



**Framework Study and Examination Regulations
for Bachelor's degree programs of
Northern Business School –
University of Applied Sciences**

Decided by the Senate on July 21, 2025

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Preamble

These Framework Study and Examination Regulations govern the general structure and examination procedure for all Bachelor's degree programs at Northern Business School – University of Applied Sciences (hereinafter: NBS) in online or face-to-face form; they are supplemented by the respective program-specific regulations.

For students from international countries, corresponding regulations apply for the purpose of establishing a corresponding legal obligation.

§ 1 **Aims of the study program**

- (1) Through application-oriented online and classroom teaching, NBS imparts broad specialist knowledge as well as the ability to responsibly recognize practical problems, to work out and critically weigh up possible solutions to problems and to successfully implement a selected alternative solution in practice. Taking on responsible tasks requires not only specialist knowledge but also confidence and decisiveness. Accordingly, the education is also geared towards teaching key qualifications and promoting personal development. At the end of each study program, students should be able to work independently on problems in an application-oriented manner on a scientific basis within a specified period of time.
- (2) The Bachelor's final examination determines whether the candidate has an overview of the connections in his/her subject, is able to apply scientific methods and findings and has acquired in-depth specialist knowledge and specialist skills required for the transition to professional practice.

§ 2 **Start of studies, standard period of study**

- (1) Studies begin twice a year; in the summer semester on March 1 and in the winter semester on September 1. Any deviations are governed by the program-specific regulations.
- (2) The admission requirements are set out in the matriculation regulations.
- (3) The standard period of study is between six and eight semesters. Further details can be found in the program-specific regulations.
- (4) If a candidate exceeds the standard period of study by more than double, a student counseling interview is mandatory; the further course of study now planned must be documented. Compliance is evaluated after two further semesters. If the candidate completes less than the planned coursework, he/she may be compulsorily exmatriculated.

§ 3 Student advisory service

- (1) All students can seek advice from NBS on general matters relating to their studies. Student support can take place online and/or during a consultation at the respective study center.
- (2) The university also provides information about the study options it offers as part of its general student advisory service.
- (3) The student advisory service should be used in particular at the beginning of the degree program, in the case of failed examinations and when changing study places. The regulations according to § 3 (1) apply here. The course-specific regulations and the study and examination plans contained therein as well as the module descriptions also serve to inform and advise students on how to organize their studies. At the same time, they form the basis for the academic advising students and for the planning of courses.

§ 4 Study and examination structure, modules and ECTS points

- (1) The course is generally divided into modules. Modules are self-contained teaching units, the successful completion of which is documented by a module examination. Successful participation in a module examination is a prerequisite for the awarding of credits in accordance with the European Credit Transfer and Accumulation System (ECTS). 1 ECTS corresponds to 30 hours of workload; the number of ECTS credits is based on the average regular workload; exceptions to this are governed by the course-specific regulations. The number of attendance hours, the individual modules and their course content as well as the type of courses per semester can be found in the module descriptions and the study and examination schedule in the course-specific regulations which are published on the intranet. The course can also be completed online, whereby online attendance hours, online teaching units and self-study characterize the modules. The distribution of the workload and the course content are still included in the module descriptions and the course-specific provisions even in this form of teaching and learning. In principle, these retain their value and structure for the degree program and allow the degree program to be structured in accordance with the existing study and examination regulations.
- (2) In each module, a module examination must be taken during the course of study if the course content of the examination subject has been taught to the full extent required for the degree program. A module examination comprises the examination subject, the penetration or sufficient mastery of which must be required of the candidate in order to successfully continue or complete the degree program. In exceptional cases, modules may be offered in blocks. As a rule, examinations must be offered at the latest until the beginning of the following semester. The module objectives are defined in more detail in the module descriptions. They are made available to students at the beginning of the semester at the latest.

- (3) The total scope of the Bachelor's degree programs is between 180 and 210 ECTS points. Further details can be found in the program-specific regulations.
- (4) Module examinations that are designed as written examinations can be written as face-to-face examinations or, on a voluntary basis, as online examinations. Examinations in both forms take place at the same time.
- (5) Oral examinations, presentations and papers can, if required and necessary, also be taken as online examinations using the Microsoft Teams platform on a voluntary basis. Online and face-to-face examinations are equivalent in type and scope.
- (6) The Bachelor's examination is passed if all modules have been successfully completed and the final examination has been passed. The final examination consists of the Bachelor's thesis and the colloquium.

§ 5 Examination Board

- (1) An examination board is formed at the university. It is responsible for examination tasks and decisions as well as for other tasks assigned by these regulations.
- (2) The examination board is made up of three professors, the head of the central examination department and one student. Professors are appointed for three years. Student representatives are appointed for one year. Reappointment is permitted. The members of the examination board elect a chairperson. This chairperson and their deputy must be professors. The examination board is quorate if at least three members are present. It decides by simple majority. In the event of a tie, the chairperson has the casting vote.
- (3) The examination board ensures that the provisions of the examination regulations are complied with and makes suggestions for reforming the study and examination regulations and the curriculum.
- (4) The members of the examination board have the right to attend the examinations, with the exception of student members who have to take the same examination in the same examination period.
- (5) The members of the examination board are subject to a duty of confidentiality.
- (6) Any person who has custody of the candidate, is in a close personal relationship with the candidate or has economic ties to the candidate is excluded from deliberating and voting in the examination board due to personal involvement.
- (7) The examination board revocably delegates the performance of its tasks to the chairperson for all regular cases.
- (8) Incriminating decisions by the examination board must be communicated to the students immediately in writing with reasons. The examination board may publish all notifications

with legally binding effect on the internet, by email, on the intranet or in any other suitable manner, in compliance with data protection regulations.

(9) The examination board can also meet purely digitally. Subsequent resolutions in procedural cases can be passed online (in hybrid form) by a show of hands and/or via software implemented at the NBS (i. e. Zensus).

§ 6 **Central Examination Department**

(1) Notwithstanding the responsibility of the examination board pursuant to § 17 (1), the central examination department is responsible for organizing the examination procedure.

(2) The central examination department has the following tasks in particular:

- a. Announcement of the examination period and the registration deadlines for the examinations
- b. Deadline control of examination dates
- c. Management of the audit files
- d. Coordination of audit dates and preparation of corresponding audit schedules
- e. Issuing and accepting applications for admission to module examinations (face-to-face and online examinations) and the Bachelor's thesis
- f. Issuing approvals for tests in accordance with e.)
- g. Drawing up lists of candidates for an examination date
- h. Monitoring the evaluation deadlines
- i. Delivery of the topic of the Bachelor's thesis to the candidate
- j. Acceptance of the completed Bachelor's thesis
- k. Notification of the examination result to the candidate
- l. Issuing and delivery certificates and notifications
- m. Organization and monitoring of the scheduling and implementation of online colloquia (sending access links with invitations, consultation with examiners, etc.)
- n. Advice for students on all formal aspects of online examinations
- o. Control of registration and deregistration for examinations (face-to-face and online examinations)

§ 7 **Recognition and crediting of periods of study, coursework and examinations**

(1) Periods of study, coursework, practical work and examinations from another degree programs may be credited upon request if they do not differ significantly in terms of the qualification objective from those of the degree course for which recognition is being applied for. An overall assessment must be made with regard to the significance of the achievements for achieving the objectives of the degree program and the purpose of the

examinations. The burden of proof for the assertion of significant differences lies with the university.

- (2) If coursework and examinations are recognized, the grades – as far as the grading systems are comparable – are to be adopted and included in the calculation of the overall grade. In the case of incomparable grading systems, the note "passed" is included. It is permissible to mark the recognition in the Bachelor's certificate.
- (3) Qualifications and competences acquired outside of the degree program shall be credited upon application, taking into account paragraphs 1-3, insofar as they are equivalent. Equivalent qualifications and competencies acquired outside the university can replace a maximum of 50 percent of the degree program. The recognition of periods of study, coursework and examinations is carried out by the Examination Board. The student must submit the documents required for recognition. The relevant subject representatives may be consulted to determine the equivalence of the qualification objective.
- (4) Recognition or crediting of examination results is excluded as soon as the student is in a legal relationship with NBS by taking the examination of the module to be recognized or credited. This legal relationship established upon admission to the examination only ends upon successful completion or final failure of the examination.
- (5) Coursework and examinations may be completed at foreign universities during the course of study. The recognition of coursework and examinations completed abroad is based on the ECTS system and paragraphs 1-3.

§ 8 **Reporting deadlines**

- (1) The candidate must register for a module examination. NBS is responsible for assigning regular and subsequent examinations. Assignment to examinations outside the examination schedule specified for the student must be made up to seven working days before the examination date. Registration for a written examination (face-to-face or online examination) must be no later than seven days before the examination. Students register on the day of the exam. In order to take an online exam, students must send the "Declaration of consent to take an online exam" to the examinations department no later than seven days before the exam date. Deviating regulations must be decided by the examination board and announced before the start of a semester. For term papers, project work and portfolios, submission of the digital version is considered binding registration. For oral examinations, papers, presentations and practical examinations, the start of the examination is considered binding registration.
- (2) A candidate can be admitted to a module examination if he/she is enrolled at NBS in the semester in which he/she registers for a module examination.
- (3) Admission to the module examination may be refused if the registration deadlines have been missed or if the candidate has either definitively failed a Bachelor's examination or a corresponding examination in the same or a related degree program at a university or

is currently undergoing examination proceedings. Furthermore, admission to the module examination may be refused if the tuition fees to be paid have not been paid despite a reminder and the setting of a deadline with threat of action.

- (4) The candidate must be informed in good time of the type and number of module examinations to be completed, the examination results assigned to them, the dates on which they are to be completed and the date on which the Bachelor's thesis is to be completed and submitted. They must also be informed of the respective retake dates for each module examination.

§ 9

Repeating the module examinations and the final examinations

- (1) A failed module examination (face-to-face and online examination) can be repeated twice. It is not possible to retake a module examination that has been passed.
- (2) The Bachelor thesis and the colloquium can be repeated once if the grade awarded is lower than "sufficient" (4.0); this may only be repeated a second time in exceptional, duly justified cases. An application for re-admission to the Bachelor's thesis after failing it for the first time must be submitted no later than three months after the publication of the results of the first attempt. It is not permissible to repeat a Bachelor's thesis that has been graded "sufficient" (4.0) or better. Failed attempts at other universities in the Federal Republic of Germany will be taken into account.
- (3) Repeat examinations are offered in the semester following the previous attempt. At least two repeat dates are offered per module, which are announced at least four weeks before the start of the semester.
- (4) If a student has not passed an examination at the latest three semesters after the semester specified in the study and examination plan of the program-specific regulations, he/she must participate in a study consultation. The procedure is initiated and managed by the examinations department.

§ 10

Failure to attend, withdrawal, deception, violation of regulations

- (1) An examination is deemed to have been assessed as "failed" (5.0) if the candidate misses an examination date that is binding for him/her without a valid reason or if he/she withdraws from an examination that he/she has started without a valid reason. The same applies if a written examination is not completed within the specified processing time.
- (2) An examination will be graded as "failed" (5.0) if a student has failed to sign the cover sheet and/or the written examination when taking the examination in person.
- (3) If the candidate is unable to meet the deadlines set for taking module examinations and

completing the Bachelor's thesis for reasons for which he/she is not responsible, he/she must report this in writing in good time together with a request to postpone the deadline. The reason given for the withdrawal or failure to attend must be notified in writing without delay and substantiated. If the candidate is ill, a medical certificate must be submitted. The illness of the candidate is equivalent to the illness of a child for whom he/she is primarily responsible. If the candidate is unavailable for work, a corresponding certificate from the employer must be submitted.

- (4) The statutory maternity protection periods and parental leave must be taken into account when determining the reasons for missing examinations. After the end of the maternity protection period or parental leave, students can repeat the academic year or make up examinations upon request. For students with children, suitable measures will also be taken on request to enable them to take examinations without being disadvantaged due to their parenthood.
- (5) If the candidate credibly demonstrates in good time before the start of the examination that he/she is unable to take the examination in full or in part in the scheduled time and form due to a prolonged or permanent physical disability, the examination board shall take appropriate measures to compensate for the disadvantage caused by the disability or illness, e. g. by extending the processing time or specifying equivalent examination performances. A medical certificate may be required for this purpose. This provision applies also to chronically ill candidates.
- (6) If a candidate attempts to influence the result of their examination performance by cheating or using unauthorized aids, the examination performance in question will be assessed with the grade "failed" (5.0). A candidate who disrupts the orderly progress of the examination may be excluded from continuing the examination by the respective examiner or invigilator; in this case, the examination will be graded as "failed" (5.0). In serious cases or in the event of repeated attempts to cheat, the examination board may recommend to the rectorate that the student be exmatriculated.
- (7) The candidate may request that the decision in accordance with § 5 sentences 1 and 2 be reviewed by the examination board within 14 days. Incriminating decisions must be communicated to the candidate immediately in writing, stating the reasons and providing information on legal remedies.

§ 11 Examiner

- (1) The examination board appoints the examiners. Professors and lecturers may be appointed as examiners if they have at least the qualification to be determined by the examination or an equivalent qualification. The examiners are independent in their examination activities.
- (2) The candidate may propose one or more examiners for the final examination. The proposal does not constitute a claim.

- (3) The names of the examiners must be made known to the candidate in good time.
- (4) Examiners who are not members of the NBS may also be appointed, provided they have the qualifications required under § 1.

§ 12

Types of examination

- (1) The following types of examinations can be taken:
 - a. Oral examinations
 - b. Written exams
 - c. Term papers
 - d. Project work
 - e. Presentations
 - f. Reports
 - g. Practical exams
 - h. Portfolio
 - i. Composite examinations (e. g. presentation/term paper, presentation/exam)

The following applies to all forms of examination (in particular written assignments): Examinations must be completed within the designated time period. In particular, no partial achievements or points from courses or other achievements, including voluntary achievements, may be included in the module grade.

- (2) Module examinations are held in the language in which the module was taught. With the consent of the examiner and the examination board, the examination may also be conducted in English. In this case, the application must be submitted to the examination board in writing, accompanied by a declaration of consent from the examiner.
- (3) Through oral examinations, the candidate should demonstrate that he or she recognizes the interrelationships of the examination field and is able to classify specific questions in these contexts. Furthermore, it should be determined whether the candidate has a broad basic knowledge of the examination field. The oral examination lasts a minimum of 15 minutes and a maximum of 45 minutes per candidate. The main topics and results of the oral examination must be recorded in a protocol. The candidate must be informed of the result at the end of the oral examination. Oral examinations are open to the public unless the candidate objects.
- (4) In written examinations, the candidates should demonstrate that they can solve problems and work on topics using the usual methods of their subject in a limited amount of time and with limited resources. Written examinations are also intended to determine whether the candidate has the necessary basic knowledge. As a rule, written examinations last 120 minutes. If a written examination is conducted as an online examination in accordance with § 12, section 4A, students enter task solutions on a learning platform provided by the

university using a software and collaboration system provided by the university. It must be ensured that the electronic data can be clearly and permanently assigned to the individual students. The following should also be noted:

A: Examination modalities

- a) If a written examination is offered as an online examination, this must always be specified at the beginning of the course.
- b) By setting a written examination as an online examination, students are informed about
 1. the processing of their personal data in accordance with § 12, section 4B
 2. the organizational conditions for a proper audit
 3. the technical requirements that must be met for proper performance of the test in accordance with § 12, section 4D
 4. the voluntary nature of participation in an online examination in accordance with § 12, section 4E

B: Data processing

- a) When conducting written examinations as online examinations, personal data may be processed insofar as this is necessary for the proper conduct of the examination. This applies in particular for the purposes of authentication in accordance with § 12, section 4C, and video surveillance in accordance with § 12, section 4D.
- b) The university ensures that the personal data collected during the online examination is processed in accordance with the requirements of data protection law, in particular the General Data Protection Regulation (GDPR) in its currently valid version.
- c) Students must be informed in a precise, transparent, comprehensible and easily accessible form, in particular about the purpose for which personal data is processed and when it will be deleted. Express reference must be made to the rights of data subjects in accordance with Articles 12 to 21 of the GDPR.
- d) For online examinations, electronic systems and other technical aids must be used in such a way that necessary installations on the students' electronic communication facilities only take place under the following conditions:
 - a. The functionality of the electronic communication facilities is not impaired outside of the test and during the test only to the extent necessary to ensure authentication in accordance with § 12, section 4C and the prevention of fraudulent actions in accordance with § 12, section 4D,
 - b. the information security of the electronic communication device is not compromised at any time,
 - c. the confidentiality of the information on the electronic communication device is not compromised at any time.
 - d. complete uninstallation of any necessary installations is possible after completion of the online test.
- e) In the case of cooperation with an external service provider, a contract for commissioned data processing is concluded in accordance with Section 28 of the GDPR.

C: Authentication

- a) Before the start of an online examination, students are authenticated using a valid photo ID (i. e. photo ID), which must be presented to the invigilator upon request, or another equally suitable authentication procedure. Data on the identification document not required for authentication may be concealed during the inspection.
- b) Storage of the data processed in connection to the authentication beyond technically necessary intermediate storage is not permitted. Personal data from temporary storage must be deleted immediately.

D: Video supervision for online exams

- a) When taking online examinations, students are obliged to activate the camera and microphone function for the entire duration of the examination (video supervision) in order to prevent cheating. The screen must also be shared for the entire duration of the examination. Video supervision must also be set up in such a way that the personal privacy and data protection of those affected is not restricted any more than is necessary for the legitimate control purposes.
- b) During the examination, the student's face should be fully captured by the camera image. The hands and arms are captured by a mobile camera. In addition, students may not wear headphones or earphones. This is to ensure that opportunities for deception through communication with another person or the use of unauthorized aids are prevented.
- c) If an attempt at cheating is suspected, the invigilator may require the student to show the room in which the student is located using a mobile camera (360 degree camera pan). This is to ensure that no unauthorized aids are used or that there are no other people in the room. There is no further monitoring of the room.
- d) Video surveillance is carried out by employees of a proctoring company.
- e) The online examination process is logged.

E: Voluntary nature of the online examination and alternative examination options

Participation in online examinations is voluntary. The voluntary nature of participation must also be ensured by offering a face-to-face examination at NBS as an alternative at the same time as the examination, taking into account the principles of equal opportunity.

F: Technical faults

- a) All parties involved in the examination are obliged to rectify any technical faults as quickly as possible.
- b) The test is interrupted for the duration of a malfunction. The type, duration and time of the technical fault must be noted in the test report.
- c) In the event of a brief interruption, the test should be continued after the fault has ended. In the event of longer or multiple interruptions, the examination will be aborted. If the transmission or processing of the examination task, the transmission of the processed examination task or the video supervision in accordance with § 12, section 4D is not technically feasible, the examination will be aborted. The decision to continue or terminate the examination is made by the invigilator. If the examination is aborted, the coursework or examination will not be assessed. The examination attempt is deemed not to have been taken. This does not apply if it can be proven that the student is responsible for the disruption.

(5) Term papers should be written in accordance with the principles of academic work. As a rule, the length is 10 to 15 pages. The completion time should not exceed twelve weeks after the topic has been issued. All assignments must be submitted to the central examination department in electronic form and accompanied by a declaration of honor. In the event of a repetition, the lecturer must provide a new topic.

(6) Project work demonstrates the ability to work in a team and to develop, implement and present concepts. Candidates are required to demonstrate in a written assignment that they can define objectives and develop solutions and concepts for a larger task. The focus is on demonstrating the ability to solve relevant practical problems using scientific methods. The maximum processing time for project work is six months. Project work must be submitted to the central examination department in electronic form only and must be accompanied by a declaration of honor. In the event of a repetition, the lecturer must specify a new subject area. The thesis must be prepared in accordance with the principles of academic work. This includes the content as well as methodological and formal aspects of academic work. As a rule, the thesis is 10 to 15 pages long.

(7) A presentation must be given in the teaching or learning context of the course. It comprises the independent, systematic elaboration of a topic or subject area of the respective course, including the relevant literature. In an oral presentation of 15 to 45 minutes, the discussion on the relevant topic should be opened and deepened. The use of media is mandatory for a presentation.

(8) A report is a short oral presentation based on scientific publications. It usually lasts between 10 and 30 minutes.

(9) In practical exams, e. g. a business game or a simulation, the ability to solve practical problems is assessed. The aim of the practical examination is to determine whether students are able to make adequate decisions in a fictitious situation. The duration of this form of exam is usually 30 to 60 minutes.

(10) By means of a portfolio, the candidates should demonstrate that they can document and reflect on their personal learning path and the skills acquired in the module with regard to the qualification objectives in accordance with the principles of academic work. An examination in the form of a portfolio is understood as the independent composition, selection, compilation and evaluation of a limited number of written documents on a subject area agreed with the lecturer as part of a module. A portfolio consists of an introduction with self-assessment, a structured collection of several work results produced during the course of the module in text form and a concluding reflection on the learning progress. The portfolio is usually 15 to 20 pages long. The work for the portfolio must be completed within one semester. The portfolio must be submitted to the central examination department in electronic form and accompanied by a declaration of honor. The assessment is based on the criteria of a term paper. In the event of repetition, a new subject area must be specified by the lecturer.

(11) In the case of composite examinations, it should be noted that all components must be completed by the specified examination date. The examination is deemed to have been taken when a partial performance is taken. Points are awarded for the components. If one

of the partial performances to be completed is not taken/submitted on time without excuse, this partial performance is deemed to have been failed (0 points). The overall grade for the examination is calculated from the total number of points achieved for the individual components. The percentage weighting of the components must be specified by the lecturer in Moodle at the beginning of the semester.

(12) Examinations are to be completed during the designated processing period. In particular, no partial achievements or points from courses or other achievements, including voluntary achievements, may be included in the module grade.

§ 13 Practical Semester

A practical or internship semester is mandatory in the full-time Bachelor degree programs; the timing, duration and weighting can be found in the study and examination schedules of the course-specific provisions. The practical semester promotes the exchange between the university and professional practice. It should be completed as a block internship. During the practical semester, an internship assignment in the form of a term paper must be completed. Further details can be found in the internship regulations.

§ 14 Final examination

(1) The Bachelor's thesis is a written examination paper which is intended to show that the candidate is able to work independently on a problem from his or her subject within a specified period of time using scientific methods and to defend the findings in a subsequent oral examination (colloquium).

(2) The earliest possible application date for admission to the Bachelor's thesis can be found in the program-specific regulations. At least the number of ECTS credits for all module examinations with the exception of the ECTS credits to be awarded from the last standard semester of study (excluding the ECTS credits for the Bachelor's thesis and the colloquium) must be already awarded.

(3) The processing time for the Bachelor's thesis is twelve weeks. In individual cases, the examination board may exceptionally extend the processing 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 or digitally. The request for an extension must be accompanied by a justification, e. g. by means of a qualified certificate of incapacity for work or a medical certificate.

(4) Upon request, the candidate is assigned a topic for the Bachelor's thesis. The candidate can make suggestions for the topic of the Bachelor's thesis. If the candidate does not submit a proposal, the examination board may assign a topic three months after completion of the last examination. The candidate receives a written notification in which the start date and the latest submission date are announced. The time of issue and the

topic must be recorded.

- (5) The Bachelor's thesis can also be completed in the form of a group thesis if the contribution of the individual candidate to be assessed as an examination performance is clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other objective criteria that enable a clear distinction to be made.
- (6) The topic of the Bachelor's thesis can only be returned once and only within the first two weeks of the processing period. The reason for the return must be submitted in writing and made credible. The decision on this is made by the examination board.
- (7) The Bachelor's thesis is written in German. With the consent of the examiner and the examination board, the thesis may also be written in English. In this case, the application must be submitted to the examination board in writing with the examiner's declaration of consent. The scope of the Bachelor's thesis is generally 40 to 60 pages. A deviation in the number of pages of a maximum of 10 percent can be approved by the first examiner.
- (8) The Bachelor's thesis must be submitted exclusively in digital form in PDF format. The thesis must be submitted by e-mail to digitaleversion@nbs.de. It is important that the thesis has been received by the NBS or demonstrably sent by the official submission deadline at the latest. The student is responsible for independently documenting the timely submission (e. g. by means of a screenshot of the e-mail sent with a time stamp). The digital version must contain the signed declaration of honor. A Bachelor's thesis that is not submitted on time will be assessed with the grade "insufficient" (5.0).
- (9) The Bachelor's thesis must be assessed by two examiners, the first of whom must be a full-time professor at NBS. In exceptional cases, a professor who is not a member of the university may also be appointed as the first examiner by the examination board. If the Bachelor's thesis is to be completed at an institution outside the university, the approval of the examination board is required. The examiners are confirmed by the central examination department in accordance with the provisions of these examination regulations. The assessment is carried out in accordance with § 15 within four weeks of submission. The grade for the Bachelor's thesis is the arithmetic mean of the two examiners' grades. In case the two grades differ by more than 1.0, a third examiner will be consulted. The grading is then based on the arithmetic mean of all three grades. The Bachelor's thesis accounts for 80 percent of the grade for the final examination.
- (10) If the Bachelor's thesis has been assessed as at least "sufficient" (4.0), the author must present the main results of their work in a colloquium. The candidate must be informed of the assessment of the Bachelor's thesis before the colloquium.
- (11) The colloquium (online or in presence) is assessed by the two examiners of the Bachelor's thesis. If a third examiner is appointed for the Bachelor's thesis in accordance with § 14 (9), this examiner is also the examiner for the colloquium. The duration of the colloquium is a minimum of 30 and a maximum of 45 minutes. The colloquium is open to the university public (a corresponding access link will be made available to interested participants in online format), unless the candidate objects. The colloquium will be scheduled as soon as all other examinations have been successfully completed. Students

can only apply to the examination board to register for colloquia within the ten-day deadline by submitting a written application (including a justification). As a rule, these applications can be processed by the chair of the examination board.

- (12) The grade for the colloquium is calculated from the arithmetic mean of the individual assessments. It is included in the grade for the final examination with a share of 20 percent. If the colloquium is assessed as "failed" (5.0), this results in an overall grade of "failed" (5.0). In this case, the Bachelor's thesis and the colloquium must be repeated with a new topic.
- (13) After successful completion of the course, digital and print versions of the Bachelor's thesis are made available to the university public.

§ 15

Assessment of examination performance, formation of the overall grade, failing grade

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

1,0; 1,3	=	very good	=	an outstanding performance
1,7; 2,0; 2,3	=	good	=	a performance that significantly exceeds the average requirements
2,7; 3,0; 3,3	=	satisfactory	=	a performance that meets average requirements
3,7; 4,0	=	sufficient	=	a performance that, despite shortcomings, still meets the requirements
5,0	=	failed	=	a performance that due to significant defects no longer meets the requirements

- (2) As a rule, the assessment of the examination results should take place no later than four weeks after the examination.
- (3) If an examination is assessed by more than one examiner, the total number of points is calculated by adding the partial points of the various partial examinations. The final grade is determined using the linear grading system.
- (4) Group performances can only be recognized if the performance of each individual student can be clearly assigned and assessed.
- (5) The assessment of an examination performance in the second resit attempt must be confirmed by a second examiner. The second examiner confirms the passing or failing of the examination in accordance with the provisions of § 18 (2). If the assessment differs

from that of the first examiner, the examination board will be called upon.

(6) The overall grade of the Bachelor's examination consists of 90 percent of the average of the module grades weighted with ECTS points and 10 percent of the grade of the final examination, which is composed in accordance with § 14. The average grade from the modules is determined by first multiplying the grades of the individual examinations from the modules by the corresponding ECTS points. The sum of the ECTS points determined in this way is divided by the total number of ECTS points achievable through these examinations. The overall grade is calculated to one decimal place after the decimal point without rounding. Examinations graded as "passed" are not included in the calculation of the overall grade. The overall grade for the Bachelor's 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:	failed

(7) In addition to the grade based on the German grading scale from 1 to 5, the final grade must also include a relative grade according to the following ECTS grading 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 grading scale requires a sufficiently large database (cohort). ECTS grades are only calculated from a cohort size of 30 graduates. The reference period for a cohort, i. e. the number of graduating years that are taken into account when calculating the ECTS grade, comprises at least two academic years. No ECTS grades are awarded until the sufficient cohort size and the minimum reference period of two previous graduate years have been reached.

(8) If the candidate has failed a module examination or if the Bachelor's thesis has been assessed as less than "sufficient" (4.0), the candidate will receive a written notification from the examination board with information on legal remedies. This notification also provides information as to whether the module examination or the Bachelor's thesis can be repeated and, if so, to what extent and within what period.

(9) If the candidate has not passed the Bachelor's examination and does not wish to continue his/her studies at NBS, or does not wish to do so immediately or at all, he/she will be issued a certificate upon request and upon presentation of the relevant evidence, and the certificate of exmatriculation, which contains the examinations taken and their grading as well as the missing examinations and indicates that the Bachelor's examination has not been passed.

(10) If the performance in an examination section is insufficient even after all retake options have been exhausted, the examination has been definitively failed. Further study in this degree program is no longer possible.

§ 16 **Bachelor Certificate, Diploma Supplement**

- (1) The candidate will immediately receive a Bachelor's certificate in German language upon passing the Bachelor's examination. The Bachelor's certificate must include the degree program, the chosen field of competence, the module grades, the topic of the Bachelor's thesis and its grade as well as the overall grade of the Bachelor's examination.
- (2) The Bachelor's certificate bears the date of the day on which the last examination was completed and must be signed by the chair of the examination board and the rector.
- (3) Together with the certificate, the candidate receives the diploma supplement, which shows the international classification of the existing degree.
- (4) The candidate also receives the Bachelor's certificate with the date of the Bachelor's certificate. This certifies the award of the Bachelor's degree. The Bachelor's certificate is signed by the chair of the examination board and the rector and bears the NBS seal.

§ 17 **Invalidity of the Bachelor's examination**

- (1) If the candidate has cheated in an examination and this fact only becomes known after the Bachelor's certificate has been issued, the grades for the examinations in which the candidate has cheated can be corrected accordingly for the module examinations and the Bachelor's examination can be declared "failed". The same applies to the final examination.
- (2) If the requirements for taking a module examination were not met without the candidate intending to deceive about this, and this fact only becomes known after the Bachelor's certificate has been issued, this deficiency is remedied by passing the Bachelor's examination. If the candidate has deliberately and wrongfully obtained the opportunity to take the module examinations, the module examination may be declared "insufficient", and the Bachelor's examination may be declared "failed".
- (3) The candidate must have the opportunity to make a statement before a decision is made.
- (4) The incorrect Bachelor's certificate must be withdrawn and a new one issued if necessary. If the Bachelor's examination was declared "failed" due to deception, the Bachelor's certificate must also be withdrawn. A decision in accordance with § 1 and § 2 sentence 2 is excluded after a period of five years from the date of the Bachelor's certificate.

§ 18 Contradictions

- (1) Contradictions in examination matters can relate, among other things, to negative decisions on hardship applications, applications for compensation for disadvantages, extension deadlines, applications for crediting and recognition of examination results already achieved or against decisions on the determination of cheating or a breach of regulations. In these cases, the examination board first reviews the original decision. If it does not uphold the objection, it is forwarded to the supervisor in objection matters as the last instance of the preliminary procedure, who decides whether the objection is upheld or not. The supervisor in matters of appeal is a member of the NBS appointed by the rectorate, who may not be a member of the relevant examination board. New facts brought to the attention of the ombudsperson are forwarded by the ombudsperson to the examination board for evaluation and decision. This is only possible once during the current procedure.
- (2) If the objection is directed against a performance assessment, a legal review is only possible to a limited extent due to the examiner's scope of judgment. As part of the reconsideration procedure, examiners are obliged to comment on any substantiated objection raised by the examinee. The review of assessment decisions by the examination board may therefore only be carried out with regard to whether the examiner
 - has not complied with the relevant regulations,
 - assumed incorrect facts,
 - disregarded generally applicable valuation principles, or
 - has made irrelevant considerations.

If the review has shown that the objection is upheld, a reassessment or new performance of an examination or the appointment of another examiner may be ordered. If the examiner does not uphold the objection, § 18 (1) sentence 2 applies accordingly.

- (3) The objection must be made within one month of notification in writing or orally for recording at NBS Northern Business School gGmbH, Wandsbeker Marktstraße 103-107, 22041 Hamburg.

§ 19 Inspection of the audit files

- (1) Students have the right to inspect the examination papers, assessments and examination transcripts up to six months after the announcement of the examination result upon request within a period of six weeks.
- (2) The application must be submitted to the central examination department.

§ 20
Entry into force

These regulations come into force on the day after approval by the senate as well as the rector. They apply for the first time to students commencing their studies in the winter semester 2025/2026.

Hamburg, July 21, 2025

Signed by the rector