' written examination papers if their content is related. <sup>4</sup>The resolution described in sentence 1 must specify,

- a) which examinations can be checked electronically,
- b) whether the Examination Board should engage the services of an administrative assistant for this purpose and who should take on this role,
- c) the file format and the place and method of submission for the electronic version,

- d) the criteria for selecting the examinations to be checked and
- e) how long the electronic versions may be used.

<sup>5</sup>Notwithstanding a) above, electronic checking shall always be permitted if there are good grounds to suspect the candidate has cheated. <sup>6</sup>Notwithstanding e) above, the period of use shall end no later than the point at which the archiving period for the examination file ends as per Section 26 (4). <sup>7</sup>Any other use of the electronic version by examiners or the Examination Board is not permitted without the candidate's consent. <sup>8</sup>The result of an electronic check may only be used as the basis of a decision to fail a student if it has been confirmed by the examiners responsible for the examination.

(6) <sup>1</sup>Examiners and observers shall not be influenced by third parties in their examination work. <sup>2</sup>They shall be bound by a confidentiality obligation. <sup>3</sup>Those of them who are not civil servants shall be sworn to secrecy by the Chair of the Examination Board.

## Section 24 Cheating and offences

(1) <sup>1</sup>If an examination candidate attempts to influence the assessment of an examination performance by deception for his or her own or another's advantage, if he or she carries aids that are not permitted in the examination or if he or she commits academic misconduct in the performance of the examination, he or she commits an act of deception. <sup>2</sup>Unauthorised aids may be confiscated by the invigilators after completion of the examination, which the examination candidate is entitled to terminate, with the consent of the examination candidate for the purpose of preserving evidence.

(2) <sup>1</sup>Depending on the seriousness of the act of cheating under paragraph 1, the examination board shall pronounce one of the following sanctions against the examination candidate:

- a) a warning;
- b) the examination candidate shall be required to repeat the examination performance to which the act of cheating relates;
- c) the examination performance to which the act of deception relates shall be deemed to have been assessed as "unsatisfactory (5.0)" or "failed";
- d) the examination to which the act of deception relates is declared definitively failed;
- e) the examination candidate is excluded from taking further examinations, whereby the examination entitlement in the degree programme expires.

<sup>2</sup>A serious violation shall be considered in particular in cases of the use of unauthorised aids, the (attempted) exertion of influence on the examiner or, in cases of plagiarism, in which sources are deliberately concealed by reformulating the original texts, rearranging the syntax or using synonyms. <sup>3</sup>An especially serious case shall be considered in particular in the case of an elaborate use of technical aids such as internet-capable mobile telephones, in the case of repeated acts of deception in different examinations, in the case of the organised collaboration of several persons, in the



case of the adoption of an entire work of another person as one's own performance, the falsification of scientific work or the sabotage of examination work and the research work of others. <sup>4</sup>The sanction chosen shall be noted in the examination file. <sup>5</sup>In the case of combinatorial, inter-faculty or inter-university courses of study, other examination offices, faculties or universities may be informed of this.

(3) In the event of a reasonable suspicion of plagiarism, the Examination Board may perform additional verifications – including electronic verifications – without the permission of the candidate.

(4) Any act of deception as per (1) shall result in the relevant coursework being deemed non-completed.

(5) <sup>1</sup>Whoever disturbs the taking of an examination may be admonished by the respective examiners or invigilators. <sup>2</sup>If the warnings are ineffective or if the disruption is serious, the examination candidate may be excluded from further performance of the examination. <sup>3</sup>In this case, the examination committee may assess the examination performance as "deficient (5.0)" or "failed". <sup>4</sup>The reasons for the exclusion shall be recorded.

(6) <sup>1</sup>If a candidate attempts to influence the result of an examination when given access to their marked papers, the mark originally given by the examiner shall continue to apply. <sup>2</sup>In addition, one of the repeat attempts specified in Section 20 (1), sentence 2 shall be cancelled. <sup>3</sup>In extremely serious or repeated cases, the Examination Board can also declare the bachelor degree to have been completely failed.

(7) <sup>1</sup>Before a decision is made by the examination board, the examination candidate shall be granted a legal hearing. <sup>2</sup>The examination candidate shall be informed of the decision in writing without delay, the reasons for the decision shall be stated and instructions on how to appeal shall be provided.

(8) <sup>1</sup>In addition, offences can be punished in accordance with Section 63 (5) of the Higher Education Institution Act of the Federal State of North Rhine-Westphalia ("HG"). <sup>2</sup>Any person who intentionally attempts to influence the result of an examination for the benefit of another person shall also be deemed to have acted in breach of the regulations.

## **Section 25 Invalid examinations, revocation of bachelor degrees**

(1) <sup>1</sup>If a candidate was admitted to an examination despite not meeting the requirements but was not guilty of deceit, and if this does not become unknown until after the final transcript of records has been presented, this error shall be deemed to have been corrected by the student's passing the examination. <sup>2</sup>If the candidate gained admission to the examination wrongfully and intentionally, the relevant examination board shall decide what legal action is to be taken, taking into account the provisions of the Administrative Procedure Act of the Federal State of North Rhine-Westphalia ("Verwaltungsverfahrensgesetz des Landes Nordrhein-Westfalen" or "VwVfG NRW").

(2) If an examination candidate has cheated in an examination and this fact only becomes known after the certificate has been issued, the examination board may subsequently withdraw the assessment for the examination in the performance of which the examination candidate cheated, subject to the requirements of § 48 VwVfG NRW, and impose a sanction in accordance with § 24 appropriate to the seriousness of the cheating.

(3) Bachelor degrees can be revoked if it becomes apparent that they were obtained deceitfully or if key requirements for the awarding of bachelor degrees were erroneously deemed to have been met.

(4) <sup>1</sup>Candidates must be given the opportunity to make a statement prior to the decisions described in (1) to (3) above being made. <sup>2</sup>Responsibility for the decision lies with the Examination Board, which makes its decision taking into account the provisions of the Administrative Procedure Act of the Federal State of North Rhine-Westphalia (“Verwaltungsverfahrensgesetz des Landes Nordrhein-Westfalen” or “VwVfG NRW”). <sup>3</sup>Once five years have passed since the date on the final transcript of records, decisions are no longer possible.

(5) <sup>1</sup>The incorrect final transcript of records and all incorrect attachments must be returned to the University and, where appropriate, new ones issued. <sup>2</sup>If the student is deemed to have failed the entire programme, the Faculty shall revoke the student’s degree and ask them to return their certificate.

### **Section 26 Examination file, access to files**

(1) <sup>1</sup>The Examination Board shall keep an examination file for each candidate. <sup>2</sup>In particular, the file shall document the candidate’s examination attempts, their examination papers, the examiners’ reports on said papers, the examination records, examination results, calculations of marks and copies of the final transcript of records and certificate.

(2) Candidates can enquire about their examination results at any time, provided the necessary arrangements can be made.

(3) <sup>1</sup>Once an examination result has been announced, each candidate or a person authorised by the candidate may, on written request, be granted access to their examination paper for the examination in question and to the report and corrections made by the examiners or, in the case of oral examinations, to the examination record. <sup>2</sup>As part of this access, the candidate or their representative must have the opportunity to make copies or photographs of the documents; any model solutions may not be copied or photographed, since they are not part of the candidate’s examination record. <sup>3</sup>All other details regarding the access procedure, including a reasonable deadline for requesting access, shall be specified by the Examination Board. <sup>4</sup>Once the deadline for requesting access has passed, access shall only be granted if the candidate can prove that their failure to comply with the deadline was due to reasons beyond their control. <sup>5</sup>Candidates do not have any further rights of access.

(4) <sup>1</sup>With the exception of the provisions in sentence 2, the examination file shall be kept until the end of the fifth year following exmatriculation from the degree programme and shall be offered to the competent archives after expiry of the period; if the archives refuse to accept it, it must be destroyed. <sup>2</sup>Written examination documents shall be offered to the archives for two years from the date of notification of the assessment, unless a legal dispute is pending; this shall apply accordingly to electronic versions; if the archives refuse to accept them, they must be destroyed. <sup>3</sup>The academic degrees awarded and a catalogued collection of the certificates and documents awarded may be kept in a register until the end of the fiftieth year following the completion of studies; sentence 1, second half-sentence shall apply accordingly.

(5) <sup>1</sup>Examination questions, correction notes and examiners' reports of which a student becomes aware may not be passed on to third parties or published if they are protected by copyright. <sup>2</sup>The thesis prepared by a student may only be published with the corresponding consent if an embargo has been agreed. <sup>3</sup>This shall be without prejudice to justified interests in legal protection, for example in the form of disclosure to a commissioned lawyer.

## **Section 27 Completion of the programme and documents issued upon completion**

(1) <sup>1</sup>The programme is deemed to have been successfully completed when the candidate has passed all of the required examinations and gained the necessary credit points in accordance with Section 5. <sup>2</sup>Candidates who pass the degree shall be issued with a final transcript of records. <sup>3</sup>The final transcript of records shall be signed by the Chair of the Examination Board and shows the overall mark awarded for the bachelor's degree, the marks awarded for each area of study, as well as the mark and title of the bachelor's thesis, and the name of the topic-setter. <sup>4</sup>Marks shall be stated in both words and numerals. <sup>5</sup>The date on the transcript is the date on which the last examination was taken or the credit for an examination was transferred. <sup>6</sup>If the bachelor's thesis is the last examination component, the date on the transcript will be the date on which the thesis was submitted. <sup>7</sup>An English copy of the final transcript of records shall also be issued. <sup>8</sup>Only the German version shall be legally binding.

(2) <sup>1</sup>Students shall be presented with a bachelor certificate along with the final transcript of records to certify that the degree specified in Section 3 has been awarded; the certificate shall bear the same date as the final transcript of records. <sup>2</sup>The bachelor certificate shall be signed by the Dean of the Faculty and the Chair of the Examination Board and marked with the Faculties' seal.

(3) <sup>1</sup>In addition to the final transcript of records and the bachelor's degree certificate, successful students shall be presented with a diploma supplement in German and English, with information about the subject matter covered by the completed programme and the academic and professional qualifications gained through the degree. <sup>2</sup>The diploma supplement gives a description of the programme completed by the student. <sup>3</sup>The transcript of records is a component of the diploma supplement. <sup>4</sup>Candidates may request an overview of marks that illustrates the relative placement of their final mark within their programme. <sup>5</sup>The parameters which determine this overview, including the reference group of each student, shall be determined by the Examination Board.

(4) <sup>1</sup>If a candidate has failed at the final attempt or dropped out of the programme or if he/she changes university, they can be issued a transcript of records on request, which shows the examinations taken, any additional academic work, their marks and credit points earned. <sup>2</sup>This transcript must make it clear that the holder failed the programme.

### **Section 28 Transitional provisions**

(1) <sup>1</sup>These Regulations shall apply to all students enrolled or admitted as cross-registered students for the first time – with the exception of the Bachelor in Economics and Social Sciences – or re-enrolled or are re-admitted as cross-registered students having interrupted their studies, on a bachelor programme subject to these Regulations at the University of Cologne from the 2015/2016 fall term onwards.

(2) <sup>1</sup>Students already enrolled or admitted as cross-registered students on a bachelor programme subject to these Regulations at the University of Cologne on 30 September 2015 can continue their studies on the basis of these Regulations; credit for examinations already taken will be transferred. To change to these Regulations, students must apply to the Chair of the Examinations Board in writing; the change cannot be reversed.

### **Section 28a Expiry of Regulations**

<sup>1</sup>These examination regulations shall expire at the end of the winter semester 2024/25. <sup>2</sup>This does not apply to students who, at this point in time, only have to successfully complete the Bachelor's thesis in accordance with § 21 or have to acquire credit points in the area of Studium Integrale in accordance with § 8. <sup>3</sup>Students of the degree programmes in Business Administration, Social Sciences, Economics or Business Information Systems who have not successfully completed their degree programme in accordance with these examination regulations by the end of the winter semester 2024/25 shall be given the opportunity to continue their studies in their previous degree programme in accordance with the conditions of the examination regulations for the Bachelor's degree programmes in Business Administration, Social Sciences, Economics and Business Information Systems (AM 7/2021) in the then valid version.

### **Section 29 Credit points for and scope of the bachelor degree in Business Administration**

(1) In addition to the bachelor thesis (12 CPs) and the Studium Integrale (12 CPs), the bachelor degree includes:

1. Core and advanced section with the groups Business Administration, Economics and Methods, carrying 108 CPs,

2. Supplementary section with the groups Business Administration, Economics, Social Sciences and Information Systems, carrying 18 CPs and
3. Specialisation section with the groups Specialisation Modules and Bachelorseminar, carrying 30 CPs.

(2) <sup>1</sup>In the core and advanced section as per (1) 1. above, candidates must earn 108 CPs. <sup>2</sup>The detailed examination procedure is set out in the annexes.

(3) <sup>1</sup>In the supplementary section as per (1) 2. above, candidates must earn 18 CPs. <sup>2</sup>The detailed examination procedure is set out in the annexes. <sup>3</sup>Students decide on their module the first time they take an examination in that module. A default as defined in Section 16 (2) does not revoke this decision. <sup>4</sup>If the student fails an examination for the first time in a given module, it is possible to change the module. This change requires the written consent of the chair of the Joint Examination Board. <sup>5</sup>Candidates who fail an examination in a module twice can no longer change module. <sup>6</sup>They are not allowed to change any other module either.

(4) <sup>1</sup>Students may register to take an examination in the specialisation section as per (1) 3. above if they have earned at least 45 CPs; this does not apply to module no. 9 in the list in sentence 3 below. <sup>2</sup>Students must pass one module worth 6 CPs from the “Bachelor seminar” group and two modules worth 12 CPs each from the “Specialisation modules” group. <sup>3</sup>They can choose between the following specialisation modules:

1. Accounting and Taxation I
2. Accounting and Taxation II
3. Strategy, Organization and Human Resources
4. Finance
5. Marketing
6. Supply Chain Management
7. Service Management
8. Studies Abroad
9. Energy, Climate Change, and Sustainability
1. Energy Markets and Regulation (Bachelor)
11. Economic Psychology
12. Quantitative Methods in Management, Economics and Social Sciences
13. Institutional Economics and economic Policy Advice
14. Macroeconomics, Money and Financial Markets
15. Growth, Education and Inequality
16. Managerial Economics
17. Media Economics
18. Public Economics
19. Economic Geography
20. Vocational Education and Training
21. Behavioral Management Science

<sup>4</sup>At least one of the two modules must be from numbers 1 to 7 in the list above. <sup>5</sup>The detailed examination procedure is set out in the annexes. <sup>6</sup>A commitment to a module is established by completing the first examination of this module; failure to complete the examination as per Section 16 (2) does not absolve the candidate from this commitment. <sup>7</sup>If the candidate fails the first examination of

a module, he/she may submit a one-time request to change modules to the Chair of the Joint Examination Board. <sup>8</sup>Candidates who fail an examination in a module twice can no longer change the module. <sup>9</sup>In the specialization section, students can change their module two times maximum. <sup>10</sup>It is impossible to change another module. <sup>11</sup>They must pass an examination in the “Bachelor seminar” group. <sup>12</sup>The detailed examination procedure is set out in the annexes. <sup>13</sup>Students decide on their module the first time they take an examination in that module. A default as defined in Section 16 (2) does not revoke this decision. <sup>14</sup>If the student fails an examination for the first time in a given module within the group Bachelorseminar, it is possible to change the module. This change requires the written consent of the chair of the Joint Examination Board. <sup>15</sup>Candidates who fail an examination in a module within the group Bachelorseminar twice can no longer change the module. <sup>16</sup>They are not allowed to change any other module either.

### **Section 30 Credit points for and scope of the bachelor degree in Social Sciences**

(1) In addition to the bachelor thesis (including Thesis-Seminar) (18 CPs) and the Studium Integrale (12 CPs), the bachelor degree includes:

1. Core and advanced section with the groups Sociology and Social Psychology, Political Science, Methods and Economics, carrying 108 CPs,
2. Supplementary section with the groups Methods and Social Sciences, carrying 24 CPs and
3. Specialisation section with the groups Sociology and Social Psychology or Political Science, carrying 18 CPs.

(2) <sup>1</sup>In the core and advanced section as per (1) 1. above, candidates must earn 108 CPs. <sup>2</sup>The detailed examination procedure is set out in the annexes.

(3) <sup>1</sup>In the supplementary section as per (1) 2. above, candidates must earn 24 CPs. <sup>2</sup>The detailed examination procedure is set out in the annexes. <sup>3</sup>Students decide on their module the first time they take an examination in that module. A default as defined in Section 16 (2) does not revoke this decision. <sup>4</sup>If the student fails an examination for the first time in a given module, it is possible to change the module. This change requires the written consent of the chair of the Joint Examination Board. <sup>5</sup>Candidates who fail an examination in a module twice can no longer change module. In the supplementary section, students can change their module one time maximum. This change requires a written application. <sup>6</sup>They are not allowed to change any other module either.

(4) <sup>1</sup>The registration to take an examination in the specialisation area according to Paragraph 1 No. 3 can take place if at least 45 LP have been acquired. <sup>2</sup>In the specialisation area according to Paragraph 1 No. 3, the examination candidate must acquire 18 LP. <sup>3</sup>The details of the examination modalities shall be specified in the Annex. <sup>4</sup>The determination to a group shall be made by the first passing of an examination in a module in the respective group; this determination shall also not be cancelled by a default in accordance with § 16 Para. 2. <sup>5</sup>After a single unsuccessful examination in a

module, a single change of group is possible upon application to the chairperson of the joint examination board. <sup>6</sup>Such a change is excluded if the examination candidate has failed more than one attempt in a module of the group or after having failed more than one attempt in total in the modules of the group. <sup>7</sup>A further change is excluded. <sup>8</sup>The determination for the respective module shall be made by taking an examination in this module for the first time; this determination shall also not be cancelled by a failure in accordance with § 16 Para. 2. <sup>9</sup>After a single unsuccessful examination in a module, a single change of this module is possible upon application to the chairperson of the joint examination board. <sup>10</sup>After an examination in a module has been failed for the second time, it is no longer possible to change the module. <sup>11</sup>The change of a further module is excluded.

### **Section 31 Credit points for and scope of the bachelor degree in Economics**

(1) In addition to the bachelor thesis (12 CPs) and the Studium Integrale (12 CPs), the bachelor degree includes:

1. Core and advanced section Economics and Methods, carrying 90 CPs,
2. Supplementary section Business Administration, carrying 36 CPs and
3. Specialisation section with the groups Specialisation Modules and Bachelorseminar, carrying 30 CPs.

(2) <sup>1</sup>In the core and advanced section as per (1) 1. above, candidates must earn 90 CPs. <sup>2</sup>The detailed examination procedure is set out in the annexes.

(3) <sup>1</sup>In the supplementary section as per (1) 2. above, candidates must earn 36 CPs. <sup>2</sup>The detailed examination procedure is set out in the annexes. <sup>3</sup>Students decide on their module the first time they take an examination in that module. A default as defined in Section 16 (2) does not revoke this decision. <sup>4</sup>If the student fails an examination for the first time in a given module, it is possible to change the module. This change requires the written consent of the chair of the Joint Examination Board. <sup>5</sup>Candidates who fail an examination in a module twice can no longer change module. <sup>6</sup>They are not allowed to change any other module either.

(4) <sup>1</sup>Students may register to take an examination in the specialisation section as per (1) 3. above if they have earned at least 45 CPs; this does not apply to module no. 20 in the list in sentence 3 below. <sup>2</sup>Students must pass one bachelor seminar worth 6 CPs and two modules worth 12 CPs each. <sup>3</sup>They can choose between the following modules

1. Energy, Climate Change, and Sustainability
2. Energy Markets and Regulation (Bachelor)
3. Institutional Economics and economic Policy Advice
4. Macroeconomics, Money, and Financial Markets
5. Growth Education and Inequality
6. Managerial Economics
7. Media Economics
8. Behavioral Economics
9. Public Economics

10. Quantitative Methods in Management, Economics and Social Sciences
11. Accounting and Taxation I
12. Strategy, Organization and Human Resources
13. Finance
14. Marketing
15. Supply Chain Management
16. Economic Geography
17. Cooperative Self-Help
18. Social Policy
19. Studies Abroad
20. Behavioral Management Science.

<sup>4</sup>At least one of the two modules must be from numbers 1 to 10 in the list above. <sup>5</sup>The detailed examination procedure is set out in the annexes. <sup>6</sup>A commitment to a module is established by completing the first examination of this module; failure to complete the examination as per Section 16 (2) does not absolve the candidate from this commitment. <sup>7</sup>If the candidate fails the first examination of a module, he/she may submit a one-time request to change modules to the Chair of the Joint Examination Board. <sup>8</sup>Candidates who fail an examination in a module twice can no longer change module. <sup>9</sup>In the specialization section, students can change their module two times maximum. <sup>10</sup>It is impossible to change another module.

### **Section 32 Credit points for and scope of the bachelor degree in Economics and Social Sciences**

(1) In addition to the bachelor thesis (12 CPs) and the Studium Integrale (12 CPs), the bachelor degree includes:

1. Core and advanced section Economics and its Methods, carrying 84 CPs,
2. Supplementary section with the groups Political Science or Sociology and Social Research, carrying 42 CPs and
3. Specialisation section with the groups Specialisation Modules and Bachelorseminar, carrying 30 CPs.

(2) <sup>1</sup>In the core and advanced section as per (1) 1. above, candidates must earn 84 CPs. <sup>2</sup>The detailed examination procedure is set out in the annexes. <sup>3</sup>A commitment to a module is established by completing the first examination of this module; failure to complete the examination as per Section 16 (2) does not absolve the candidate from this commitment. <sup>4</sup>If the candidate fails the first examination of a module, he/she may submit a one-time request to change modules to the Chair of the Joint Examination Board.

(3) <sup>1</sup>In the supplementary area according to paragraph 1 no. 2, the examination candidate must acquire 42 LP in a group. <sup>2</sup>The details of the examination modalities shall be specified in the Annex. <sup>3</sup>Designation to a group shall take place through the first-time taking of an examination in a module in the respective group; this designation shall also not be cancelled by a default in accordance with § 16 Para. 2. <sup>4</sup>After a single unsuccessful taking of an examination in a module, a single change of



group shall be possible upon application to the chairperson of the Joint Examination Committee. <sup>5</sup>Such a change is excluded if the examination candidate has failed more than one attempt in a module of the group or after having failed more than one attempt in total in the modules of the group. <sup>7</sup>The determination for the respective module shall be made by taking an examination in this module for the first time; this determination shall also not be cancelled by a failure according to § 16 Para. 2. <sup>8</sup>After a single unsuccessful examination in a module, a single change of module is possible upon application to the chairperson of the joint examination board. <sup>9</sup>After an examination in a module has not been passed for the second time, it is no longer possible to change the module. <sup>10</sup>The change of a further module is excluded.

(4) <sup>1</sup>Students may register to take an examination in the specialisation section as per (1) 3. above if they have earned at least 45 CPs; this does not apply to module no. 12 in the list in sentence 3 below. <sup>2</sup>Students must pass one bachelor seminar worth 6 CPs and two modules worth 12 CPs each. <sup>3</sup>They can choose between the following modules:

1. Energy, Climate Change, and Sustainability
2. Energy Markets and Regulation (Bachelor)
3. Macroeconomics, Money, and Financial Markets
4. Growth Education and Inequality
5. Quantitative Methods in Management, Economics and Social Sciences
6. Psychoeconomics
7. Managerial Economics
8. Behavioral Economics
9. Public Economics
10. Institutional Economics and economic Policy Advice
11. Economic Geography
12. Studies Abroad
13. Cooperative Self-Help
14. Social Policy

<sup>4</sup>At least one of the two modules must be from numbers 1 to 10 in the list above. <sup>5</sup>The detailed examination procedure is set out in the annexes. <sup>6</sup>A commitment to a module is established by completing the first examination of this module; failure to complete the examination as per Section 16 (2) does not absolve the candidate from this commitment. <sup>7</sup>If the candidate fails the first examination of a module, he/she may submit a one-time request to change modules to the Chair of the Joint Examination Board. <sup>8</sup>Candidates who fail an examination in a module twice can no longer change module. <sup>9</sup>In the specialization section, students can change their module two times maximum. <sup>10</sup>It is impossible to change another module.

### **Section 32a Credit points for and scope of the bachelor degree in Information Systems**

(1) In addition to the bachelor thesis (12 CPs) and the Studium Integrale (12 CPs), the bachelor degree includes:

1. Core and advanced section with the groups Computer Science, Information Systems, Basics of WiSo and Mathematics carrying 75 LP,

2. Supplementary section with the groups Business Administration, Computer Science and Informatin Systems carrying 51 LP and
3. Specialisation section with the groups Specialisation Modules and Seminar carrying 30 credit points.

(2) <sup>1</sup>In the core and advanced section as per (1) 1. above, candidates must earn 75 CPs. <sup>2</sup>The detailed examination procedure is set out in the annex.

(3) <sup>1</sup>In the supplementary section as per (1) 2. above, candidates must earn 51 CPs. <sup>2</sup>The detailed examination procedure is set out in the annex. <sup>3</sup>Students decide on their module the first time they take an examination in that module. A default as defined in Section 16 (2) does not revoke this decision. <sup>4</sup>If the student fails an examination for the first time in a given module, it is possible to change the module. This change requires the written consent of the chair of the Joint Examination Board. <sup>5</sup>Candidates who fail an examination in a module twice can no longer change module. <sup>6</sup>They are not allowed to change more than two modules.

(4) <sup>1</sup>Students may register to take an examination in the specialisation section as per (1) 3. above if they have earned at least 45 CPs. <sup>2</sup>The detailed examination procedure is set out in the annex.

### **Section 33 Publication and entry into force**

(1) These Regulations shall be published in the Official Notices ("Amtliche Mitteilungen") of the University of Cologne.

(2) These Regulations shall enter into force on 1 October 2015.

### **Article II**

The Examination Committee shall ensure that credit points already earned in modules which change in nature or scope or are discontinued shall continue to be used towards the completion of the degree programme.

### **Article III**

These Regulations shall enter into force on 01.10.2022. They shall be published in the Official Notices of the University of Cologne.

Issued on the basis of the resolution of the Narrow Faculty of the Faculty of Economics and Social Sciences of 20.06.2022 and after examination of the legality by the Rectorate of the University of Cologne of 19.07.2022.

Cologne, 04.08.2022

The Dean  
of the Faculty of Economic and Social Sciences  
of the University of Cologne  
University Professor Ulrich W. Thonemann, PhD

**The structure of each programme can be seen in its module catalogue.**