

Gisma University of Applied Sciences  
Volume 4

# STUDY REGULATIONS FOR BACHELOR PROGRAMMES

Issued by the  
**President**  
Of Gisma University of Applied Sciences



Gisma  
University of Applied  
Sciences







# Binding Notices

## Announce of the **Framework Admission, Examination and Study Regulations for Bachelor's degree programmes**

of

## **Gisma University of Applied Sciences**

**adopted on 15.10.2024**

*In the event of any conflict or ambiguity, the wording of the German version shall prevail as legally binding.*

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Based on §§ 19 and 22 of the Brandenburg Higher Education Act (BbgHG) of 9 April 2024 (GVBl.I/24, [No. 12], p., Beschl. BVerfG GVBl.I/18 [No. 18]) last amended by Article 2 of the Act of 21 June 2024 (GVBl.I/24, [No. 30]), p. 32, Gisma University of Applied Sciences issues the following framework admission, examination and study regulations for Bachelor's degree programmes.

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## § 1 Scope of application

(1) These framework examination and study regulations govern the aim, content and structure of Bachelor's degree programs at Gisma University of Applied Sciences. Additional information beyond these regulations can be found in the curriculum overviews and module descriptions available for the respective degree programme.

(2) Deviating provisions from these regulations require the approval of the Senate of Gisma University of Applied Sciences and subsequently the approval of the competent Ministry of Science of the State of Brandenburg.

(3) To make the texts easier to read, either the masculine or feminine form of personal nouns has been chosen. This is in no way intended to discriminate against the other gender.

## § 2 Aim and purpose of the study programme

(1) The study programme leading to the Bachelor's examination is intended to impart the application-related contents of the study subjects on the basis of scientific knowledge, taking into account the general study objectives (§ 18 BbgHG), and to enable students to analyse processes and problems of economic practice, to find economically or technically justified solutions and to consider social and societal consequences. The degree programme is designed to promote creative and design skills and to prepare students for the Bachelor's thesis.

(2) With the degree of "Bachelor of Science", the examination constitutes a first academic degree of the study programme qualifying for a profession. The Bachelor's examination is intended to determine whether the students have acquired the thorough specialist knowledge required for a job in the profession and are accordingly qualified to work independently on the basis of scientific knowledge and methods.

(3) The Bachelor's degree programme "Data Science, AI and Digital Business" provides students with holistic skills in the areas of data analysis, programming, software engineering and artificial intelligence as well as digital business, enabling them to implement and realize their own ideas and concepts in a responsible position in the technical, customer and innovation strategy areas of companies. Students can acquire the necessary knowledge and skills for a successful career in all industries and companies affected by digitalization and digital transformation.

(4) The Bachelor's degree programme in Software Engineering provides students with a broad range of engineering skills in the areas of analysis, specification, design, implementation, testing, maintenance and documentation of software systems. Students will be able to acquire the necessary knowledge and skills for a successful career in all industries and companies that are characterized by the use of software and the associated processes, models and tools, including project management.

(5) The Bachelor's degree programme in Computer Science provides students with the necessary knowledge to understand and build computer-based systems. The content ranges from basic computer concepts and algorithmic thinking, system design, problem solving, artificial intelligence, and simulation to computer and data security. The program provides knowledge and skills to begin a viable career in a wide variety of computer science fields. Graduates are also attractive to employers in complementary fields: manufacturing, finance, consulting, public service, or creative industries.

(6) The Bachelor's degree program in "International Business Management" is designed to provide students with an interdisciplinary, internationally oriented management education for challenging tasks in all fields of business and administrative activity. The degree program aims to qualify students for independent entrepreneurial activity or middle management activity with leadership responsibility in international companies. The aim of the university is to develop students consistently and from the beginning into entrepreneurial personalities as well as to sensitize them to the requirements of globalized economic activity.

(7) The bachelor's degree program "Business Management" is a variant of the bachelor's degree program International Business Management and supports various business management functional areas through several in-depth modules. The program offers specialization options in the areas of marketing, logistics, entrepreneurship, human resources or finance. These clearly structured and clearly focused specializations give students the opportunity to acquire a qualification profile that is oriented towards occupational fields.



### § 3 Access and Admission to Studies

(1) Pursuant to Section 10, Paragraph 5 of the BbgHG, access to a degree programme leading to a Bachelor's degree is granted to those who can prove, by means of their degree certificate, that they hold a first degree qualifying them for a profession, regardless of the type of higher education institution.

(2) Applicants who have a foreign educational certificate that entitles them to study at a higher education institution recognized in the country of issue may take an entrance examination in accordance with the "Ordinance on the Opening of University Access through Entrance Examinations (University Entrance Examination Ordinance – HZPV)" of the State of Brandenburg, provided that the educational certificate is not equivalent to a qualification in accordance with Section 10, Paragraph 2, Sentence 1, Numbers 1 to 4 of the BbgHG. The entrance examination determines whether and at what level of performance (average grade) the applicant has the professional aptitude and the linguistic and methodological skills to study a degree program or certain related degree programs (study area) at Gisma University of Applied Sciences.

(3) The entrance examination according to paragraph (2) consists of three written examination modules. The first examination module, lasting 45 minutes, tests language skills required for successful study. Proof must be provided of knowledge of the language in which the course of study is conducted at a level of at least B2 according to the Common European Framework of Reference for Languages or a comparable level of another classification system or language certificate. The proof is not required if the student comes from a country in which the language of study is the usual language of communication and teaching or if the student already has a degree for which the above-mentioned conditions or comparable ones already had to be fulfilled. In individual cases, the examination board will decide. The second examination module, lasting 45 minutes, tests cognitive skills that are necessary for successful study. The third written examination module of 45 minutes is used to test basic knowledge and skills specific to the field of study. In cases of doubt, the written examination modules can be supplemented by an interview.

(4) The entrance examination takes place in writing either on the campus of one of the university locations or online. The interview may also be conducted by video conference.

(5) The entrance examination can be replaced by a non-credit bearing and modularized foundation/preparatory course at the successful conclusion of which, students can access the Bachelor's programme.

(6) High school students who, according to a mutually agreed assessment by the school and the university, show special talents can be enrolled as junior students outside the enrollment procedure according to § 15 paragraph 1 BbgHG. This gives them the right to complete modules, to take courses and examinations, and to earn credit points. The proven study and examination achievements as well as credit points shall be recognized for subsequent studies according to subject equivalence. § Section 15, paragraph 3, sentence 1, number 5, paragraph 5, sentence 2, number 4 and section 16 BbgHG shall apply accordingly.

(7) There is no legal entitlement to admission to a course of study at Gisma.

### § 4 Application documents

The applicant must submit the following application documents to the university for admission to a Bachelor's degree programme:

- (1) Curriculum vitae in tabular form
- (2) Copy of the identity card, for foreign applicants of the passport
- (3) Letter of motivation
- (4) Original or certified photocopy of the university entrance qualification. Foreign language certificates must be accompanied by a German or English translation, the accuracy of which is certified by a sworn interpreter or translator
- (5) Other certificates or supporting documents in the original or as a certified photocopy
- (6) If applicable, proof of previous studies, enclosing a certificate of exmatriculation and a clearance certificate if the applicant studied within the area of validity of the Basic Law of the Federal Republic of Germany. Prospective students who have already obtained study and examination credits at another higher education institution can be placed in a higher subject-related semester within the framework of a lateral entry.



The previous study and examination achievements are examined and can be credited or recognised in accordance with § 17 of these regulations.

(7) If applicable, a statement as to whether and which examinations or certificates of achievement provided for in the study and/or examination regulations have not been passed by the applicant.

Proof of required language skills according to § 3 paragraph (3) of these regulations.

## § 5 Study contract

(1) If the admission requirements according to § 3 of these regulations and, if necessary, the passing of the aptitude test are met, and as long as there are no enrolment obstacles according to § 6 of these regulations, a higher education contract for the chosen study programme is concluded between Gisma University of Applied Sciences and the student for which fees are payable. This contract regulates the more detailed educational conditions of the respective degree programme.

(2) The amount of the tuition fee results from the price list underlying the study programme at the time of the conclusion of the contract.

After signing of the study contract according to paragraph (1), the applicant can be enrolled in the corresponding study programme.

## § 6 Obstacles to admission

(1) Enrolment must be refused in accordance with § 14 BbgHG, if:

a) the applicant does not possess the requirements of § 10 BbgHG.

b) the applicant has irretrievably failed an examination required under the Bachelor's and/or Master's examination regulations of Gisma University of Applied Sciences in the same degree programme at another university or the examination entitlement no longer exists.

c) If the available places on the Programme are fixed and the applicant has not been assigned a place or has not enrolled onto that place on time.

(2) Admission may be refused if, among other things, the applicant for admission to studies

a) has not observed the forms and deadlines prescribed for enrolment,

b) would endanger the health of other university members through illness or would significantly impair the orderly running of studies.

(3) The certificate of health insurance must be presented for enrolment.

## § 7 Change of degree programme

A change of degree programme requires the consent of the university.

## § 8 Re-registration

(1) Re-registration is achieved by payment of the semester fee, the fees otherwise incurred during the semester of study and the presentation of a current certificate of health insurance. The student then receives a certificate of enrolment.

(2) If the tuition fees are not paid on time, the students will generally not receive a certificate of enrolment. Further details are regulated by the University Study Contract and the Fee Regulations in the respective valid version.

Not timely re-registration within the meaning of this regulation is deemed to have occurred if the student has not attended any courses or taken any examinations for at least the duration of a semester (excluding semesters on leave) and does not respond to the request to re-register within a reasonable period of time.



## § 9 Change of university

Students from other universities may continue their studies at Gisma University of Applied Sciences if they meet the admission requirements. The recognition of previous study and examination achievements in accordance with § 17 of these regulations is carried out by the Examination Board, which makes use of the assessment of the achievements by the relevant programme leader. The Examination Board may delegate this to the Recognition of Prior Learning Committee.

## § 10 Guest students

(1) Applicants who wish to attend individual lectures at Gisma University of Applied Sciences may be admitted as non-enrolled guest students, even if they are unable to provide proof of university entrance qualification in accordance with § 10 BbgHG.

(2) Registered students from other universities who are not on leave of absence may be admitted as secondary students with the right to attend courses and take examinations during their studies. Gisma University of Applied Sciences may restrict the admission of secondary or guest students if without the restriction a proper education of the students registered for the degree program cannot be guaranteed.

(3) Any fees incurred are set out in the contract for secondary and guest students.

## § 11 Exmatriculation

(1) The student will be exmatriculated if, despite a written reminder, he or she is in arrears with the payment of a tuition fee in whole or in part for more than two consecutive months and no other written arrangements have been made with the university in this regard.

(2) The student will be exmatriculated if they have not returned to a new semester in due time despite the written request to respond within a set timeline by the university.

(3) In all other respects, § 15 BbgHG applies.

## § 12 Organisation of studies

(1) The Bachelor's programme comprises a standard period of study of six semesters. The standard period of study includes all examination periods. It includes the theoretical study semesters, integrated semesters abroad or practical phases. Maternity leave and parental leave as well as periods of absence due to caring for persons are not counted towards the standard period of study to the full statutory extent. All deadlines and dates specified in these examination regulations are postponed in the event of maternity protection and parental leave as well as periods of absence due to the care of persons to the full statutory extent of the periods granted for maternity protection and parental leave or periods of care.

(2) The winter semester begins in October, the summer semester in April. The semesters are divided into self-contained quarters. Students may begin their studies at the start of each quarter.

(3) The study programme is modularised. Full-time and part-time studies use the same modules, which do not have to be studied in sequence. A module is a grouping of subject areas into thematically and temporally rounded, self-contained and examinable units that carry credit points. Module descriptions are available for all modules of a degree programme.

(4) Credit points are assigned to each module on the basis of the European Credit Transfer and Accumulation System (ECTS). A workload of 25 hours is taken as a basis for one credit point. The workload includes guided synchronous and asynchronous contact hours as well as self-study.

(5) Each module is assigned a fixed number of credits and concludes with an examination. The number and contents of the modules can be seen in the curriculum overviews or module handbooks for these regulations. In justified cases, the order and type of courses can be changed in individual cases by decision of the Examination Board.



(6) A distinction can be made between compulsory, optional and compulsory elective modules. Compulsory modules must be successfully completed. In the case of elective modules, a selection must be made from a series of equivalent modules. Compulsory elective modules must be taken; within the modules, a specified number must be taken from a canon.

(7) The total teaching load for a full-time semester is 30 ECTS credits, correspondingly less for part-time. For the Bachelor's programmes, the total student workload for the courses is 180 credits.

(8) The language of instruction is English. If necessary, the content can also be taught in German or another language.

(9) The Bachelor's examination is passed if the examination achievements of all modules of the degree programme as well as the Bachelor's thesis are successfully completed.

### **§ 13 Periods for study visits at other higher education institutions and in practice (mobility window)**

(1) In the fifth semester, students may choose to take a semester abroad, an internship or a career development semester. The workload in each case is 30 credits.

(2) The modules of the Career Development Semester can be found in the curriculum overview or the module handbook.

(3) The study abroad programme is organised in close coordination with the Assessment Office of Gisma University of Applied Sciences. The list of possible institutions where the semester abroad can be spent is maintained by the Assessment Office.

a) Students are responsible for applying for a place at a recognized university. Gisma University of Applied Sciences supports them in this endeavour through the Assessment Office.

b) Each university has individual admission requirements. Admission to study abroad is granted by the respective university. Students are advised to inform themselves about the admission requirements of the desired university before choosing a university. It should be noted that students must allow for an organisational lead time of around six months and arrange for a place at a host university in good time.

c) During the study abroad, achievements equivalent to 30 ECTS credits according to the ECTS system in subject-related courses with the minimum grade of sufficient ("pass") should be obtained. More than 30 ECTS cannot be credited for the semester abroad. The curriculum of the study abroad programme is usually based on the study structure of the host university.

d) After completion of the study abroad programme, the certificate of passed academic achievements abroad must be submitted to the Assessment Office. Upon submission of the certificate in the equivalent of 30 ECTS, the module is passed. For failed examinations in the study abroad programme that cannot be repeated at the university abroad for organisational reasons, the Examination Board will determine a substitute examination to be taken at Gisma University of Applied Sciences.

(4) For those who wish to complete an internship or equivalent, or a company project, the following regulations apply.

a) The aim of the internship is to get to know complex entrepreneurial tasks in practice and to participate in the processing of the associated tasks. Subject-specific knowledge from the degree programme is to be combined with professional practice. By working on concrete project tasks, experience in the implementation of entrepreneurial concepts is to be promoted.

b) The duration of the internship is at least 16 weeks and can take place at home or abroad

c) The organisations where the internships take place must be able, according to the nature and scope of their economic business operations and the qualification of their staff, to provide internships training that meets the objectives according to paragraph (4) a).

d) The internship is to be pre-confirmed by Gisma University of Applied Sciences. At its' conclusion, the company will share an employer feedback form, from which the internship company as well as the duration of the internship can be seen. An internship report must be submitted. The internship reports must be submitted to a



lecturer at Gisma University of Applied Sciences. The lecturer evaluates the report to determine whether or not the requirements for the internship have been fulfilled and submits the report and evaluation to the Examination Office. An internship or part of an internship that is assessed as failed by a lecturer must be repeated

(5) The internship in the sixth semester is mandatory for all students.

a) The duration of the internship is 12 weeks and can take place at home or abroad. A longer period is possible. The provisions of paragraph (4) (d) of this section shall apply analogously.

b) An implementation before the sixth semester is possible

(6) Internship periods may be replaced by successfully completed vocational training or equivalent practical work of comparable scope carried out prior to commencement of studies.

## § 14 Semester of Leave

(1) Upon written application, the student may be granted a semester of leave (or period of leave) if an important reason is proven.

(2) Important reasons are in particular:

a) Prolonged, serious illness (on presentation of a medical certificate stating that proper study is not possible).

b) Absence from the university location in the interest of the university or due to cooperation in a research project

c) Participation in the promotion of cadre athletes

d) Pregnancy

e) Raising your own children up to 3 years of age

f) Caring for relatives.

(3) The reasoned application must be submitted to the Intermission Panel one month before the start of the semester. The application for leave of absence must be accompanied by:

a) The completed application form

b) Evidence of the existence of an important reason.

(4) As a rule, leave of absence is granted for the duration of one semester. A leave of absence beyond one semester is only permissible for reasons that must be specially proven; it is granted subject to the proviso that the student proves the continued existence of the reason for the leave of absence for each semester in the period of re-registration by enclosing the necessary documents. The maximum period of leave of absence is two years. During the leave of absence for more than 6 months, membership rights and obligations can be suspended.

(5) Leave of absence for the first semester is not permitted, unless an exception is made by a designated member of the Presidium.

(6) Fees for administrative expenses incurred during a semester of leave are regulated in the study contract.

## § 15 Forms of teaching and learning

To achieve the study objective according to § 2 of these regulations, the following types of teaching and learning forms are offered in the form of classroom and digital teaching:

(1) Lectures for concentrated teaching of the skills and scientific theories specific to the degree programme

(2) Exercises to deepen and broaden the application of skills

(3) Seminars for the guided, independent development, deepening or broadening of skills

(4) Projects for intensively supervised development of comprehensive design, social and conceptual skills and practical application

(5) Integrated courses for teaching and developing teaching content in a combined form, which can include lecture, exercise and seminar components.

(6) Internships to develop, deepen or expand knowledge and skills in practice

(7) Workshops as a combination of seminar and project-oriented work with lectures introducing the topic at the beginning of the course.

(8) Presentations by members of the professional public.

## § 16 Examination Board

(1) The Examination Board ensures that the provisions of the examination regulations are complied with and that the examinations are conducted properly. It is responsible in particular for:

- a) the admission of candidates to examinations,
- b) Deciding on the recognition of Prior Learning,
- c) the determination of examiners for examinations, insofar as it is either necessary to deviate from the regulations of the examination regulations or it is necessary to determine the examiners,
- d) the setting of examination dates,
- e) the decision on the recognition of examination achievements,
- f) confirmation of progressing and graduating students
- g) the decision on the recognition of extenuating circumstances in the case of missing examinations,
- h) the granting of a disadvantage compensation,
- i) admission to the Bachelor's or Master's thesis,
- j) deciding on appeals against decisions taken in examination proceedings.
- k) Deciding on cases of academic misconduct

(2) The Examination Board has five voting members:

- a) Three professors
- b) one research assistant
- c) one student member.

(3) The voting members are elected by the Senate. The chairing member and the deputy are elected by the Examination Board. The term of office of the student member is one year, that of the other members three years. Members who retire prematurely shall be replaced by by-election for the remainder of the term of office. Re-election is possible.

(4) The chair and deputy chair are held by a professor. The Examination Board may delegate its powers in general or in individual cases to the chairman of the examination board.

(5) The meetings of the Examination Board are not open to the public and are possible both in presence and in the form of video conferences. The members of the Examination Board are subject to the obligation of secrecy. The deliberations and decisions of the Examination Board shall be recorded.

(6) The Examination Board has a quorum if at least half of the voting members, including the chairperson or deputy members, participate. Decisions shall be taken by a simple majority of the participating voting members. In the event of a tie, the chairing member shall have the casting vote. The student member shall not participate in the deliberation and decision-making on matters concerning the setting of examination tasks.

(7) The members of the Examination Board are entitled to attend the examinations. Student members who are taking the examination in the same examination session are excluded.

(8) Initial Decisions in examination matters which affect the rights of the addressee must be made in writing and must be justified and accompanied by instructions on how to appeal. The candidate shall be given the opportunity to comment before final decisions are made. The Examination Board may hear the competent examiners, in particular before issuing decisions on appeals.

(9) The Examination Board meets at least twice per semester, if necessary, at the invitation of the chairperson or at the request of one of its members. The Examination Board shall be convened with seven days' notice. In urgent cases, resolutions may be passed by circulation by telephone or e-mail, waiving form and deadline. The circulation procedure may be initiated by the chairperson of the Examination Board or by his/her deputy.



## § 17 Recognition of achievements

(1) Periods of study, study and examination achievements, degrees and work placements completed in courses of study at other state or state-recognised institutions of higher education, at state or state-recognised universities of cooperative education in the Federal Republic of Germany or in courses of study at foreign state or state-recognised institutions of higher education shall be recognised upon application, provided that there is no significant difference between the competences acquired and the achievements that are being replaced.

Knowledge and skills acquired within other recognized higher education institutions at a comparable level of education shall be credited up 40 per cent of the total programme credit value. Any prior learning for which credits are awarded should have been acquired no more than five years before admission to the programme. A Recognition of Prior Learning request is only applicable if the student is enrolled in the full-time version a programme. The Capstone/Thesis module is not eligible for Recognition of Prior Learning unless explicitly approved by the Recognition of Prior Learning Committee. Only prior modules with a minimum grade of 2.3 (German scale) or C+ / 65% will be considered.

(2) In the cases of paragraphs (1) and (2), no schematic comparison shall be made, but an overall consideration and assessment shall be made. International grades will be converted using recognized tools.

(3) It is the applicant's responsibility to provide the necessary information on the achievement to be recognised. The Examination Board decides on the recognition.

(4) The burden of proof that an application does not meet the requirements for recognition shall lie with the body carrying out the recognition procedure. If recognition is refused, the applicant must be informed of the reasons in writing. The application must always be submitted before the first examination of the module to be recognised. A later recognition is not possible.

(5) If examination achievements are credited, the grades – insofar as they are comparable – are to be adopted or converted and included in the calculation of the overall grade in accordance with these regulations. In the case of credit transfer, the student shall be awarded the credit points for the examinations and internships provided for in the degree programme at Gisma University of Applied Sciences. In the case of incomparable grading systems, the remark "passed" is included. A marking of the recognition in the transcript is permissible.

## § 18 Examination achievements and types

(1) The curriculum overviews or the module handbooks belonging to these regulations specify for the respective Bachelor's examination which modules have to be taken for which examinations.

(2) The subject of the examinations are the taught contents of the courses which are assigned to the individual modules of the degree programme according to the curriculum overviews or the module handbooks.

(3) The examinations can only be taken by those who are enrolled in a degree programme at Gisma University of Applied Sciences.

(4) Examinations are taken in the language of the degree programme.

(5) Examinations are to be taken during the course of study. They document the achievements and constitute the examinations in accordance with § 20 of these regulations. The examination achievements are credited according to the ECTS (European Credit Transfer System).

(6) Students must attend the prescribed examination dates in the course. If the candidate fails to attend prescribed examination dates, the examination is deemed to have been failed. It shall be assessed with "0 Grade Points (not sufficient)". In deviation from paragraph (4) sentence 1, Students may submit a request for an extension to an assessment submission date where Extenuating Circumstances have impacted on their learning and where a later submission would put them in a position of being able to complete the work. The student is required to submit accompanying evidence. All extension requests are being considered at the Examination Board.

(7) Examination requirements can be met in particular by means of the following types of examination:

a) Structured online examination: Students answer questions or analyse case studies online in a set time frame by choosing from given answer options or adding their own answers and giving an independent short justification for the choice of answer options or additions. The structured online examination can be based on both live material and material made available in advance.

b) Written examination: A written examination is a piece of work to be completed under supervision, in which the students work alone and independently on the tasks set, using the approved aids.

c) Written exam as case study: In this variant, a case study is sent to the students (e.g. as a pdf). The processing can take place individually, in groups, for a limited period of time or over a longer period of time. With the help of theoretical knowledge, students in this type of examination form should, for example, diagnose problems, develop and evaluate alternative solutions and make recommendations for implementation.

d) "Open book" exam: In this variant, an exam is sent to the students (e.g. as a pdf). The questions of the examinations are designed in such a way that the students can see the course materials and yet a challenging examination situation is created.

e) Oral examination: An oral examination is an examination discussion in which the candidate must demonstrate in free speech that he/she has mastered the examination material. The duration of an examination is usually between 20 and 30 minutes per candidate. Oral examinations can be conducted as individual examinations or as group examinations. If an oral examination is held by at least two examiners (collegiate examination), the candidate is responsible for being examined by only one examiner in each of the individual examination subjects. If the examination does not take place as a collegiate examination, it shall be conducted in the presence of an assessor. He or she shall be appointed by the chairing member of the examination board. He or she must belong to the group of persons entitled to take examinations according to § 19 of these regulations. The responsible examiner determines the grade together with the other examiners participating in the collegial examination or the assessor. The essential subjects and results of the oral examination shall be recorded in a protocol. It is signed by the examiners and remains in the examination files. The essential items and the results of the oral examination are to be recorded in writing in a protocol or online recording, provided the candidate does not object to this,

(f) Written term paper or project work (assignment): A term paper or project work is an elaboration to be prepared using scientific methods and findings, not under supervision, or the execution of a project documented in a suitable manner, by means of which the student or a group of students proves the independent processing of a set topic or set task. The term paper or project work is submitted as a rule at the end of the respective module. A term paper or project work can be completed by a colloquium or a presentation. In the case of group work, documentation of the individual parts is obligatory.

g) Presentation (lecture on the basis of written work), also in a team: A presentation is a lecture maximum 30 minutes duration on the basis of a written work prepared by the student. In the written paper, the most important results are to be summarised, in the presentation these are to be presented in free speech and represented in the subsequent discussion.

h) Online Quizzes: Short questions or tasks designed to assess knowledge, the application of knowledge, analytical, problem-solving or evaluative skills. Examples include Multiple choice quizzes, short narrative pieces, data interpretation/analysis exercises and problem-solving exercises.

(8) The examination type intended for an examination is shown in the curriculum overview or the module handbook. If, in individual cases, a different type of examination is required, this can be proposed to the examination board for approval. The specific type of examination is to be announced to the students, as a rule at the beginning of the course, but at the latest six weeks before the examination date, by means of a notice or digital announcement.

(9) An examination can also be carried out as a combination or a portfolio of examinations of more than one type, e.g. Written term paper and presentation. In the case of such a combination, the weighting of the types of examination must be announced in advance.

(10) Documents made available to students by the university in the context of examinations remain the property of the university and are to be returned to the responsible supervisory staff at the end of the examination, unless expressly stated otherwise. All records and documents made in the context of written examinations are to be handed over to the responsible supervisory staff at the end of the respective written examination without being requested to do so. Students are obliged to assist in clearing up any suspicions relating to an attempt at cheating.

(11) In the event of a physical disability of the candidate, § 27 of these regulations shall apply accordingly to the achievements of examinations.



(12) An examination to be assessed with grade points is “passed” if it has been assessed with at least 50 grade points. In principle, the grade point scale from zero to one hundred is to be used for the evaluation (see § 22 Para. 3 of these regulations), so that the grade awarded is to be understood as the percentage value achieved. The candidate shall regularly be informed of the assessment of the examination no later than six weeks after the examination.

## § 19 Examiner

(1) The Examination Board appoints examiners for the individual examinations. The examiners are independent in their examination activities.

(2) Acceptance of a teaching assignment for a course automatically entails appointment as an examiner for the examinations for this course in the examination phases of the semester in which the course is held.

(3) All professors of Gisma University of Applied Sciences as well as other persons entitled to take examinations in accordance with § 22 Para. 5 BbgHG are entitled to take examinations, provided that they are or have been teaching at Gisma University of Applied Sciences on their own responsibility and independently, which relates to the subject area from which the topic originates.

(4) If more than one examiner is to be appointed, at least one examiner should have taught in the examination subject concerned.

(5) The Bachelor’s thesis must be assessed by at least two examiners familiar with the subject area to which the thesis relates. One examiner must meet the employment requirements for professors according to the Brandenburg Higher Education Act and must have an independent teaching position at Gisma University of Applied Sciences.

## § 20 Regulations for progression

The following progression regulations shall apply to all students in a Bachelor programme:

(1) In order to proceed from one year to the next, a student must aim to pass 30 ECTS credits by obtaining modules with an overall mark of 50 points or better.

(2) Candidates must satisfy engagement and assessment requirements across the modules taught in a semester. Candidates whose engagement or progress is unsatisfactory would normally be reported to the Examination Board.

(3) Students who fail to obtain sufficient credit points to progress will normally be required to obtain the credit points required and only then progress onto the next year of studies.

(4) Students who have qualified to proceed from one year of study to the next shall not be allowed to elect to repeat any module which has been passed, or to redeem a failure which has been compensated, in order to improve their performance, after a period of six months has passed in the subsequent year. Exceptions will apply if the modules in question are extenuated or the student was on a period of leave (intermission).

(5) Students who pass fewer than 10 credits in a semester will be advised to withdraw. Such students will be advised to meet with their Faculty/School to discuss whether continuing on the current programme of study is the most appropriate option for them. Students may also wish to discuss their options for applying to transfer to an alternative programme of study.

(6) Students may also decide to return to repeat the level of study on their current programme and will automatically forfeit any credit already gained. Financial implications would apply.

## § 21 Bachelor’s thesis

(1) The Bachelor’s thesis, as the final paper accompanying the course of study, is intended to show that a problem from the subject can be worked on independently within a specified period of time according to scientific knowledge and methods. It is to be written in the language of the degree programme.

(2) Admission to the Bachelor 's thesis requires that the student has already earned at least two thirds of the total ECTS credits of the Bachelor 's programme at Gisma University of Applied Sciences. The Examination Board decides on admission to the Bachelor 's thesis. Admission is to be refused if the prerequisites according to sentence 1 and § 18 paragraph (3) are not met.

(3) The student must agree on the assignment and supervision of a topic suitable for achieving the aforementioned examination purpose with a supervisor (first examiner) authorised to conduct examinations in accordance with § 19 paragraph (5) in good time before the start of the processing period.

(4) With the registration for the Bachelor 's thesis, the student has to submit:

- a) statement as to whether and, if so, where and with what result the student has already taken a Bachelor's examination or another higher education examination in the same degree programme;
- b) proposal for the title of the thesis. This proposal must be agreed upon with the supervisor(s).

(5) In justified exceptional cases, the Bachelor 's thesis may also be produced in the form of a group work if the contribution of the individual students to be assessed as an examination achievement is clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other objective criteria that enable a clear demarcation.

(6) The processing time for the Bachelor's thesis is eight weeks. The topic, task and scope of the Bachelor's thesis are to be limited by the supervisor in such a way that the deadline for completing the Bachelor's thesis can be met. Insofar as this is necessary to ensure equal examination conditions or for other reasons for which the person to be examined is not responsible (illness, higher influences), the processing time may be extended by up to 12 weeks. The application must be made before the end of the processing period and immediately after the reason for the application has arisen. The decision on this is made by the Examination Board on the basis of the supervisor's statement. In the case of a permanent physical or mental disability of the candidate, § 26 shall apply accordingly.

(7) The Bachelor's thesis must be submitted in digital form as a searchable PDF file to the Examination Board or to a Gisma University of Applied Sciences office designated by the Examination Board by the deadline. The date of submission is to be recorded in the records. If the thesis is not submitted by the deadline, it is deemed to have been assessed as "insufficient" (0 grade points).

(8) The length of the Bachelor's thesis should be approximately 10,000 words (text part without appendices). In the case of joint theses by two students, the number of pages increases proportionally.

(9) When handing in the work, the candidate must affirm in lieu of an oath that the work in the case of a group work, the corresponding marked part of the work was written independently and that no sources and aids other than those indicated were used, that all passages in the work that were taken verbatim or in spirit from other sources are marked as such and that the work has not yet been submitted in the same or similar form to any examination authority. Created and used data sets, documentation (photos, etc.), programme code and analyses must be enclosed with the thesis and made accessible.

(10) The thesis is also defended in a viva voce (presentation) exam and the final mark is calculated as the aggregate of written and viva voce respective results. The viva exam takes place on campus, or, when this is not possible, online. The exam is evaluated by the first examiner and a moderator. The viva exam sessions are public and may be attended by other students or staff.

(11) The first examiner and, if applicable, the second examiner each receive a copy of the Bachelor's thesis. After reviewing and evaluating it, they give an expert opinion to the Examination Office. If the examiners do not agree on the assessment of the Bachelor's thesis, the Examination Board shall appoint a third examiner to further assess the thesis. All evaluations must be justified in writing.

(12) The completed assessment procedure should not exceed six weeks. Exceptions are those cases in which a third-party appraisal is required. This extends the evaluation period by two weeks.

(13) A Bachelor's thesis that has been assessed as "insufficient" (less than 50 grade points) may be repeated once. A second repetition is not permitted.



## § 22 Assessment of examinations and formation of grades

(1) As a rule, examinations are to be evaluated differentiated by grade points. In individual cases, which are indicated in the curriculum or module handbook, an assessment as "passed" or "failed" is sufficient. The grades for the individual examinations are determined by the respective examiner.

(2) If several examiners are involved in an examination, they shall jointly assess the entire examination, unless otherwise stipulated below.

(3) The following points (Grade Points) without decimal places are to be used for the evaluation of the examinations, which are based on the following grades:

GPA	Overall Grade	Result
100 – 90%	1.0 – 1.5	Very Good
89 – 75%	1.6 – 2.5	Good
74 – 58%	2.6 – 3.5	Satisfactory
57 – 50%	3.6 – 4.0	Sufficient

(4) An examination is passed if at least 50 points are achieved in the examination.

(5) The module grade results from the assessment of the individual module examination achievements. If a module consists of several partial examinations, the module grade is calculated from the arithmetic aggregate weighted by credit points. Courses in which the examinations are not assessed with grade points are excluded from the calculation.

(6) The Grade Point Average (GPA) represents the credit-weighted average of the graded examinations.

(7) The ECTS credits of a module are acquired if the examination provided for the module or all partial examinations are passed, i.e. have at least 50 grade points.

An overall grade with one decimal place is calculated on the final report according to the following formula:  

$$\text{Overall grade} = 1 + 3 - (100 - \text{GPA}) / 50.$$
The digits after the first decimal place are deleted.

## § 23 Passing the Bachelor's Examination

(1) The student earns credits for passing module examinations. For all examinations during the course of study, a "credit account" is created for each degree programme for each student. Only the credits for the courses listed in the curriculum of the respective degree programme are taken into account on the credit account.

(2) The Bachelor's examination is passed when the student has accumulated 180 credits on their "credits account", and all other compulsory subjects are passed.

(3) A Transcript of Records, approved by the Examination Board is issued within six weeks after the grade has been announced. The certificate bears the date on which the Examination Board decided to graduate the student. The transcript contains:

- the examination grades of all subjects and the Bachelor's thesis.
- total number of credits earned out of maximum possible credits
- the Grade Point Average according to § 22 paragraph (6) of these regulations

(4) When the Bachelor's certificate is awarded, the student receives a Diploma Supplement, which lists the essential information on the content and orientation of the degree programme.

(5) Furthermore, the graduate will be issued with a Bachelor's certificate signed by the President of Gisma University of Applied Sciences and the Chairman of the Examination Board. This certifies the award of the academic degree in accordance with § 2 of these regulations.

(6) With an overall grade of 1.0 to 1.5, the addition "with distinction" is awarded in the Bachelor's certificate.

(7) The overall grade is to be supplemented by an ECTS grade, which represents a relative evaluation of the grade in addition to the absolute evaluation. The relative grade is formed in each case according to the specifications of the ECTS User's Guide in the current version.

(8) If the student irretrievably fails the Bachelor's examination, he or she will be certified for the work performed upon application. (4) An examination is passed if at least 50 points are achieved in the examination.

(5) The module grade results from the assessment of the individual module examination achievements. If a module consists of several partial examinations, the module grade is calculated from the arithmetic aggregate weighted by credit points. Courses in which the examinations are not assessed with grade points are excluded from the calculation.

(6) The Grade Point Average (GPA) represents the credit-weighted average of the graded examinations.

(7) The ECTS credits of a module are acquired if the examination provided for the module or all partial examinations are passed, i.e. have at least 50 grade points.

An overall grade with one decimal place is calculated on the final report according to the following formula:  $\text{Overall grade} = 1 + 3 - (100 - \text{GPA}) / 50$ . The digits after the first decimal place are deleted.

## § 24 Repetition of examinations, failure to pass

(1) Examinations that have not been passed can be repeated twice. If the examination is assessed as "not sufficient" or "not passed" or is deemed to be assessed as "not sufficient" or "not passed" and there is no longer an opportunity to repeat the examination, the examination is irretrievably failed.

(2) In the case of parts of group examinations, a suitable individual substitute examination is provided by the lecturer in consultation with the Examination Board.

(3) The repetition of an examination is usually carried out in the same form as the first examination. This rule can be deviated from if

a) the examination constitutes a third attempt. In this case, the examination may be conducted as an oral examination. Students offered an oral exam for their third attempt at the university are limited to a maximum of four attempts per academic year, with no more than one attempt permitted per quarter, unless the examination board decides otherwise in exceptional cases. The maximum attainable score for oral examinations is set at 70%. Any marks obtained from participation or online assessments shall be retained and carried over from previous attempts.

b) a special situation makes the deviation from this regulation necessary.

c) A decision on this is made by the Examination Board. The respective form of examination is determined by the examiner in consultation with the Examination Board and communicated to the candidate in good time, at least 14 days before the examination.

(4) The regulations of the respective university abroad apply to repeat examinations in the study abroad. If the repeat examination abroad is not possible within the given deadlines, the Examination Board can determine a substitute examination at Gisma University of Applied Sciences.

(5) The Bachelor's thesis can be repeated once.

(6) A repetition of passed parts of the examination is permitted up to one time for the purpose of improving grades.

(7) All Repeat examination attempts must be taken within nine months of the first failure. If this deadline is missed, the repetition of the examination shall be deemed to have been assessed as "irretrievably failed". Upon application, the examination board may extend the deadline according to this paragraph (7) sentence 1 by a reasonable period of time if the deadline is

a) for serious reasons, or

b) has been exceeded as a result of a disability, pregnancy or the care or upbringing of a family member.

The family environment includes all primary living arrangements in which long-term social responsibility is assumed for other persons. This includes in particular parents and children, life partners, siblings, grandparents and relatives in need of care and support. The reasons must be made credible.

(8) If the repetition of a part of the examination is no longer permissible and the candidate has no possibility of compensation, the Bachelor's examination is irretrievably failed. The student receives a written decision from the examination board. The study programme in question is thus terminated. The student is exmatriculated.

## § 25 Missing and deferring from examinations, attempted cheating

(1) Candidates may extenuate from module examinations (deregistration) within the time limit set by the Examination Board and in accordance with the form specified in the implementing regulations.

(2) If candidates miss the extenuation deadline or miss the examination date, the examination is deemed to have been assessed as "failed" (5.0), unless the Examination Board recognises the reasons given for this. The same applies if a written examination is not completed within the prescribed processing time. The reasons for this must be notified to the Examination Board in writing without delay and must be made credible. In the event of extenuation or absence due to illness, a medical certificate stating the expected duration of the inability to take the examination must be submitted without delay.

(3) If candidates attempt to influence the results of examinations by cheating or using unauthorised aids to their own or another's advantage, the examinations in question shall be deemed to have been graded "unsatisfactory" (5.0). The persons concerned must be heard before such a decision is made.

(4) The student shall be informed immediately of the accusations made against him/her and shall be given the opportunity to comment. If the Examination Board determines that there has been an attempt to deceive, the module examination or course work shall be graded "insufficient" (5.0). The legally binding determination as to whether there has been an attempt to deceive shall be made by the Examination Board. In the case of attempted cheating, the examination can normally only be repeated once, unless the Examination Board decides otherwise. The student loses the right to further retakes. In serious cases, the Examination Board may exclude the candidate from taking further examinations and compulsorily deregister him/her. A serious case is regularly, e.g. in the case of repeated offence. In the case of exmatriculation due to attempted cheating, tuition fees are not refunded and must be paid in full.

(5) External software can be used to check for attempted cheating, especially plagiarism. Likewise, the examination can be transmitted to third parties for review (reviewer function).

(6) Incriminating decisions shall be communicated to the persons concerned in writing without delay, reasons shall be given and an appeal instruction shall be provided.

## § 26 Additional Subjects

(1) Students may take an examination or a preliminary examination in subjects other than those prescribed (additional subjects). However, there is no entitlement in this respect. The grades of these subjects are not included in the determination of the overall grade and are not taken into account on the credit account.

(2) Failure to pass an examination in an additionally chosen subject three times does not lead to exmatriculation, but to exclusion from this additional subject.



## § 27 Compensation for disadvantages

(1) If the person to be examined has impairments due to a permanent or temporary disability or a chronic illness which make it difficult to take an examination in the intended form, the Examination Board may, upon written application, take appropriate measures to compensate for the impairment or – insofar as the objective of the form of the examination can also be demonstrated in an equivalent manner by another form of examination – allow the examination to be taken in another form. Proof of abilities that are part of the profile of the examination to be taken may not be waived. Equality of opportunity must be maintained.

(2) An application in accordance with paragraph 1 must be submitted to the relevant Examination Board. The following supporting documents must be enclosed:

a) In the event of a disability, a copy of the valid disability certificate must be enclosed.

A medical certificate containing the necessary facts of the findings and explaining the impairments and effects on the studies or the individual examination. The Examination Board may require the submission of a certificate from a doctor appointed by it.

## § 28 Programme leadership

(1) Gisma University of Applied Sciences appoints a university lecturer from among the members and affiliates of the university as programme leader.

(2) The programme leader is responsible for overseeing the implementation of these examination regulations, unless the Examination Board is responsible.

## § 29 Inspection of the examination files

(1) After completion of the examination procedure, the candidate shall be granted, access to his/her written examination papers, to the related feedback of the examiners and to the examination records.

(2) If not immediately available, the inspection must be requested from the chairperson of the Examination Board within one month after the examination certificate or the notification of the failed Bachelor's examination has been handed out. The chairperson of the Examination Board shall determine the place and time of the inspection as well as the person in whose presence the inspection shall be carried out.

(3) Upon request, the candidate shall be allowed to inspect the examination documents relating to examinations during the course of study already after taking the respective examination. The application must be submitted within one semester after the announcement of the examination result.

Under data protection legislation there is no statutory time limit on when a request for copies of examination data may be submitted, and any request received must be answered within one month if the results have been announced. Based on the above stipulation, the data retention timelines would be as follows:

## § 30 Invalidity of examinations of the Bachelor's examination

(1) If the student has cheated in an examination and this fact only becomes known after the certificate has been issued, the grade of the examination can be corrected. If necessary, the examination can be declared "insufficient" and the Bachelor's examination can be declared "failed". The same applies to the Bachelor's thesis. The Examination Board shall decide. The candidate shall be given the opportunity to comment. The decision of the Examination Board shall be communicated to the candidate in writing and shall be accompanied by instructions on how to appeal.

(2) If the requirements for admission to the Bachelor's examination were not fulfilled without the candidate intending to deceive, and if this fact only becomes known after the certificate or a certificate of the partial achievements achieved up to this point in time has been issued, this defect shall be remedied by passing the examination. If the candidate has intentionally obtained admission unlawfully, the Examination Board shall decide on the legal consequences. Before a decision is made, the person concerned shall be given the opportunity to make a statement.

(3) The incorrect examination certificate or the incorrect certificate shall be withdrawn and, if necessary, reissued. A decision in accordance with paragraph (1) and paragraph (2) sentence 2 shall be excluded after a period of five years has elapsed after the examination certificate or the certificate of partial achievement has been issued.

### § 31 Objection

The Examination Board shall decide on an objection in accordance with § 68 of the Administrative Court Code, while respecting the examiner's autonomy. In the event of an appeal against the assessment of an examination, it shall obtain the opinion of the persons involved in the examination.

### § 32 Duties to cooperate

The student must immediately notify the Gisma University of Applied Sciences Student Support Office of any change in details required for the administration of the programme (in particular postal address and bank details).

### § 33 Examination arrangements for study programmes also involving a degree-awarding body other than Gisma University of Applied Sciences

This section is relevant for programmes of study where Gisma University of Applied Sciences has an established collaborative arrangement with an international provider who has their own powers to award higher education qualifications.

Study regulations to be adapted include:

- (1) Entry requirements should satisfy both institutions.
- (2) Awarding of credits can be co-determined by the two institutions
- (3) Gisma University of Applied Sciences will apply its recognition of prior learning policy to match the provision primarily undertaken or credited by the collaborative partner.
- (4) Students successfully completing a programme offered in the context of a collaborative partnership, receive a certificate and transcript, record of achievement or Diploma Supplement from each degree-awarding body.
- (5) Deadlines to submit, and possible penalties for failing to submit assignments on time have to be agreed by the two institutions.
- (6) The procedures for retaking assignments, and the number of reassignment attempts have to be agreed by the two institutions.
- (7) Examination Boards will be convened as per Gisma policy but will ensure designated representatives of the partner university have right to attend all relevant examination boards without a voting power.

## § 34 Processing of personal data

The higher education institution collects and processes personal data from applicants and enrolled students that is required for the lawful fulfilment of the tasks for which it is responsible and, for the purposes of legislation and planning in the higher education sector, the survey characteristics pursuant to Section 3, Paragraph 1, Nos. 1 and 2 of the Higher Education Statistics Act of 2 November 1990 (BGBl. I p. 2414) as last amended by Article 3 of the Act of 7 December 2016 (BGBl. I p. 2826). This also includes – upon explicit and justified request – the transfer of personal data in particular to examination offices and boards for study, planning and examination purposes in accordance with the examination regulations. The Act on the Protection of Personal Data in the State of Brandenburg (Brandenburg Data Protection Act – BbgDSG) of 8 May 2018 (GVBl.I/18, [No. 7]), amended by Article 7 of the Act of 19 June 2019 (GVBl.I/19, [No. 43], p.38) remains unaffected. The university shall be obliged to provide the data subject with the information required for the survey pursuant to section 3(1). Pursuant to Art. 17 DSGVO, the data subject has the right to have the data deleted if one of the grounds in Art. 17 DSGVO para. 1 applies. This paragraph does not apply insofar as the processing is required under Art. 17 DSGVO Para. 3.

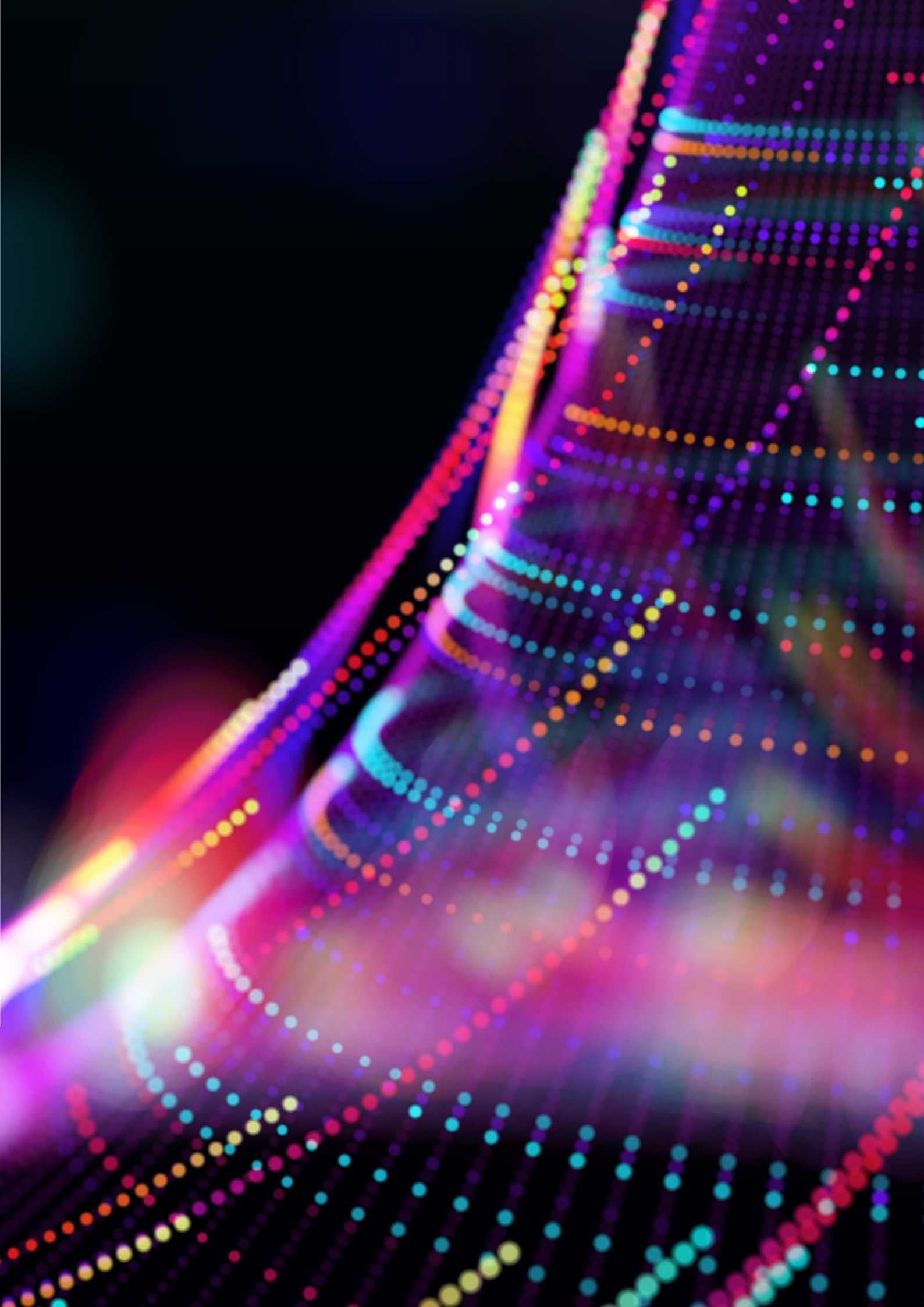
Degree classifications awarded	Indefinitely
Total marks and credits for each module	indefinitely
Minutes of Examination board meetings	Indefinitely
Assignment submissions and feedback	At least two years after publication of results
Physical exam papers and oral exam protocols	At least two years after publication of results
All data retaining to appeals, extenuation requests and academic misconduct	5 years dated from the last action on the case in question.

## § 35 Entry into force

These regulations shall enter into force on the day following their public announcement at the university.







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