



**General and Examination Regulations
of NBS Northern Business School –
University of Applied Sciences**

Decided by the NBS Senate on March 19, 2019

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Preamble

These General and Examination Regulations govern the general structure and examination procedures for all Bachelor level degree programs (undergraduate) of the NBS Northern Business School – University of Applied Sciences (hereinafter: NBS); they are supplemented by the respective provisions of the specific degree program.

These General and Examination Regulations serve to apply the law and to structure the academic studies, also with regard to equality between the genders. Inasmuch as the following provisions use language that refers specifically to one gender, they apply equally to all genders.

Section 1: Goals of Studies

- (1) Through application-oriented instruction, NBS conveys broad expertise and the ability to responsibly recognize practical problems, develop possible solutions, critically assess these in comparison to each other and successfully apply a selected solution in real life situations. To assume high-responsibility tasks requires not only expertise, but also certainty and the ability to make decisions confidently. Accordingly, the education is also targeted to convey key qualifications and encourage personal development. At the end of the course of study, students should be able to deal with problems independently on a scientific basis with a focus on application within a prescribed period.
- (2) The Bachelor examination will determine whether the candidate has an overview of the context of his subject, has the ability to use evidence-based methods and results, and has acquired the necessary base specialist knowledge to transition into practicing in his field.

Section 2: Beginning of Studies, Standard Length of Studies

- (1) Courses start twice each year; on 1 March in the summer semester and on 1 September in the winter semester. Different cases are regulated by the provisions for specific degree programs.
- (2) The prerequisites for enrolment are stipulated in the Matriculation Regulations.
- (3) Generally, between six and eight semesters are needed to complete the program. Details are stipulated in the provisions for specific degree programs.
- (4) If a candidate more than doubles the standard course duration, he will be exmatriculated.

Section 3: Student Advisory Service

- (1) All students may receive advice on general matters concerning their studies from NBS.
- (2) In the course of providing general student advice, NBS also provides information about study opportunities.
- (3) The departmental advisory service should especially be used at the beginning of the course of study, in the event that an exam is not passed, or if university placement is changed. The provisions that are specific to the degree programs and the study and examination plans they contain, as well as the module descriptions, serve to provide information and advice to students and to give a logical structure to the course of study. At the same time, they provide a basis for departmental consultation of students and course planning.

Section 4: Structure of Studies and Exams, Modules and Credits

- (1) Studies are organized into modules. Modules are self-contained instruction units; their successful conclusion is documented with a module examination. Successful participation in a module examination is a prerequisite for receiving credits pursuant to the European System for Measuring Course Achievements (ECTS). 1 credit corresponds to a workload of 30 hours, while the number of credits is determined by the average underlying workload. The number of hours present, the individual modules and their course contents, as well as the type of instructional events for each semester may be found in the module descriptions and the study and examination plan in the descriptions of the specific degree programs as published on the intranet. In the part-time model, subject to the technical prerequisites, up to 50 % of the classroom hours can be carried out in the form of webinars from the second semester onwards. The decision is made by the respective module manager.
- (2) In each module, a module examination that accompanies the studies shall be completed once the instructional contents of the examination subject have been conveyed to the extent stipulated for the course of study. A module exam covers the examination subject to the extent of comprehension or mastery that a candidate must acquire in order to successfully continue or conclude his studies. As an exception to the general rule, the modules may be offered in blocks. The examinations will generally be offered before the beginning of the following semester. The objectives of the modules are described in more detail in the module descriptions. Students will receive access to them no later than as the beginning of the semester.
- (3) The total scope of the Bachelor degree programs is between 180 and 210 credits. Details are stipulated in the provisions for specific degree programs.
- (4) The Bachelor examination has been passed when all modules have been successfully concluded and the final examination has been passed. The final examination consists of the Bachelor thesis and the colloquium.

Section 5: Examination Board

- (1) The University has formed an Examination Board. It is responsible for tasks and decisions in connection with examinations and other tasks assigned by these Regulations.
- (2) The Examination Board is composed of three professors, the head of the Central Examination Department, and one student. Professors are appointed for terms of three years. Student representatives are appointed for two years. Reappointment is permitted. The members of the Examination Board will elect a chairman. The chairman and his representative must be professors. The Examination Board is quorate if at least three members are present and a majority of attendees are professors. Decisions are made with a simple majority. If votes are tied, the chairman casts the tie-breaking vote.
- (3) The Examination Board will take due care that the provisions of the Examination Regulations are observed and will issue instructions to reform the General and Examination Regulations and the degree program.
- (4) The members of the Examination Board have the right to attend examination sessions, with the exception of student members who must take the same exam in the same examination period.
- (5) The members of the Examination Board are obligated to maintain confidentiality.
- (6) Any person who has a duty of care to a candidate, is in a close personal relationship to a candidate, or has an economic relationship to a candidate is excluded from consultation and voting in the Examination Board due to personal participation.
- (7) For all standard cases, the Examination Board conveys the execution of its tasks to the chairman; this may be revoked.
- (8) Negative decisions of the Examination Board must be immediately communicated to the student in writing and with the reasons for the decision. Given compliance with the provisions of data privacy laws, the Examination Board may make all declarations with legally binding effect on the Internet, by email, using intranet, or in another appropriate form.

Section 6: Central Examination Department

- (1) Notwithstanding the competency of the Examination Board pursuant to Section 17 paragraph 1, the Central Examination Department is responsible for organizing the examination process.
- (2) The Central Examination Department particularly performs the following activities:
 - b. Announcing examination periods and the application deadlines for exams
 - c. Deadline control of examination dates

- d. Keeping examination records
- e. Coordination of examination dates and creation of corresponding examination schedules
- f. Issuing and receiving applications for admittance to module exams and to Bachelor theses
- g. Issuing admittances to examinations pursuant to e.
- h. Creating lists of candidates for each examination date
- i. Monitoring evaluation periods
- j. Issuing topics for Bachelor theses to the candidates
- k. Receiving completed Bachelor theses
- l. Notifying candidates of examination results
- m. Preparing and delivering certificates, Bachelor diplomas, and results

Section 7: Transferring Study Times, Course Achievements, and Examination Results

- (1) Periods of study, practical professional activities, and examination results from another degree program can be transferred if they are not significantly different in contents, scope, and challenge to those of the degree program for which the credit is requested. In the process, the general meaning of the work in achieving the goals of the degree program and the purpose of the examinations will be considered. The burden of proof for the assertion of significant differences shall be borne by the University.
- (2) If study and examination achievements are credited, the grades – inasmuch as the grading systems are comparable – will also be transferred and included in the calculation of the overall grade. If grading systems are not comparable, the note “passed” will be recorded. The credit may be indicated in the degree certificate.
- (3) Transfers of study times, academic performance, and examination achievements will occur through the Examination Board. The student must submit the necessary documents for the credit transfer. To determine the similarity of the goal of qualification, the responsible faculty representative may be consulted.
- (4) Qualifications and competencies achieved outside of a course of study will be considered in accordance with para 1-3 upon request, inasmuch as they are of equal value. Equivalent qualifications and competencies won outside of a university setting may replace no more than 50 % of the course of study.
- (5) Courses and examinations may be completed at foreign universities during the course of study. Course and examination results attained abroad will be attributed in accordance with the ECTS system and paragraphs 1-3.

Section 8: Notification Deadlines

- (1) The candidate must apply for a module examination. The application may occur immediately before the examination. Deviating regulations must be determined by the Examination Board and announced before the beginning of a semester.
- (2) A candidate can be admitted to a module examination if he is enrolled in the NBS Northern Business School in the semester in which he applies for the module examination.
- (3) Admittance to the module examination may be declined if the application is not made within the notification period or if the candidate finally has not passed a Bachelor examination or a corresponding examination in the same or a related course of study at a university or is currently undergoing an examination process. In addition, admittance to the module examination may be declined if tuition has not been paid, despite a written reminder and payment deadline with notification of possible measures to be taken.
- (4) The candidate shall be punctually informed of the type and number of module examinations to be completed, of the dates by which they should be completed, and of the issue and delivery times of the Bachelor thesis. For each module examination, the respective repeat dates will also be announced to the candidate.

Section 9: Repetition of Module Examinations and the Final Examination

- (1) A module examination that is not passed may be repeated twice. It is not possible to repeat a module examination that has been passed.
- (2) In the event of an evaluation lower than "sufficient" (4.0), the Bachelor thesis and the colloquium may be repeated once and, in certain justified, exceptional cases, twice. The repetition of a Bachelor thesis that received a grade of "sufficient" (4.0) or better is not possible. Failed attempts at other universities in the Federal Republic of Germany will be counted.
- (3) Repeat examinations will be offered in the semester after the previous attempt. For each module, at least two repeat dates will be offered, and will be announced no later than four weeks before the beginning of the semester.
- (4) If a student has not passed an exam by three semesters after the semester named in the study and examination schedule that applies to him under the provisions of the specific degree program, he must arrange a date with Student Advisory Services.

Section 10: Absence, Withdrawal, Academic Dishonesty, Breach of Regulations

- (1) Exam results are considered to have received a grade of "not sufficient" (5.0) if the candidate misses a binding examination date without a good reason or withdraws from an exam for which they applied without a good reason. The same applies if a written exam is not submitted within the given period.
- (2) If the candidate is unable to comply with the period for the completion of module exams and the Bachelor thesis for reasons for which he is not responsible, he must promptly indicate this in writing with a request for a delayed deadline. The reason asserted for the withdrawal or delay must immediately be submitted in writing with creditable evidence. If the candidate is ill, a doctor's note must be submitted. The illness of a child for which the candidate is the primary caregiver is equivalent to the candidate himself being ill. In the event of lack of availability due to his employment, a corresponding note from the employer must be submitted.
- (3) Statutory periods of protection for maternity and parental leave shall be considered as reasons for delay. After the expiration of the protective period or parental leave, students may request to repeat the year of study or the exams. For students with children, appropriate measures will be taken upon request to allow them to complete examinations without suffering a disadvantage due to their parenthood.
- (4) If the candidate punctually asserts before the beginning of the examination that, due to lasting or constant physical disability, he is not able to complete the examination in whole or part at the intended time and in the intended form, the Examination Board will take appropriate measures to compensate for the disadvantage that has occurred due to the impairment or illness, such as an extended examination time or the determination of equivalent examination procedures. The submission of an official doctor's certificate can also be requested. This provision applies analogously for chronically ill candidates.
- (5) If a candidate attempts to influence the results of their examination through academic dishonesty or the use of aids that are not permitted, the examination concerned will receive the grade "not sufficient" (5.0). A candidate that disrupts the proper procedures of the exam session may be excluded from continuing the exam by the respective examiner or supervisory person; in this case, the examination will be evaluated with the grade "not sufficient" (5.0). In severe cases or in the event of repeated attempts at cheating, the Examination Board can exclude the candidate from taking further examinations.
- (6) The candidate can ask to have the decision pursuant to paragraph 5 clauses 1 and 2 assessed within 14 days after being excluded from the examination. Negative decisions will be immediately communicated to the candidate in writing, justified, and furnished with an instruction of how to appeal.

Section 11: Examiners

- (1) The Examination Board appoints the examiners. Professors and assistant professors can be appointed as examiners if they have at least the qualification that would be conveyed by the examination, or an equivalent qualification. The examiners are independent in their examination activities.
- (2) The candidate may suggest one or more examiners for the final examination. The suggestions do not create a claim to these examiners.
- (3) The names of the examiners will be punctually announced to the candidates.
- (4) Examiners who are not members of NBS may also be appointed, provided that they have the qualifications required by para 1.

Section 12: Types of Examinations

- (1) The following types of examinations may be held:
 - a. oral examinations
 - b. written examinations
 - c. term papers
 - d. projects
 - e. presentations
 - f. presentation of a paper
 - g. practical examinations
 - h. portfolio
- (2) The module examinations are taken in the language in which the module was taught. With the consent of the examiner and the Examination Board, the processing can also be done in English. In this case, the application must be submitted in writing, with the consent of the examiner, to the Examination Board.
- (3) Oral examinations are intended to have the candidate demonstrate that he recognizes the context of the examination area and is able to integrate specific questions into this context. In addition, it should be determined whether the candidate has a broad basic knowledge of the examination area. The oral examination will take at least 15 minutes per candidate, and no more than 45 minutes. The essential objects and results of the oral examination shall be recorded in a protocol. The result will be announced to the candidate immediately after the examination. Oral examinations are open to all members of the university, unless the candidate objects.
- (4) In written tests, the candidate should demonstrate that he can complete tasks and process topics in a limited period of time and with limited aids with the standard methods of his subject. Written exams are also intended to show whether the candidate has the necessary basic knowledge. The time allowed for written tests is generally 120 minutes.

- (5) Term papers should be produced under the principles of academic work. They should generally be 10–15 pages in length. The time allotted after the topic is published should not generally exceed twelve weeks. All term papers should be submitted in printed and electronic form and with a declaration of integrity.
- (6) Examinations are to be completed during the intended period of time. In particular, no partial performance or grading from courses or other, also voluntarily provided, services may be included in the module grade.
- (7) Projects are intended to show the ability to engage in teamwork, and particularly to develop, implement, and present concepts. In the process, candidates should demonstrate in their written work that they can define goals in a large task, as well as develop solutions and concepts. The working time for projects is no more than six months. All projects should be submitted in printed and electronic form and with a declaration of integrity.
- (8) A presentation should be held in the instructional or learning context of the course. It comprises the independent, systematic development of a topic area or of topic areas of the respective course, including the relevant literature. In a presentation of 15–45 minutes, a discussion about the corresponding topic should be opened and deepened. The use of media is mandatory in a presentation.
- (9) A paper presentation is a short presentation on the basis of an academic publication. It should generally be 10–30 minutes in length.
- (10) In practical examinations, e.g. a roleplay or a simulation, the ability to solve practical problems is evaluated. The goal of the practical examination is to determine if the students are able to make appropriate decisions in a hypothetical situation. They should generally be 30–60 minutes in length.
- (11) Through a portfolio, the candidate should demonstrate that he can document and reflect on his personal learning path and the competences acquired in the module with regard to the qualification goals according to the principles of scientific work. A portfolio audit involves the autonomous writing, selection, compilation and evaluation of a limited number of written documents on a topic agreed with the lecturer within the scope of a module. A portfolio consists of an introduction with self-assessment, a structured collection of several module-related work results in text form and a final reflection on the learning progress. The size of the portfolio is usually 15–20 pages. Processing for the portfolio must be completed within one semester. The portfolio must be submitted in paper and electronic form and accompanied by a declaration on honour. The evaluation is based on the criteria of a term paper. In the case of a repetition, a new topic should be specified by the lecturer.

Section 13: Internships

In full-time degree programs, an internship is mandatory; the time, duration, and emphasis may be found in the study and examination plans of the provisions for the respective degree program. The internship fosters exchanges between NBS and professional practice. It should be arranged as a block internship. During the internship, an internship report should be created in the form of a term paper. The Internship Regulations provide more detailed instructions.

Section 14: Final Exam

- (1) The Bachelor thesis is a written exam that is intended to show that the candidate is able to work on a prescribed problem within their field independently and in accordance with scientific methods and to defend their results in an associated oral examination (colloquium).
- (2) The earliest possible time to apply for admittance to the Bachelor thesis may be found in the provisions for the specific degree program. However, it is a rule that at least the credits from all module examinations, with the exception of the credits to be issued from the last standard semester, must have been obtained.
- (3) The working time for the Bachelor thesis is twelve weeks. In some cases, the Examination Board may extend the working time by a maximum of four weeks on the basis of a justified application. The application must be submitted to the Examination Board in writing.
- (4) The candidate will be issued a topic for the Bachelor thesis upon their application. The candidate may make suggestions for the topic of the Bachelor thesis. If the candidate does not submit a suggestion, the Examination Board may assign a topic three months after the last examination is completed. The candidate will receive a written notification, in which the beginning of the processing period and the latest possible date for submission will be announced. The time of issue and the topic will be on record.
- (5) The Bachelor thesis may also be completed in the form of a group project, provided that the contribution of each candidate to be evaluated as the examination is clearly differentiated and suitable for evaluation as indicated by sections, page numbers, or other objective criteria.
- (6) The topic of the Bachelor thesis may only be rejected once, and only within the first two weeks of the processing time. The reason asserted for the rejection must be submitted in writing and creditably supported. The decision on this point is subject to the Examination Board.
- (7) The Bachelor thesis will be written in the German language. If the examiners and Examination Board gives their approval, the work may also be done in the English language. In this event, the application must be submitted in writing, with the declaration

of acceptance of the examiner, to the Examination Board. The Bachelor thesis will be 40–60 pages in length.

- (8) The Bachelor thesis must be submitted to the Central Examination Department in three copies; the date of submission must be recorded. At the same time, it must be submitted with a declaration that it was created without outside assistance, and must also be submitted in electronic form. A thesis that is not submitted punctually must be evaluated with the grade “not sufficient” (5.0).
- (9) The Bachelor thesis will be evaluated by two examiners, at least one of whom is a professor. The advisor for the Bachelor thesis is one of the examiners. The approval of the Examination Board is required for the Bachelor thesis to be conducted in a facility outside of the University. The examiners will be confirmed by the Central Examination Department under consideration of the provisions of these Examination Regulations. The evaluation will occur pursuant to Section 15 within four weeks after submission. The grading of the Bachelor thesis results from the average of the grades of the two examiners. In the event that the grades of the two evaluations differ by more than 1.0, a third examiner will be used. Grading will then occur using the average of all three grades. The Bachelor thesis is 80 % of the grade for the final exam.
- (10) If the Bachelor thesis is evaluated as at least “sufficient” (4.0), the author must present the essential results of their work in a colloquium. The evaluation of the Bachelor thesis will be shared with the candidate before the colloquium.
- (11) The colloquium will be evaluated by the two examiners of the Bachelor thesis. The colloquium will take at least 30 minutes per candidate, and no more than 45 minutes. The colloquium is open to all members of the university, unless the candidate objects. The colloquium ends as soon as all examination results have been successfully presented.
- (12) The grade for the colloquium results from the average of the individual assessments. It is 20 % of the grade for the final exam. If the colloquium is evaluated as “not sufficient” (5.0), this shall lead to a total assessment of “not sufficient” (5.0). In this event, the Bachelor thesis and the colloquium must be repeated with a new topic.

Section 15: Evaluation of Exam Results, Composition of Final Grade, Failing Grades

- (1) The grades for the individual examinations will be determined by the respective examiners. The following grades will be used for the evaluation of examinations:

1.0; 1.3	=	very good	=	an excellent performance
1.7; 2.0; 2.3	=	good	=	a performance that is significantly above average
2.7; 3.0; 3.3	=	satisfactory	=	a performance that corresponds to the average requirements
3.7; 4.0	=	sufficient	=	a performance that, despite some defects, still corresponds to the requirements

5.0 = not sufficient = a performance that no longer satisfies the requirements due to significant defects

- (2) The evaluation of the examination results should generally occur within no more than four weeks after the examination.
- (3) If an examination is evaluated by more than one examiner, the total number of points will result from the addition of the partial points of the various exam sections. The determination of the final grade will occur using the linear grading schema.
- (4) Group performances can only be recognized if the performance of each individual student can be clearly attributed and evaluated.
- (5) The total grade for the Bachelor examination is structured as follows: 90 % is derived from the credit-weighted average of the module grades and 10 % is derived from the final exam grade, which is structured in accordance with Section 14. The average grade from the modules is determined by initially multiplying the grades of the individual examinations from the modules with the associated credits. The sum of the credits determined in this manner will be divided by the total number of credits achieved through these examinations. Examinations that were evaluated as "passed" will not be included in the calculation of the final grade. The final grade for the Bachelor examination is 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
above 4.0:	not passed

- (6) In addition to the grade on the basis of the German grade scale from 1 to 5, the final grade will also include a relative grade in correspondence with the following ECTS evaluation scale:

A	the best	10 %
B	the next	25 %
C	the next	30 %
D	the next	25 %
E	the next	10 %

The calculation of an ECTS evaluation scale requires a sufficiently large database (cohort). ECTS grades will only be calculated once a cohort size of 30 graduates has been reached. The reference period for a cohort, which is to say the number of graduate years that will be considered in the calculation of the ECTS grade is at least two academic years. Until a sufficiently large cohort size and the minimum cohort period of two prior graduate years has been reached, no ECTS grades will be issued.

- (7) If the candidate has not passed a module examination or the Bachelor thesis is evaluated with a grade lower than "sufficient" (4.0), he will receive written notification with

instructions for appeal from the Examination Board. This notification will also contain information regarding if and, when relevant, to what extent and for what deadline the module examination or the Bachelor thesis can be repeated.

- (8) If the candidate has not passed the Bachelor examination and does not wish to continue his course of study, does not wish to do so immediately, or does not wish to continue it at NBS, he will be issued a certification that will contain the examinations that have been completed and their grades, as well as those that have not been completed, and will show that the Bachelor examination was not passed, upon request and when corresponding evidence and the exmatriculation certificate have been submitted.
- (9) If no sufficient performance has been given after all possibilities of repetition have been exhausted for a given examination section, the examination has been failed. It is then no longer possible to continue in this degree program.

Section 16: Bachelor's Certificate, Diploma Supplement, Diploma of Bachelor Studies

- (1) Once the Bachelor examination has been passed, the candidate will receive a Bachelor certificate to this effect in the German language without delay. The Bachelor certificate will state the degree program, the selected specialist field, the module grades, the topic of the Bachelor thesis and the grade it received, and the overall note of the Bachelor examination.
- (2) The Bachelor certificate will bear the date on which the past examination was taken and will be signed by the chairman of the Examination Board and by the Rector.
- (3) With the certificate, the candidate will receive the diploma supplement, which shows the international classification of the present certificate.
- (4) In addition, the candidate will receive the Bachelor diploma with the date of the Bachelor certificate. This will document that the degree of Bachelor has been granted. The Bachelor diploma will be signed by the chairman of the Examination Board and the Rector, and will bear the NBS seal.

Section 17: Invalidity of the Bachelor Exam

- (1) If the candidate has cheated on an examination and this circumstance is only discovered after the Bachelor certificate has been issued, the grades of the examinations in which the candidate cheated can be corrected correspondingly for the module examinations and the Bachelor examination may be changed to "not passed." The same applies for the final examination.
- (2) If the prerequisites for the conclusion of a module examination have not been fulfilled, though the candidate did not intend any deception on this point, and this circumstance is only discovered after the Bachelor certificate has been issued, this defect has been

amended by passing the Bachelor examination. If the candidate intentionally violated the rules in sitting for the module examinations, the module examination may be declared to be "not sufficient" and the Bachelor examination may be declared to be "not passed".

- (3) The candidate must be given an opportunity to make a statement before the decision is made.
- (4) The incorrect Bachelor certificate must be withdrawn and, if relevant, a new one will be issued. The Bachelor diploma should also be withdrawn with the incorrect Bachelor certificate if the Bachelor examination was declared "not passed" due to academic dishonesty. A decision pursuant to paragraph 1 and paragraph 2 must be made within a period of five years from the date of the Bachelor certificate.

Section 18: Objections

When objections are made in matters concerning examinations, a member of NBS chosen by the Rector will make the decision as the ombudsman. This person may not simultaneously be a member of the responsible Examination Board.

Section 19: Viewing Exam Files

- (1) All examination documents, tests, Bachelor theses, protocols of oral examinations and of the meetings of the Examination Board must be stored for five years. The students have the right to view examinations, evaluations, and examination protocols upon application with a period of six weeks until six months have passed from the time the examination results were announced.
- (2) The application should be sent to the Central Examination Department.

Section 20: Entry into Force

These regulations enter into force on the day they are approved by the Ministry for Science and Research of the Free and Hanseatic City of Hamburg. They first apply to students who begin their studies in the winter semester 2019/2020.

Hamburg, 26/03/2019