

Translation

Unofficial version of the Examination Regulations for the consecutive master's degree program "Applied Linguistics"

(Excerpt from the unofficial version of the Examination Regulations for the bachelor's degree programs (Bachelor of Arts) and consecutive master's degree programs (Master of Arts) of the Faculty of Arts of the University of Bonn, as amended July 1, 2024)

This unofficial version takes into account:

1. The Examination Regulations for the bachelor's degree programs (Bachelor of Arts) and consecutive master's degree programs (Master of Arts) of the Faculty of Arts of the University of Bonn dated August 17, 2018 (Official Announcements of the University of Bonn, 48th year, No. 35 of August 29, 2018)
2. The Amendment to the Examination Regulations for the bachelor's degree programs (Bachelor of Arts) and consecutive master's degree programs (Master of Arts) of the Faculty of Arts of the University of Bonn dated September 9, 2019 (Official Announcements of the University of Bonn, 49th year, No. 38 of September 20, 2019)
3. The Second Amendment to the Examination Regulations for the bachelor's degree programs (Bachelor of Arts) and consecutive master's degree programs (Master of Arts) of the Faculty of Arts of the University of Bonn dated August 28, 2020 (Official Announcements of the University of Bonn, 50th year, No. 37 of September 10, 2020)
4. The Third Amendment to the Examination Regulations for the bachelor's degree programs (Bachelor of Arts) and consecutive master's degree programs (Master of Arts) of the Faculty of Arts of the University of Bonn dated July 29, 2021 (Official Announcements of the University of Bonn, 51st year, No. 47 of August 11, 2021)
5. The Fourth Amendment to the Examination Regulations for the bachelor's degree programs (Bachelor of Arts) and consecutive master's degree programs (Master of Arts) of the Faculty of Arts of the University of Bonn dated July 27, 2023 (Official Announcements of the University of Bonn, 53rd year, no. 39, dated August 15, 2023)
6. The Fifth Amendment to the Examination Regulations for the bachelor's degree programs (Bachelor of Arts) and consecutive master's degree programs (Master of Arts) of the Faculty of Arts of the University of Bonn dated July 1, 2024 (Official Announcements of the University of Bonn, 54th year, no. 29, dated July 15, 2024)

N.B.: This unofficial version is only provided for informational purposes. Only the regulations published in the Official Announcements of the University of Bonn shall be legally binding.

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Unofficial version

Part 1

Scope

§ 1

Scope

(1) Students enrolled in the bachelor's degree programs and the consecutive master's degree programs of the Faculty of Arts of the University of Bonn that conclude with the academic degree Bachelor of Arts (BA) or Master of Arts (MA) (with the exception of the consecutive master's degree program Dependency and Slavery Studies and the consecutive master's degree program Slavery Studies) are subject to these Examination Regulations.

(2) As of winter semester 2024/2025, no more students will be enrolled in the master's degree program Interreligious Studies – Philosophy of Religions. Examinations in this degree program may be completed until September 30, 2026. Students in the master's degree program Interreligious Studies – Philosophy of Religions who have not completed their degree program by September 30, 2026 will be deregistered ex officio. The examination board can extend this deadline by six months upon valid request; if the degree program is then not completed by March 31, 2027, the student will be deregistered ex officio.

§ 1a

(deleted)

Part 2

Degree program options, program objective, degree and standard period of study

§ 2

Degree program options

(1) A degree program is defined as a combination of the final examination being pursued and one subject (bachelor's and master's degree programs with a single-subject option) or multiple subjects/degree program components (combination bachelor's degree programs with a dual-subject option or major and minor option).

(2) The Faculty of Arts offers the following degree program options for bachelor's degree programs (see Annex 1):

1. Single-subject option
2. Dual-subject option
3. Major and minor option

(3) The bachelor's degree programs with the single-subject option include:

- 156 credit points (CP) in compulsory modules and subject-specific elective modules
- 12 CP in free elective modules (cross-disciplinary practical modules) according to Annex 3 and
- 12 CP for the bachelor's thesis

The respective module structure (Annex 2) sets forth the scope of the compulsory modules and the subject-specific elective modules for the subject.

(4) The bachelor's degree programs with the dual-subject option include two equally weighted subjects. The program is then structured as follows:

- 78 CP in compulsory modules and subject-specific elective modules for each of the two subjects
- 12 CP in free elective modules (cross-disciplinary practical modules) according to Annex 3 and
- 12 CP for the bachelor's thesis

The respective module structure (Annex 2) sets forth the scope of the compulsory modules and the subject-specific elective modules for each of the subjects.

- (5) The bachelor's degree programs with the major and minor option include studying one major subject and one minor subject. The program is then structured as follows:
- 120 CP for modules in the major subject
 - 36 CP for modules in the minor subject
 - 12 CP in free elective modules (cross-disciplinary practical modules) according to Annex 3 and
 - 12 CP for the bachelor's thesis

The respective module structure (Annex 2) sets forth the scope of the compulsory modules and the subject-specific elective modules for each of the major or minor subjects.

- (6) The master's degree programs include 90 CP in compulsory modules and 30 CP for the master's thesis. The respective module structure (Annex 5) states the scope of the compulsory and elective modules for the subject.

(7) Details on modules, admission to courses and the amount of credit points per module are set forth in the respective module structure. In addition to the modules listed in the module structure, the examination board can approve other elective modules both as subject-specific elective modules and free elective modules (cross-disciplinary practical modules); the examination board will announce these before the semester begins according to § 9, para. 7.

- (8) The subject-specific provisions can stipulate that a degree program can also be studied part-time.

(9) For individual subjects, students must choose profiles, focus areas, specialties or complementary modules. Details can be found in the subject-specific provisions.

(10) The range of modules offered in degree programs with the dual-subject option and the major and minor option are complemented by modules from other faculties of the University of Bonn (see combination grid in Annex 1). When working on modules in degree program components offered by other faculties, the examination regulations of the faculty offering the degree program component apply. For the overall combined bachelor's degree program, these Examination Regulations apply if the examination regulations of the degree program components in the other faculties do not stipulate otherwise.

(11) Several degree programs are carried out in cooperation with universities abroad. The subject-specific provisions for these degree programs may include deviating provisions for §§ 2 (Degree program options), 4 (Academic degrees), 5 (Standard period of study, credit point system, curriculum and language of instruction/examinations), 6 (Program admission requirements), 7 (Recognition of and granting credit for academic achievements), 10 (Examiners and assistant examiners), 22 (Submission, evaluation and repetition of the bachelor's thesis) and 24 (Submission, evaluation and repetition of the master's thesis).

§ 3

Objectives of the degree programs and purpose of the examination

(1) The bachelor's degree programs of the Faculty of Arts are research-oriented. Students are to acquire the necessary scientific knowledge, skills and methods as well as relevant key qualifications for an occupation in the field, enabling them to conduct sound research, to critically assess and practically apply research findings and methods as well as to act responsibly. This includes taking into account any changes and requirements in the working world or in cross-disciplinary aspects, if applicable.

(2) Students in the bachelor's degree programs are to learn to apply the knowledge and understanding that the programs teach in a practical context and to develop and refine solutions to current problems in their chosen field.

(3) The bachelor's examination leads to conferral of the first higher education degree in the selected subject(s).

(4) The consecutive master's degree programs in the Faculty of Arts are research-oriented and in part interdisciplinary. Students are to acquire the necessary scientific knowledge, skills and methods as well as relevant key qualifications for an occupation in the field, enabling them to conduct sound research, to critically assess and practically apply research findings and methods as well as to act responsibly. This includes taking into account any changes and requirements in the working world or in cross-disciplinary aspects, if applicable. The program objectives mainly focus on

- building expert knowledge regarding current research by expanding the students' basic knowledge;
- building methodical and analytical competences, enabling students to expand their research findings on their own authority, with a strong emphasis on research methods and strategies.

(5) Students in the master's degree programs are to learn how to approach complex problems and work on their solution beyond the existing scope of knowledge, using research methods. The interdisciplinary nature of some of the master's degree programs is to enable students to capture cross-disciplinary correlations as well as autonomously apply research methods and findings.

(6) The master's examination shall lead to conferral of a master's degree in the selected academic discipline, which qualifies the holder for positions demanding extensive skills in this field.

§ 4

Academic degrees

(1) Candidates who successfully complete the bachelor's examination for the chosen degree program shall be awarded a Bachelor of Arts (BA) degree by the Faculty of Arts of the University of Bonn.

(2) Candidates who successfully complete the master's examination for the chosen degree program shall be awarded a Master of Arts (MA) degree by the Faculty of Arts of the University of Bonn.

(3) In degree programs offered jointly with international partner universities, a double degree can be earned subject to the subject-specific provisions.

§ 5

Standard period of study, credit point system, curriculum and language of instruction/examinations

(1) The standard period of study for bachelor's degree programs including the bachelor's thesis is six semesters (180 CP), and when pursuing the degree part-time, the standard period of study including the bachelor's thesis is nine semesters (180 CP). The standard period of study for master's degree programs including the master's thesis is four semesters (120 CP).

(2) The contents of the degree program are selected and limited in a manner that the bachelor's and master's examination can be completed within the applicable standard period of study. They are organized in modules that, as a rule, consist of courses with a thematic, methodical or systematic connection.

(3) As a rule, each module is completed by passing a module examination, awarding credit points (CP) in accordance with the European Credit Transfer and Accumulation System (ECTS). One credit point is equivalent to a calculated student workload in contact hours and self-learning of 30 hours.

(4) Students receive a curriculum as a recommendation on how to structure their course of studies. Students may receive an individual study schedule upon request.

(5) The language of instruction and examinations is German if the subject-specific provisions do not stipulate another language of instruction and examinations. In degree programs in which German is the language of instruction and examination, individual elective modules can be offered in English as long as the number of elective modules offered in German each semester is sufficient to ensure that the program can

be completed on time without needing to complete modules in English; elective modules that are carried out in English subject to this condition are announced before the start of the respective semester.

(6) As a rule, students can only begin the programs in the winter semester; deviations from this are regulated in the subject-specific provisions.

Part 3

Admission requirements and recognition of academic achievements

§ 6

Degree program admission requirements

(1) In accordance with § 49 HG NRW, proof of a university entrance qualification (general or subject-specific) must be shown to study at the faculty; as a rule, this qualification is earned by successfully completing university-track secondary school or prior education recognized as equivalent. The subject-specific provisions may stipulate other admission requirements.

(2) To qualify for admission to the consecutive master's degree programs in the Faculty of Arts, proof must be shown of a first undergraduate university degree upon which the respective master's degree program builds. Details can be found in the subject-specific provisions.

(2a) If not otherwise stated in the subject-specific provisions, applicants' German proficiency must be at least at the C1 level of the Common European Framework of Reference for Languages (CEFR) as proven by a university entrance qualification acquired from a German-language institution with German as the language of instruction, a German language test (e.g. DSH 2, TestDaF at the TDN4 level) or an equivalent qualification.

(3) This does not affect admission restrictions due to capacity limits (*numerus clausus*). If there are more applicants than places available in degree programs with restricted admission, then applicants are selected according to the Regulations for Selection Procedures in Degree Programs with Restricted Admission at the University of Bonn as amended that are valid at the time the application is submitted.

(4) Students who do not satisfy the enrollment conditions in paragraph 2 may already enroll in the master's degree program if

1. at the time of the application for the master's degree program they can show that all of the requirements are fulfilled that are listed in the respective subject-specific provisions for applying before earning the university undergraduate degree; and
2. all of the examination achievements required for successfully completing the studies leading to the university undergraduate degree indicated in paragraph 2 were completed by October 1 for students admitted to a master's degree program beginning in the winter semester or by April 1 for students admitted to a master's degree program beginning in the summer semester.

Proof that all the enrollment conditions have been satisfied must be submitted when applying for admission to the master's examination procedure. If it is not submitted to the examination board within six months after the date of enrollment, enrollment will be revoked with effect for the future.

(5) The subject-specific provisions for bachelor's degree programs or bachelor's degree program components can stipulate that prior participation in the Online Self-Assessment (OSA) is required for enrolling; the OSA serves to determine the applicant's aptitude for the particular degree program or component. The result of this assessment will serve as individual academic orientation for the applicant concerned.

§ 7

Recognition of and granting credit for academic achievements

- (1) Academic achievements in degree programs at other public or officially recognized universities, at public or officially recognized vocational academies, in degree programs at foreign public or officially recognized universities, or in another degree program at the University of Bonn will be recognized if the acquired skills are deemed equivalent to those that would have been acquired at the University of Bonn; an equivalency assessment is not performed. The examination board assigns credit points for these achievements to the corresponding modules defined in the curriculum. Enrollment may be denied to applicants who failed the final attempt at an examination that cannot be compensated for in a degree program with substantial similarities in content with the chosen master's degree program.
- (2) The question of recognition shall be reviewed with special regard to the significance of differences. In order to determine whether significant differences do or do not exist, the topic, scope and requirements of the academic achievement to be recognized are compared to the same aspects of the academic achievement that the former is to replace. This shall not be done by schematic comparison but rather in the form of an overall review and evaluation. A difference in the amount of awarded credit points alone does not constitute a significant difference. The aforementioned regulations apply analogously to academic achievements in degree programs designed for continued education. Academic achievements are recognized to their full extent if significant differences cannot be determined. If the reviewers, in accordance with the principles described above, find that a certain academic achievement can only be recognized in part, credit points shall partially be assigned to the respective module. The respective module shall only be considered passed when all missing coursework and/or examinations are completed; only then shall credit points be awarded to the extent stipulated in these Regulations. The scope and nature of coursework and/or examinations to be completed are at the discretion of the examination board. Equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder of the Federal Republic of Germany and the German Rectors' Conference as well as agreements under university partnerships shall be observed.
- (3) In accordance with § 9, para. 4, sentence 2, the examination board has authority over the processes that underlie recognition of or granting credit for academic achievements. The examination board decides which degree programs are related to or show substantial similarities in content with the chosen degree program. Representatives of the relevant departments shall be consulted when reviewing the significance of differences. In case of doubts regarding whether academic achievements completed abroad should be recognized, the Central Office for Foreign Education (ZAB) may be consulted. Students shall be notified within 8 weeks of whether an academic achievement is recognized, including information on legal remedies available. If an achievement is not or only partially recognized, the examination board shall provide the reasons for its decision, thus bearing the burden of proof. If the examination board denies recognition, students may apply for an internal audit to be conducted by the Rectorate.
- (4) If examinations are recognized, the same grades—provided grading systems are comparable—shall be added to the student's transcript of records and, weighted with the credit points of the module to which credit points are assigned, considered when calculating the overall grade. If study achievements are recognized, the entry "pass" shall be made in the student's certificate without assigning a grade. Should the grading systems not be comparable, the entry "pass" shall also be made in the student's certificate. Recognized academic achievements shall be identified as such in the student's certificate.
- (5) If the requirements defined in paragraph 1 are met, students are legally entitled to have their academic achievements recognized. The student must provide all information on the academic achievement in question deemed necessary for recognition. Each semester, the examination board defines a deadline in that semester by which applications for recognition must be submitted. Applications submitted after that deadline cannot be processed until the subsequent semester.
- (6) Applicants who, due to their performance in a placement test as per § 49, para. 12 of the NRW Higher Education Act, have earned the right to enter the degree program in a higher program-related semester will be granted credit for the knowledge and skills demonstrated in the placement test, with credit points being

assigned to examinations that form part of the master's examination. The examination board is bound to the results of the placement test stated in the certificate.

(7) Upon request, up to 50% of the credit points to be earned in accordance with § 5, para. 1 can be granted towards the chosen degree program for knowledge and qualifications acquired in a manner other than academic studies if the knowledge and qualifications are equivalent in terms of content and level to the academic achievements they are to replace.

§ 8

Admission to individual courses

(1) If admission to a course, due to its nature, purpose or to other reasons, needs to be limited and the number of applications exceeds the defined capacity, the lecturer may file a request with the dean of the faculty to which the module is assigned or the person responsible as indicated in the corresponding examination regulations to manage admissions to that course, giving due regard to § 59 of the NRW Higher Education Act. Criteria for admissions in these cases are stipulated in Annex 6 of these Examination Regulations.

(2) The person responsible as indicated in paragraph 1 shall define the maximum number of participants in courses with limited capacity. The examination board announces the applicable enrollment caps before the start of each semester.

Part 4

Examination board and examiners

§ 9

Examination board and examination office

(1) The Faculty Council of the Faculty of Arts shall appoint a joint examination board for the bachelor's and consecutive master's degree programs in the Faculty of Arts that is to perform the tasks assigned in these Examination Regulations. The dean shall assure that the examination board is able to duly fulfill its tasks and does reliably do so. The dean shall give appropriate instructions for this purpose.

(2) The examination board shall consist of 16 voting members, including

- twelve members from the group of professors (including the dean of studies as the chairperson, and the deputy chairperson); each Department of the Faculty of Arts shall provide at least one member;
- two members from the group of academic staff of the faculty;
- two members from the group of students (one student from a bachelor's degree program (component) and one student from a consecutive master's degree program of the faculty).

The Faculty Council appoints the deputy chairperson and other members separately by group. All professors with a teaching load of at least two course units per week in a bachelor's degree program (component) or consecutive master's degree program of the Faculty of Arts are eligible to become members of the examination board. From among academic staff, those who are teaching or previously taught in a bachelor's degree program (component) or consecutive master's degree program of the Faculty of Arts, or are involved in the management of one of those degree programs are eligible to become members. From the group of students, those enrolled in a bachelor's degree program (component) or consecutive master's degree program of the Faculty of Arts are eligible to become members. For each of the 16 members—except the chairperson and deputy chairperson—a deputy shall be appointed to represent the member in his or her absence. The term of office of members from the group of professors and from the group of academic staff is three years. The term of office of members from the group of students is one year. Members may be re-appointed.

(3) The examination board is an administrative body as defined by German administrative procedure law and the German administrative court procedure law. The Faculty shall create an office for administrative support of the examination board.

(4) The examination board shall ensure compliance with the provisions of the Examination Regulations and make certain that the examination procedure is conducted in accordance with regulations. The examination board shall be responsible in particular for recognizing academic achievements as well as handling objections to decisions made within examination procedures. It shall report to the Faculty Council on a regular, at least annual basis on the development of examination and study periods, including the time taken to complete bachelor's and master's theses and the distribution of overall grades. Once a semester, the examination board shall inform the Student Registry on which students, according to final ruling by the examination board, have failed their final attempt at passing the bachelor's or master's examination in accordance with § 28, paragraph 9 or § 28, paragraph 10. The examination board shall provide input for amendments to the Examination Regulations and curricula. It may delegate clearly defined tasks to the chairperson, in particular the appointment of examiners and assistant examiners. The following tasks cannot be delegated:

- Decisions on objections as per sentence 2
- Assessments of whether a student repeatedly or otherwise seriously attempted to cheat as per § 26, paragraph 3
- Decisions on the invalidity of the bachelor's or master's examination and revocation of the bachelor's or master's degree as per § 33 and
- Mandatory reporting to the Faculty Council as per sentence 3

(5) Examination board meetings are not open to the public. All members of the examination board as well as their deputies shall be bound to confidentiality. Those members who are not civil servants shall be bound to confidentiality by the chairperson of the examination board. Summary minutes shall be taken as a record of the examination board's discussions and decisions and submitted to the office within ten days after the examination board meeting.

(6) The examination board shall have a quorum when, in addition to the chairperson or his or her deputy, at least eight more members or their deputies, including at least four members from the group of professors, are present. If, due to unavailability of the chairperson, a meeting is chaired by the deputy chairperson, his or her deputy shall have the right to attend that meeting as a voting member; however, the deputy chairperson's deputy can never chair a meeting in the chairperson's place. The examination board shall pass resolutions by simple majority. In the event of a tie vote, the chairperson's vote or, in case of his or her absence, the deputy chairperson's vote shall be the deciding vote. Members of the examination board shall have the right to be present during examinations.

(7) Directives, dates set and other communications of the examination board with public relevance shall be made available by public display or in electronic form with legally binding effect, giving due consideration to data protection requirements. Other additional publications are permissible but not legally binding.

(8) The examination board may hold its meetings in person, entirely by means of electronic communications as online video conferences (online meetings), or partially by means of electronic communications. The examination board chairperson may approve a request by a member to participate via videoconferencing technology if the meeting room meets the technical prerequisites for individual members to participate digitally in the meeting proceedings and resolution voting. The video conferencing technology used for online-only and hybrid meetings must be approved by the University of Bonn and provided by University IT.

(9) Examination board resolutions may be adopted by means of electronic communications. If resolutions are adopted in an online or in-person meeting using video conferencing technology, voting is conducted by show of hands or using an online voting tool approved by the University of Bonn. When secret ballot voting

is conducted in an online meeting, an online voting tool must be used. An online voting tool may also be used in meetings that are held entirely or partially in-person. The examination board may also adopt resolutions by means of a circulation procedure if none of the members objects. With regard to quorum, the rules for adopting resolutions by means of electronic communications or circulation procedure are the same as those applicable to in-person meetings. In the case of resolutions by circulation procedure, a deadline must be set for responses. If the number of responses received from members by the deadline is less than the number of members required for a quorum, the resolution shall be deemed not to have been passed. If a member objects to the adoption of a resolution by circulation procedure before the deadline that was set for responses, the examination board chairperson must schedule an in-person or online meeting to adopt the resolution. When the circulating ballot is to be employed for voting, the chairperson sends examination board members a specifically formulated resolution proposal to be voted on by postal mail or email. The voting members shall send their personally signed votes back to the chairperson of the examination board by postal mail or fax or as a scanned copy by email. The voting results for resolutions conducted in the forms specified in sentences 1 and 5 shall be included in the minutes. Sentence 11 does not apply to resolutions conducted by circulation procedure using an online voting tool provided by University IT and approved by the University of Bonn. In this case, a voting deadline must nevertheless be set and instructions on how to vote using the online voting tool shall be provided when the proposed resolution is sent.

(10) The examination board chairperson shall decide whether an examination board meeting takes place as an in-person or online meeting. The chairperson also decides whether resolution voting is conducted in person or by means of electronic communications or circulation procedure. This shall not affect paragraph 9 sentences 5 and 9. An examination board meeting must take place in person if requested by one-third of the members.

(11) The examination board may include examination office staff involved in the examination procedure for consultation on a regular basis or for individual meetings or agenda items. These staff shall have a right to speak but no right to vote.

§ 10

Examiners and assistant examiners

(1) The professors and assistant professors of the Faculty of Arts are examiners without express appointment by the examination board. This also applies to members with postdoctoral qualification (*Habilitation*) in the Faculty, contract lecturers, honorary professors, academic staff and lecturers with special responsibilities, provided the person concerned has teaching responsibilities during the respective semester. All those holding a position named in sentences 1 and 2 can also act as assistant examiner with no need for an explicit appointment. The examination board has the right to appoint additional examiners and assistant examiners in accordance with § 65 of the NRW Higher Education Act (*Hochschulgesetz*, HG). Assistant examiners must have at least completed the respective bachelor's or master's examination or an equivalent examination.

(2) Module examinations are usually held by the responsible teaching staff for that module. This also applies to any second examiners as per § 65, paragraph 2, sentence 1 HG. If a teacher, due to illness or other important cause, is not able to hold module examinations in due time, the examination board shall be responsible for the appointment of another examiner for these module examinations.

(3) Examiners shall be independent of instructions in their conduct of examinations.

(4) Candidates may propose examiners for their master's thesis. A candidate's proposal should be followed whenever possible; however, it does not substantiate a claim.

(5) The examination board assures that the candidate is informed of the name of the examiners in due time, as a rule within two weeks before the date of the respective examination.

Part 5

Scope, conduct, form and dates of examinations

§ 11

Scope of the bachelor's or master's examination

- (1) The master's examination consists of
1. module examinations completed during the course of studies and reflecting the teaching contents of the modules specified in the module structure;
 2. proof that the requirements in the respective module structure for acquiring ECTS credit points instead of a module examination are satisfied;
 3. the bachelor's thesis.

All examinations are to be completed within the standard period of study stipulated in § 5, para. 1.

- (2) The master's examination consists of
1. module examinations completed during the course of studies and reflecting the teaching contents of the modules specified in the module structure;
 2. proof that the requirements in the respective module structure for acquiring ECTS credit points instead of a module examination are satisfied;
 3. the master's thesis.

All examinations are to be completed within the standard period of study stipulated in § 5, para. 1.

- (3) Examinations are completed during the course of studies. As a rule, one module examination is assigned to each module, even when a module consists of more than one course; the grade of the module examination will be indicated on the degree certificate. Students must successfully complete a module in order to be awarded the assigned credit points. A module is considered successfully completed once
- a. the assigned module examination or all of the assigned examination components of the module have been graded "sufficient" or higher; or
 - b. proof has been provided that the requirements in the module structure for acquiring ECTS credit points instead of a module examination are satisfied.

- (4) If a module consists of more than one course, with associated module examination components, the credit points will be awarded after the last module examination component has been passed.

- (5) Unless otherwise stipulated by the subject-specific provisions, examinations are taken in the language of instruction. Upon request by the student and after consultation with the examiner(s), examinations or parts of examinations can also be taken in another language related to the degree program. However, no right to take parts of the examination in this language exists.

§ 12

Admission to the bachelor's or master's examination and to module examinations

- (1) The student must apply for admission to the bachelor's or master's examination. This application shall be submitted to the examination board in writing and prior to registration for the first module examination. The following must be enclosed with your application:

1. Proof that the general and subject-specific admission requirements indicated in § 6, para. 1 and § 6, para. 2 are satisfied
2. A certificate of enrollment as proof of enrollment as a student in the chosen degree program at the University of Bonn
3. A statement whether the student has failed a final attempt at an examination or the final attempt at the master's examination in the chosen degree program or, at the time of registration for a module examination, is involved in another examination that, if failed, would give cause for denial of enrollment. The same applies to examination procedures of degree programs with substantial similarities in content

4. For degree programs or degree program components in which profiles, focus areas, specialties or complementary modules must be chosen, a statement about which profile, which focus area, which specialty or which complementary modules are chosen; the subject-specific provisions may set down different regulations for selecting a profile, focus area, specialty or complementary modules
- (2) The examination board may only admit students to module examinations who
 1. can provide proof of meeting the admission requirements as per paragraph 1; an enrollment certificate of another degree program at the University of Bonn can serve as proof as per paragraph 1, sentence 3 if this degree program imports the respective module in accordance with its own examination regulations; proof of admission as a cross-registered student in accordance with § 52, para. 1 HG can serve as proof as per paragraph 1, sentence 3;
 2. meet all requirements that may be stipulated in the module structure for the respective module and module examination.
- (3) Should the candidate not be able to submit documented proof as per paragraph 1, sentence 3 in the required form, the examination board may allow the candidate to provide documented proof in another form.
- (4) The examination board decides regarding acceptance for a bachelor's or master's examination procedure and approves registration for module examinations.
- (5) The examination board may only deny admission to the procedure when
 - a. documents submitted are incomplete as per paragraph 1 and/or not submitted as requested by a certain deadline;
 - b. the requirements specified in paragraph 2 are not met;
 - c. the student has failed a final attempt at an examination that cannot be compensated for or failed the final attempt at the bachelor's or master's examination in the chosen degree program or in a degree program with substantial similarities in content; or
 - d. the student is registered for an examination procedure at another university in the chosen degree program or a degree program with substantial similarities in content as per § 7, para. 1, if failing the examination procedure would mean failing the final attempt at the bachelor's or master's examination.
- (6) In individual cases, school students who the school and university mutually agree show special talents can be admitted to a bachelor's degree program/component as a junior student outside the Enrollment Regulations for Courses and Examinations (*Einschreibungsordnung zu Lehrveranstaltungen und Prüfungen*). The examination board decides regarding the admission of junior students. The academic achievements of the junior student will be recognized for a later degree program upon request.

§ 13

Module examinations—registration and withdrawal

- (1) For each module examination, students shall electronically register with the examination board by the prescribed deadline. In justified cases, registrations may be submitted in writing. Registration is only possible if, and as long as, the student satisfies the requirements in § 12, para. 2.
- (2) The examination board shall make the examination dates as well as registration periods available by public display or in electronic form; registration deadlines are cutoff deadlines.
- (3) Candidates may withdraw from a written or oral examination without indicating reasons until one week before the examination date. In the case of term papers and course examinations (project reports, seminar talks, presentations, reports, internship reports, portfolios), candidates may not withdraw once topics or places have been assigned. This shall not affect § 25, paragraph 3. The withdrawal can be submitted

in electronic form or in writing. The date of receipt by the examination board determines whether the deadline has been met.

(4) Rules for registration for the bachelor's thesis are defined separately in § 21, para. 2. Rules for the registration for the master's thesis are defined separately in § 23, para. 2.

§ 14

Examination modalities and compulsory attendance

(1) Module examinations cover the contents and learning objectives of the modules specified in the respective module structure.

(2) Candidates in module examinations must be students enrolled in the respective degree program at the University of Bonn or, respectively, in a degree program at the University of Bonn that, according to its own examination regulations, imports modules from the degree programs and degree program components governed by these Examination Regulations, or admitted as cross-registered students as defined by § 52, para. 1 HG.

(3) In the module examinations, students are to demonstrate the knowledge and competences acquired in the respective module as well as their ability to understand the larger context. Module examinations can be completed by passing graded examination components. Module examinations and module examination components can be

- written examinations;
- oral examinations;
- term papers;
- project reports;
- seminar talks;
- presentations;
- reports;
- internship reports; and
- portfolios.

The type of examination and, if applicable, division into module examination components is stipulated in the respective module structure. Deviating from the specifications stipulated in the module plan is possible in accordance with § 17, para. 4, § 19, para. 4 and § 20, para. 8; the examination board shall, in conjunction with the examiners, determine the type of examination and, in accordance with § 9, para. 7, announce its decision in due time before the beginning of the semester.

(4) The respective module structure may stipulate that students must have completed certain assignments (coursework) prior to taking a module examination. Students who do not complete this required coursework shall not be admitted to the module examination. Upon request filed by the lecturer, the examination board shall, in accordance with § 9, para. 7, announce the specific requirements regarding such coursework before the beginning of the semester.

(5) Two examination dates shall be set for all written and oral module examinations. As a rule, the first examination date shall be set at the end of the lecture period in which the module or assigned course is completed. The second examination date shall be set in a manner that the degree program can be properly continued and completed within the standard period of study. The examination board shall announce the examination dates and the lengths of the individual examinations in due time before the beginning of the registration period by public display or an electronic form. Candidates who only take the examination at one of the two examination dates and do not pass the examination are not entitled to another examination date during the current semester.

(6) For courses in which achieving the learning objectives is not possible without active student participation, mandatory regular participation (compulsory attendance) may be stipulated per the module

structure as prerequisite for registering for the examination and/or the awarding of credit points. In these courses, students are only permitted to miss a maximum of 30% of classes including absences due to illness. For students verifiably responsible for caring for and raising children in accordance with § 25, paragraph 5 of the Federal Education and Training Assistance Act (*Bundesausbildungsförderungsgesetz*, BAföG), or for caring or providing for a spouse, registered partner, direct relative, second-degree indirect relative or first-degree in-law, § 15, sentence 5 applies accordingly.

(7) The following applies when grading examinations:

1. Examinations submitted in writing shall be graded by an examiner. Superseding the above, § 18, paragraph 2, sentence 2 applies regarding examinations using multiple-choice questions. Candidates in a bachelor's degree program shall be informed of the grades earned in written assignments within four weeks at the latest, and in a master's degree program within six weeks at the latest.
2. Oral examinations shall always be graded by an examiner in the presence of a competent assistant examiner. A record shall be kept of the essential topics and results of each examination. Candidates shall be informed of their grade immediately following the oral examination.
3. The subject-specific provisions can stipulate deviating regulations from those in number 1, sentence 1 and number 2, sentence 1 on the number of examiners.

Resit examinations that cannot be compensated for once the final attempt has been failed shall always be graded by two examiners. If the examination is conducted by two examiners, the grade shall be calculated using the average of the individual grades. Grades shall be averaged in accordance with § 28, paragraph 2. The grading procedure for the bachelor's thesis is stated in § 22, paragraph 4, and for the master's thesis in § 24, paragraph 4.

(8) The respective examiners or the examination board may use anti-plagiarism software to check for plagiarism in submitted written examinations—especially term papers and the bachelor's or master's thesis. The processing of personal data outside of the University of Bonn is permissible in connection with the use of this software. Any data which could potentially identify the individual (student name, student ID number, etc.) must be removed before uploading an examination paper into the plagiarism software. The ability to internally reference an examination grade to the respective student must be ensured using other data, e.g. an assigned examination number. The plagiarism software used must fully erase checked examination papers once the check is completed; papers may not subsequently be used as training data.

§ 15

Accessibility accommodations

Students who are unable to take an examination in the designated manner due to a disability or chronic illness, or due to maternity law provisions, can submit a request for accessibility accommodations to the examination board together with suitable proof; the same shall apply to the completion of coursework as specified in § 14, para. 4. Accessibility accommodations can be approved on a case-by-case basis. They can, in particular, provide for differences with respect to how the examination is taken, the length of the examination and the use of aids or support persons. For students with disabilities or chronic illnesses, the entitlement to accessibility accommodations shall extend to all of the examinations to be taken during the degree program, provided no change is expected in the illness or disability; sentence 2 remains unaffected. In the case of compulsory attendance courses and compulsory lab courses, internships and study periods abroad that cannot be completed due to the impairment, even with the support of the university, alternative forms of assessment that can provide equivalent competence and qualifications shall be permitted.

§ 16

Resitting examinations

(1) Examinations that have been failed may only be repeated twice. Rules for repetition of the bachelor's thesis are defined in § 22, para. 7. Rules for repetition of the master's thesis are defined in § 24, para. 7.

- (2) Students who fail the same compulsory module three times lose their right to examination and are deregistered from the degree program by the Student Registry once the examination board's decision that the final attempt at the bachelor's or master's examination has been failed comes into force.
- (3) Students who fail the same subject-related elective module three times lose their right to examination in that module. Students who lose their right to examination in two elective modules within one degree program, or within one degree program component in the case of combined bachelor's degree programs, are deregistered from the degree program by the Student Registry once the examination board's decision that the final attempt at the bachelor's or master's examination has been failed comes into force. The subject-specific provisions may include provisions that deviate from those in sentences 1 and 2.
- (4) Students who fail the same subject-related elective module from the free elective modules (cross-disciplinary practical modules) three times lose their right to examination in that module. In this case, students can choose another elective module from among the free elective modules (cross-disciplinary practical modules) that they have not yet taken to compensate for the failed module.
- (5) Module examinations graded "sufficient" or higher cannot be repeated.
- (6) In modules with examinations in the form of course assignments (project reports, seminar talks, presentations, reports, internship reports, portfolios), these examinations cannot, as a rule, be repeated in the same semester; the examination concerned can only be repeated by retaking the course (including any required coursework).

§ 17

Written examinations

- (1) In written examinations, students are to demonstrate that, within a specific period of time and with limited auxiliary means, they are capable of understanding a problem from the module's subject area and solving this problem using methods commonly used in that field. The examiners shall announce in a timely manner which auxiliary means may be used during a written examination.
- (2) Written examinations may be handwritten or computer-aided examinations, both conducted under supervision. Computer-aided written examinations include in particular open question or cloze tasks that are completed using a computer.
- (3) Each written examination in a bachelor's degree program takes at least 90 minutes and at most 180 minutes, in a master's degree program at least 45 minutes and at most 180 minutes. § 14, para. 7 applies accordingly. The examination board shall announce the specific examination date before the registration deadline.
- (4) The examination board may, in conjunction with the examiner, decide that instead of a written examination, an oral examination shall be held that covers the module's subject area provided the workload and learning objective of the module remain unaffected. In accordance with § 9, para. 7, the change in the type of examination shall be announced in due time at the beginning of the semester.

§ 18

Multiple-choice model

- (1) Written examinations as per § 17 with a minimum of 50 registered candidates may be conducted entirely or in part using the multiple-choice model.
- (2) The examination questions shall be adapted to the specific knowledge covered in the respective module and facilitate reliable results. The examination questions shall be cooperatively developed by two examiners with at least the same or an equivalent qualification as the one to be determined through that

examination. When designing the examination questions, the examiners shall define how many and which answers will be considered correct. The number of answers to be ticked shall be indicated on the task sheet. Questions with only one correct answer shall be considered solved correctly if the correct answer is the only one ticked. If the candidate does not tick the correct answer, ticks a wrong answer or ticks more than the one correct answer, the question shall be graded with 0 points. If there is more than one correct answer, the question shall be graded in proportion to the number of correct answers ticked. If the candidate does not tick any answer or ticks too many answers, the question shall be graded with 0 points.

(3) Before determining the result of an examination, its questions shall be checked for errors with regard to the module's requirements. Erroneous examination questions shall not be considered when determining the result of an examination. The reduced number of examination questions shall be taken into account when grading the examination. A candidate's grade shall not suffer under a reduced number of examination questions. Deducting points in individual examination questions or the examination as a whole shall not be permitted when grading a written examination; offsetting wrong answers with correct answers shall also be prohibited.

(4) Examinations using the multiple choice model shall be considered passed when the candidate reaches a minimum of 50% of the total score or a score that does not fall below the average score reached by all candidates in this examination by more than 22%.

(5) Results in a multiple-choice examination shall be graded as follows: If the candidate reaches the minimum score necessary to pass the examination as per paragraph 4, the grade shall be

1.0	very good,	if 90–100%	} of points above the necessary minimum score have been reached.
1.3	very good,	if 80 to < 90%	
1.7	good,	if 70 to < 80%	
2.0	good,	if 60 to < 70 %	
2.3	good,	if 50 to < 60%	
2.7	satisfactory,	if 40 to < 50%	
3.0	satisfactory,	if 30 to < 40%	
3.3	satisfactory,	if 20 to < 30%	
3.7	sufficient,	if 10 to < 20%	
4.0	sufficient,	if 0 to < 10%	

Candidates who do not reach the minimum score necessary to pass the examination shall receive the grade "insufficient."

(6) Deviating from paragraph 1, written examinations that are resits may partly or entirely be conducted using the multiple-choice model on the second examination date, even when not reaching the minimum number of registered candidates, provided that

- the written examination held on the second examination date is equal in level of expertise, difficulty and maximum score to the written examination on the first examination date; and
- the written examinations for the first and second examination dates are developed by the same examiner simultaneously; and
- the decision on which written examination is assigned to which examination date is made by drawing lots.

The written examination held on the second examination date shall be graded using the same grading scale as the one used for the written examination held on the first examination date; the pass score defined for the written examination held on the first examination in accordance with paragraph 4 shall also apply to the written examination held on the second examination date. Examiners shall confirm in the record that the conditions as per sentence 1 are met.

(7) Should the examination include both multiple-choice questions and other questions, the part using the multiple-choice model shall be graded in accordance with paras. 2 to 6. All other questions will be graded

following the applicable provisions. The overall grade is calculated from the results of both parts, with results from each part being weighted in relation to the total achievable score. If one part of an examination is failed, this part shall be graded "insufficient" (5.0) and taken into account as such when calculating the overall grade.

(8) Paragraphs 1 to 2, paragraph 3, sentences 1 to 4 and paragraphs 4 to 7 do not apply if a written examination does not include many multiple-choice questions. A written examination does not include many multiple-choice questions if the multiple-choice questions account for no more than 15% of the total examination score.

(9) Otherwise, § 17 shall apply accordingly.

§ 19

Oral examinations

(1) In oral examinations, candidates are to demonstrate sound knowledge in the subject of examination, identify correlations and analyze specific questions arising from these as well as provide possible solutions.

(2) The minimum time per candidate and module examination is 15 minutes, the maximum time is 45 minutes. When candidates are examined in a group, each candidate within that group shall be examined for the same amount of time.

(3) Students who wish to take the same oral examination at a later date may be admitted to sit in on the examination, provided that spatial circumstances allow for it and no candidate objects to their presence. The examiner makes the decision on whether students are permitted to sit in. Students sitting in on an examination shall attend neither the discussion nor the announcement of results. They shall also be prohibited from taking notes during the examination.

(4) The examination board may, in conjunction with the examiner, decide that instead of an oral examination, a written examination shall be held that covers the module's subject area provided the workload and learning objective of the module remain unaffected. In accordance with § 9, para. 7, the change in the type of examination shall be announced in due time at the beginning of the semester.

§ 20

Term papers, project reports, seminar talks, presentations, reports, internship reports and portfolios

(1) For term papers, candidates are to demonstrate that they are able to perform independent research on a limited topic in one of the subject areas of the module using methods commonly used in that field and to present this in writing in a manner that satisfies scientific requirements. Each term paper in a bachelor's degree program consists of between 10 and 20 DIN A4 pages or between 20,000 and 40,000 characters including spaces and annotations; in a master's degree program each term paper consists of between 15 and 25 DIN A4 pages or between 30,000 and 50,000 characters including spaces and annotations. Candidates shall have a minimum of two and a maximum of twelve weeks to prepare a term paper after receiving the topic. Registration for a term paper, including topic specification, cannot take place until the semester in which the course work specified in § 14, para. 4 is performed. The latest deadline for a term paper is March 31 in a winter semester and September 30 in a summer semester; these deadlines are to be taken into account when specifying the preparation time indicated in sentence 3.

(2) As a rule, project reports show a candidate's ability to work in a team and, in particular, the ability to develop, implement and present concepts. Candidates are to demonstrate that they can define objectives and develop interdisciplinary problem-solving approaches and concepts for a complex assignment. Research results can be presented in a practical format (exhibition, presentation, homepage, publication, film, blog, etc.) for course projects. Candidates shall have a minimum of two and a maximum of twelve weeks to prepare a project report after receiving the topic. In the case of group project reports, it must be possible to clearly

identify and grade the contribution of each individual candidate, and the contribution must satisfy the requirements in sentence 1. The presentation shall be a minimum of 10 and a maximum of 30 minutes long for each candidate. Project reports must be completed by the end of the semester in which the respective course is offered (by March 31 for winter semester courses, by September 30 for summer semester courses).

(3) Seminar talks are oral presentations lasting a minimum of 10 and a maximum of 30 minutes in bachelor's degree programs and a minimum of 15 and a maximum of 45 minutes in master's degree programs. In a seminar talk, candidates demonstrate their ability to comprehensibly present the results they obtained using scientific methods and explain them in a discussion. Candidates shall have a minimum of one and a maximum of twelve weeks to prepare a seminar talk after receiving the topic. Seminar talks must be held in the semester in which the course is offered (no later than the last day of the course).

(4) Presentations consist of a media-supported, oral presentation and a written document. Presentations show a candidate's ability to apply the methods used in their discipline to work on a limited question from the module's subject area using original scientific texts and individual research and use media (e.g. poster or slideshow) to present the results in accordance with scientific standards and summarize them in writing. Presentations last a minimum of 10 and a maximum of 25 minutes in bachelor's degree programs and a minimum of 15 and a maximum of 30 minutes in master's degree programs. The written document shall be between 5 to 10 DIN A4 pages or 10,000 to 20,000 characters in length, including spaces and annotations. Candidates shall have two to twelve weeks to prepare a presentation (oral presentation and written work) after receiving the topic. Presentations must, as a rule, be completed during the course of the semester in which the respective course is offered (by March 31 for courses in the winter semester and by September 30 for courses in the summer semester).

(5) Reports are written summaries of individual scientific research or field trips in which candidates comprehensibly present the sequence and results of their work or field trips. Reports are based on notes, original scientific texts and individual research. Their layout, structure and scope (5 to 15 DIN A4 pages or 10,000 to 30,000 characters, including spaces and notes) shall reflect that of scientific publications. Candidates shall have a minimum of one and a maximum of twelve weeks to prepare a report after receiving the topic of the scientific research or field trip. Reports must, as a rule, be prepared and submitted by the end of the semester in which the associated course is offered (by March 31 for courses in the winter semester and by September 30 for courses in the summer semester).

(6) Internship reports shall provide a written description and assessment of the internship work and field of activity. Internship reports in a bachelor's degree program consist of between 5 and 10 DIN A4 pages or between 10,000 and 20,000 characters including spaces and annotations; in a master's degree program internship reports consist of between 5 and 15 DIN A4 pages or between 10,000 and 30,000 characters including spaces and annotations. Candidates shall have a minimum of one and a maximum of twelve weeks to prepare an internship report after the end of the internship. Registration for an internship report cannot take place until the semester in which the required coursework specified in § 14, para. 4 is performed.

(7) Portfolios are collections of material with comments by the candidate and/or documentation related to seminars, internships, subject-related practical projects, tutoring and mentoring activities. The examiner shall specify the structure of the portfolio. As a rule, in addition to a collection of documents, the portfolio also includes an introduction and reflection. The scope of a portfolio can vary; all of the elements specified in the structure must be included. Candidates shall have a minimum of one and a maximum of twelve weeks to prepare a portfolio. Portfolios must, as a rule, be submitted by the end of the semester in which the respective course is offered (by March 31 for courses in the winter semester and by September 30 for courses in the summer semester).

(8) The examination board may, in conjunction with the examiner, change the type of examination for a module for the respective semester as follows, provided the workload and learning objective of the module remain unaffected:

a. Reports and portfolios are interchangeable.

b. Term papers and presentations are interchangeable.

In accordance with § 9, para. 7, the change in the type of examination shall be announced in due time at the beginning of the semester.

(9) In exceptional cases the examination board may grant an extension for the completion of a report, project paper, portfolio, term paper, presentation or internship report which represents an examination work by up to four weeks for valid reasons, which include particularly illness resulting in the student being unable to participate in the examination. Candidates must request an extension from the examination board at least five business days before the submission deadline, submitting proof of the reasons without delay. In cases of illness, candidates shall present a medical certificate proving their inability to participate in the examination and how long they are unable to participate. The examination board may, in individual cases, require the submission of a certificate from a doctor designated by the University if there are sufficient factual indications that the candidate would in fact have been able to participate in the examination or, respectively, submit their assignment on time or if the examination board deems other proof than that defined by sentence 3 appropriate in that case. The examination board decides whether to extend a deadline based on the certificate presented. § 15 remains unaffected.

(10) When submitting a report, project paper, portfolio, term paper, presentation or internship report which represents an examination work, candidates must declare in writing that the work is their own work, that they used only those sources and resources cited in the thesis and that they have marked citations as such. In particular, examination work as per sentence 1 is considered not to be the candidate's own work if the content or structure and organization of the topic of the work are specified by third parties. The examination board can require the candidate to provide an affidavit to this effect.

(11) Otherwise, the provisions for grading oral and written examinations stipulated in § 14, para. 7 apply accordingly.

§ 20a

Digital examinations

(1) Written and oral module examinations may be conducted in digital form ("online examination" in accordance with § 64, paragraph 2, sentence 2 HG).

(2) If a module examination in accordance with paragraph 1 is to be conducted in digital form, the examiner notifies students of this at the start of the lecture period. If such notification is not possible in a given case, notification must be given no later than one week ahead of the examination date. The examiner notifies students no later than one week in advance of the digital examination regarding organizational matters pertinent to the examination and of technical requirements regarding the communication equipment to be used. Digital examinations may only be conducted using video conferencing services/online tools which have been approved or provided by the Rectorate.

(3) Digital examinations are to be taken under video monitoring and within a specified time frame using electronic communication devices. During a digital exam, students are required to activate the camera and microphone functions of the communication devices used for the examination (video monitoring). The use of virtual backgrounds is prohibited. Candidates must position the camera so that their face, upper body and hands are visible to the exam proctors at all times. Furthermore, video monitoring must be set up in such manner as to avoid impinging on the personal sphere of privacy of exam takers more than necessary for legitimate supervision purposes. Automated evaluation of image or sound data gathered during video monitoring does not take place. Recording the examination or otherwise saving image or sound data is prohibited.

(4) Oral digital examinations are conducted in the form of a video conference. During a digital oral examination, candidates are required to activate the camera and microphone functions of the device they are using. The use of virtual backgrounds is prohibited. Candidates must position the camera so that their

face, upper body and hands are visible to the examiner at all times. The examiner and candidate are prohibited from recording the examination or otherwise saving image or sound data.

(5) The candidate's identity is verified (authentication) by presenting a valid official photo ID upon demand. The storage/saving of data processed for authentication purposes other than as technically necessary on a temporary basis is prohibited. Temporarily saved/cached personal data must be promptly erased.

(6) If in a digital examination the transmission or processing of an examination question/task, the transmission of the examination element itself or video monitoring are not technically functioning at the time of the examination, the examination is to be terminated at the stage in question and the examination is not graded.

(7) If video or sound transmission is temporarily disrupted during an oral examination held in digital form, the examination is to be continued when the disruption is resolved. If technical errors remain unresolved so that the oral or practical examination cannot be properly continued, the examination is terminated to be repeated at a later date.

(8) The candidate must immediately report any technical malfunctions occurring during a digital examination for mandatory documentation by the proctor/invigilator or examiner. If a digitally held examination is terminated due to technical problems, this is not recorded as an examination attempt by the students. The above does not apply to a candidate if it is proved that he or she was responsible for the disruption.

(9) Personal data required for conducting a digital examination may be processed by the examiners, the examination board and the providers of the video conferencing services/online tools utilized as necessary for conducting the examination. If the purpose of processing no longer applies, collected data are to be erased unless their continued storage is allowed under applicable retention regulations.

(10) The Personal Data Protection Act (*Datenschutzgesetz Nordrhein-Westfalen*, DSGVO NRW) and the EU General Data Protection Regulation (EU GDPR) as amended remain unaffected. Individuals whose personal data is processed have rights of information, rectification, erasure, restriction of processing, data transfer, objection and complaint in accordance with Articles 15 to 18, 20 to 23 and Article 77 EU GDPR. The responsible supervisory authority for complaints is the North Rhine-Westphalia State Commissioner for Data Protection and Freedom of Information (LDI NRW). The contact data for the University of Bonn data protection officer can be found at <https://www.uni-bonn.de/en/data-protection-policy>.

Part 6
Bachelor's thesis

§ 21

Registration, topic and scope of the bachelor's thesis

(1) The bachelor's thesis is an examination in the form of a written assignment in which candidates are to demonstrate their ability to conduct research on, develop a solution for and appropriately present a problem from the field of the chosen bachelor's degree program within a specified period of time, on their own authority and using scientific methods.

(2) Students must register their bachelor's thesis with the examination board.

(3) The topic of the bachelor's thesis should generally be taken from the major in a degree program with a major and minor option. It is possible to choose a topic from the minor if the topic is related to the major in terms of content and/or methods. In a degree program with a dual-subject option, the topic of the bachelor's thesis should generally be taken from one of the two chosen subjects. It is possible to choose an

interdisciplinary topic in both subjects if it is ensured that the work can be supervised by one examiner per subject. When registering their bachelor's thesis, students must indicate their choice of examiners for the bachelor's thesis.

(4) The topic of the bachelor's thesis can be assigned by any examiner as per § 10, paragraph 1 who works at the institute offering the respective degree program. As a rule, the examiner who assigned the topic also acts as supervisor of the bachelor's thesis. Permission from the examination board shall be required when an external university professor who is active in research and teaching is to assign the topic for and supervise the bachelor's thesis or when the candidate is to complete their thesis at a facility outside the University, which shall only be granted if appropriate supervision by an examiner can be assured.

(5) The topic for the bachelor's thesis shall only be issued when the student has acquired a minimum of 108 CP and has met all of the requirements stipulated in the module structure. The examination board assigns the topic for the bachelor's thesis. A record shall be kept of the topic and the date of issue. Prior to registration of the bachelor's thesis, students shall be given the opportunity to submit proposals for the research area from which the topic of their bachelor's thesis shall be taken; they shall not, however, have the right to a topic from a specific area. Upon request by the student, the examination board shall assure that the student receives a topic for his or her bachelor's thesis in due time as per paragraph 9.

(6) A student may only reject an assigned bachelor's thesis topic once, and only within two months of it being assigned. Rejecting a topic does not count as a failed attempt. The new topic issued to the candidate must be substantially different from the initial topic.

(7) The bachelor's thesis cannot be approved in the form of a group thesis.

(8) The text portion of the bachelor's thesis should be a minimum of 70,000 characters in length, including spaces and annotations (or 35 DIN A4 pages) and a maximum of 120,000 characters in length, including spaces and annotations (or 60 DIN A4 pages).

(9) The bachelor's thesis counts for 12 CP, corresponding to 360 hours of student workload. It must be completed within a maximum of three months. The examination board shall determine the deadline by which the bachelor's thesis must be submitted and notify the student of that deadline. The topic, research objectives and scope of the bachelor's thesis must be limited so as to allow students to complete it within the specified period, subject to reasonable requirements. Upon valid request and in conjunction with the supervisor, the examination board may grant an extension by a maximum of six weeks. As a rule, the topic of the bachelor's thesis is assigned in the middle of the fifth semester, and in the middle of the eighth semester when the degree program is being studied part-time.

§ 22

Submission, evaluation and repetition of the bachelor's thesis

(1) Candidates shall submit their bachelor's thesis in triplicate to the examination board (in both print and a digital format suitable for electronic evaluation); a record shall be made of the time and date of submission. Candidates may not withdraw a bachelor's thesis once submitted. A bachelor's thesis not submitted by the applicable deadline receives a grade of "insufficient."

(2) Candidates shall declare in writing when submitting their bachelor's thesis that the thesis is their own work, that they used only those sources and resources cited in the thesis and that they have marked citations as such. In particular, a bachelor's thesis is considered not to be the student's own work if the content, structure or organization of the discussion of the thesis topic were specified by third parties. The examination board can require the candidate to provide an affidavit to this effect.

(3) Bachelor's theses shall be evaluated and graded by two examiners. One of the examiners shall be the person who assigned the topic of the bachelor's thesis; the second examiner shall be appointed by the

examination board from among the group of examiners as defined by § 10, para. 1. Among these two examiners, at least one examiner must be a member of the University of Bonn. The candidate shall be entitled to propose examiners but shall not have a right to be assigned a specific examiner.

(4) The examiners shall each provide a grade separately and provide the reasons for the grade they assigned in writing in accordance with § 28, para. 1. The grade for the bachelor's thesis is calculated as the average of the individual grades given if these values differ by less than 2.0 points. When the difference is 2.0 or more or one of the grades is "insufficient," the examination board shall appoint a third examiner for review of the bachelor's thesis. In this case the overall thesis grade is calculated as the average of the two best individual grades given. Grades shall be averaged in accordance with § 28, para. 2. Two or more of the individual grades assigned must be "sufficient" or better for a bachelor's thesis to receive a grade of "sufficient" or better.

(5) The candidate is to be informed of the grade for the bachelor's thesis within six weeks of the submission deadline.

(6) For a bachelor's thesis grade of "sufficient" or better the student earns 12 CP.

(7) A bachelor's thesis with a grade of "insufficient" may be repeated once. A topic from the same research area as the topic of the first bachelor's thesis may be chosen for the repeat bachelor's thesis, but the topic itself must be substantially different. The candidate may reject the proposed topic for their bachelor's thesis within the period specified in § 21, para. 6 only if they did not make use of this option with their first bachelor's thesis. If the second-attempt thesis also receives a grade of "insufficient," the student has failed the final attempt at the bachelor's examination procedure, thereby losing their right to examination, leading to deregistration from the degree program by the Student Registry when the corresponding examination board decision has come into force.

(8) The subject-specific provisions can set additional or deviating specifications.

Part 7
Master's thesis

§ 23

Registration, topic and scope of the master's thesis

(1) The master's thesis is an examination in the form of a written assignment in which candidates are to demonstrate their ability to conduct research on, develop a solution for and appropriately present a problem from the field of the chosen master's degree program within a specified period of time, on their own authority and using scientific methods.

(2) Students must register their master's thesis with the examination board.

(3) When registering their master's thesis, students must indicate their choice of examiners for the master's thesis.

(4) The topic of the master's thesis can be assigned by any examiner as per § 10, paragraph 1 who works at the institute offering the respective degree program. As a rule, the examiner who assigned the topic also acts as supervisor of the master's thesis. Permission from the examination board shall be required when an external university professor who is active in research and teaching is to assign the topic for and supervise the master's thesis or when the candidate is to complete their thesis at a facility outside the University, which shall only be granted if appropriate supervision by an examiner can be assured.

(5) The topic for the master's thesis shall only be issued when the student has acquired a minimum of 60 CP and has met all of the requirements stipulated in the module structure. The examination board shall

assign the topic for the master's thesis. A record shall be kept of the topic and the date of issue. Prior to registration of the master's thesis, students shall be given the opportunity to submit proposals for the research area from which the topic of their master's thesis shall be taken; they shall not, however, have the right to a topic from a specific area. Upon request by the student, the examination board shall assure that the student receives a topic for his or her master's thesis in due time as per paragraph 9.

(6) Candidates may reject a master's thesis topic only once and only within the first two months after its issue. Rejecting a topic does not count as a failed attempt. The new topic issued to the candidate must be substantially different from the initial topic.

(7) The master's thesis cannot be approved in the form of a group thesis.

(8) The text portion of the master's thesis should be a minimum of 120,000 characters in length, including spaces and annotations (or 60 DIN A4 pages) and a maximum of 200,000 characters in length, including spaces and annotations (or 100 DIN A4 pages).

(9) Passing the master's thesis awards 30 CP, corresponding to 900 hours in student workload. It must be completed within a maximum of six months. The examination board shall determine the deadline by which the master's thesis must be submitted and notify the student of that deadline. Topic, task and scope of the master's thesis shall be limited in a way that candidates may complete it under reasonable requirements within the specified period. Upon valid request and in conjunction with the supervisor, the examination board may grant an extension by a maximum of six weeks. As a rule, the topic of the master's thesis is issued during the third semester.

§ 24

Submission, evaluation and repetition of the master's thesis

(1) Candidates shall submit their master's thesis in triplicate to the examination board (in both print and a digital format suitable for electronic evaluation); a record shall be made of the time and date of submission. Candidates may not withdraw an already submitted master's thesis. Master's theses that are not submitted by the stated deadline shall be graded "insufficient."

(2) Candidates shall declare in writing when submitting their master's thesis that the thesis is their own work, that they used only those sources and resources cited in the thesis and that they have marked citations as such. In particular, a master's thesis is considered not to be the candidate's own work if the content or structure and organization of the discussion of the thesis topic are specified by third parties. The examination board can require the candidate to provide an affidavit to this effect.

(3) Master's theses shall be evaluated and graded by two examiners. One of the examiners shall be the person who assigned the topic of the master's thesis; the second examiner shall be appointed by the examination board from among the group of examiners as defined by § 10, para. 1. Among these two examiners, at least one examiner must be a member of University of Bonn and at least one examiner must have a doctorate. The candidate shall be entitled to propose examiners but shall not have a right to being assigned a specific examiner.

(4) The examiners shall each grade the master's thesis separately and provide the reasons for the grade they assigned in writing in accordance with § 28, para. 1. If the difference between the grades is less than 2.0, the grade for the master's thesis shall be calculated as the average of the individual grades. When the difference is 2.0 or more or one of the grades is "insufficient," the examination board shall appoint a third examiner for review of the master's thesis. In this case the overall thesis grade is calculated as the average of the two best individual grades given. Grades shall be averaged in accordance with § 28, para. 2. A master's thesis may, however, only be awarded the grade "sufficient" or higher when at least two of the individual grades were "sufficient" or higher.

- (5) The candidate is to be informed of the grade for the master's thesis within eight weeks of the submission deadline.
- (6) Candidates who receive the grade "sufficient" or higher for their master's thesis are awarded 30 CP.
- (7) Master's theses graded "insufficient" may be repeated once. The topic of the second master's thesis may be chosen from the same area as the topic of the first master's thesis, but must be substantially different in nature. Candidates may reject the proposed topic for their master's thesis within the period specified in § 23, para. 6 only if they did not make use of this option with their first master's thesis. Should the second thesis also be graded "insufficient," the candidate shall have failed the final attempt at the master's examination, losing their right to examination and being deregistered from the degree program by the Student Registry once the examination board's decision has come into force.
- (8) The subject-specific provisions can set additional or deviating specifications.

Part 8

Procedural irregularities and protective regulations

§ 25

Cancellation, failure to appear, withdrawal and reprimand

- (1) Candidates may, without giving reasons, electronically (in the examination management system) cancel their registration for module examinations with the examination board before the deadlines indicated in § 13, para. 3; if this is not possible, cancellation can also be submitted in writing. The date of receipt by the examination board determines whether the deadline has been met.
- (2) If a candidate withdraws from an examination after the cancellation deadline without good cause, the examination is graded "insufficient." The same applies when a candidate fails to appear for an examination or to submit an assignment within the specified period of time (failure to appear).
- (3) Candidates who have registered for an examination but have good cause to withdraw from that examination, especially due to illness, may do so regardless of the cancellation deadline. The examination board shall be notified of such withdrawals immediately and in writing. Candidates shall immediately provide a written statement credibly substantiating the grounds for their withdrawal or failure to appear. In cases of illness, candidates shall present a medical certificate proving their inability to participate in the examination. Candidates who withdraw from an examination due to illness after the start of the examination and assignment of the respective task must consult a doctor that same day of the examination to obtain a certificate proving their inability to continue the examination. The examination board may, in individual cases, require the submission of a certificate from a doctor designated by the University if there are sufficient factual indications that the candidate would in fact have been able to participate in the examination or, respectively, submit their assignment on time or if the examination board deems other proof appropriate in that case. As a rule, it is not possible to withdraw from an examination after the start of the examination, especially when the candidate has already seen, or otherwise obtained knowledge of, the examination result. If the examination board accepts a medical certificate allowing for withdrawal due to illness or other good cause given by the candidate, the examination attempt shall be deemed void.
- (4) Candidates shall immediately reprimand any deficiencies related to an examination with the respective examiner or proctor. The reprimand shall be entered into the record and asserted in front of the examination board. If the examination board accepts the reprimand, the examination attempt shall be deemed void.

§ 26

Deception and disruption of examinations

- (1) Candidates who try to influence the outcome of an examination through deception or the use of inadmissible auxiliary means shall receive the grade “insufficient,” the respective examiner or proctor shall identify deception or use of inadmissible auxiliary means, include it in the record and notify the examination board. The respective examiner or proctor may bar any candidate from continuing an examination who, despite a warning, disrupts the orderly conduct of the examination; in such cases, the examination shall be graded “insufficient.” A record shall be made of the reasons for barring the candidate from the examination.
- (2) Candidates may, within a period of two weeks, request that decisions taken in accordance with paragraph 1, sentences 1 and 2 be reviewed by the examination board.
- (3) The examination board shall determine whether the candidate’s attempt at deception was repeated or otherwise serious. After hearing the candidate, in such cases the examination board can decide whether the candidate loses his or her right to examination in this degree program. The student will be deregistered by the Student Registry once the examination board’s decision on the loss of the right to examination has come into force.
- (4) Violating the provisions in these Examination Regulations regarding deception in examinations is an administrative offense. This administrative offense may be subject to a fine of up to EUR 50,000. As competent administrative authority, the chancellor of the University of Bonn shall pursue and fine administrative offenses in accordance with sentence 1.

§ 27

Protective regulations

- (1) Regulations on maternity leave stipulated in the Maternity Protection Act (MuSchG) as amended shall be respected; students shall provide all necessary proof. All time frames stipulated in these Examination Regulations shall be suspended by maternity leave; time frames for periods of assessment shall not include periods of maternity leave. The examination board shall notify the student of newly determined examination deadlines once all necessary proof has been submitted.
- (2) Statutory parental leave periods per the Parental Benefit and Parental Leave Act (*Gesetz zum Elterngeld und zur Elternzeit*, BEEG) as amended are likewise to be observed upon request. Candidates shall notify the examination board in writing of the period(s) during which they wish to take parental leave, enclosing necessary substantiating documentation, at least four weeks prior to the date on which they wish to begin parental leave. The examination board shall determine whether the statutory requirements have been met which would lead to an employee being entitled to parental leave under the BEEG and shall inform the candidate immediately of its findings and, if applicable, any new examination deadlines. Time frames for the completion of assignments may not be interrupted by a period of parental leave. The assignment topics shall be deemed not issued. The candidate shall receive a new topic at the end of their parental leave. This does not affect § 25, para. 3, sentence 1.
- (3) Allowances shall likewise be made on application for leave taken for the care of spouses, registered partners, direct relatives, second-degree indirect relatives or first-degree in-laws who are in need of care. The examination board shall review whether the requirements defined by sentence 1 are met. The application is to be submitted as soon as these requirements are met. Relevant documentation shall be attached to the application. The examination board shall immediately notify the candidate of the result and, if applicable, of the new examination deadlines. Time frames for the completion of assignments may not be extended based on such leave taken. The assignment topics shall be deemed not issued. The candidate shall receive a new topic at the end of their leave. This does not affect § 25, para. 3, sentence 1.

Part 9

Grading and final documentation

§ 28

**Grading of examinations, grading system and pass requirements
for the bachelor's or master's examination**

(1) The grade for each examination shall be determined by the respective examiners. The following grading system shall be used:

1	very good	excellent achievement
2	good	achievement well above average requirements
3	satisfactory	achievement corresponding to average requirements
4	sufficient	achievement that still meets necessary requirements despite deficiencies
5	insufficient	achievement that does not satisfy requirements due to substantial deficiencies

In order to produce a graduated grading scale and provide a more nuanced evaluation, individual grades may be raised or lowered by values of 0.3; grades 0.7, 4.3, 4.7 and 5.3 shall not be admissible. If the examination is conducted by more than one examiner, the grade shall be calculated using the average of the individual grades. Grades shall be averaged in accordance with paragraph 2. An examination is passed if it is graded "sufficient" or higher; otherwise it is failed.

(2) Only the first decimal place after the decimal shall be used when calculating the grades for individual modules or for overall performance; all further decimal places shall be dropped without rounding them off.

(3) A module examination shall be deemed passed when the module is graded at least "sufficient." If a module grade includes more than one examination component, it shall be calculated using the individual examination weights indicated in the module structure. This does not affect § 11, para. 3, sentence 4. The grading scale for modules is:

With an average grade of 1.5 or less	= very good
With an average grade from 1.6 up to and including 2.5	= good
With an average grade from 2.6 up to and including 3.5	= satisfactory
With an average grade from 3.6 up to and including 4.0	= sufficient
With an average of 4.1 or higher	= insufficient

(4) Candidates in a bachelor's degree program shall be informed of the grades earned in written assignments within four weeks, and in a master's degree program within six weeks at the latest following the submission deadline. Students are to be informed of the grades earned for the bachelor's thesis within six weeks of the submission deadline, or for the master's thesis within eight weeks of the submission deadline. In accordance with the applicable data protection regulations, results shall be made available in electronic form via the examination management system; as a rule, results are to be made available before the standard period of study ends.

(5) Candidates shall have passed the bachelor's examination when, depending on the degree program option, they have passed all necessary modules as per § 2, paras. 3, 4, or 5 as well as the bachelor's thesis and have thus been awarded a total of 180 CP.

(6) Candidates shall have passed the master's examination when they have passed all necessary modules as per § 2, para. 6 as well as the master's thesis and have thus been awarded a total of 120 CP.

(7) To calculate the subject grade, all graded modules in the subject are included (with the exception of the bachelor's or master's thesis). Each grade from individual modules shall be weighted by multiplying it by the number of credit points assigned to the respective module. The sum of these weighted module grades is then divided by the total number of credit points for the subject (weighted average). If more credits were earned from elective modules than required for the respective subject, then the credits of the elective modules are scaled to calculate the subject grade. For this purpose, they are each multiplied by a scaling factor, that is, the quotient of the number of credits from elective modules required for the subject and the

actual number of credits from elective modules earned in the subject. The scaled credits are then used for the elective modules to weight the module grades as per sentence 2. Modules marked "passed" due to lack of comparability between grading systems shall not be included when calculating the subject grade.

(8) The overall grade of the bachelor's or master's examination shall be calculated as the weighted average of the subject grade(s) and the grade of the bachelor's or master's thesis. The credits as per § 2, paras. 3 to 6 (with the exception of the credits for the free elective modules) shall be used for weighting the grades. Paragraph 3, sentence 4 applies accordingly. Deviating from this, the overall grade shall be "excellent" if the overall grade is no lower than 1.3 and the bachelor's or master's thesis has been graded "very good" (1.0). The free elective modules (cross-disciplinary practical modules) required in the bachelor's degree programs are not included when calculating the overall grade.

(9) The bachelor's examination is deemed failed at the final attempt when

- the candidate has failed to pass a module examination three times in a compulsory module as defined by § 11, para. 3, sentence 4, letter a and § 16, para. 2;
- the candidate has lost their right to examination in a degree program or degree program component in accordance with § 16, para. 3; or
- the bachelor's thesis has been graded "insufficient" in the second attempt.

(10) The master's examination shall be deemed failed at the final attempt when

- the candidate has failed to pass a module examination three times in a compulsory module as defined by § 11, para. 3, sentence 4, letter a and § 16, para. 2;
- the candidate has lost their right to examination in two elective modules in a degree program in accordance with § 16, para. 3; or
- the master's thesis has been graded "insufficient" in the second attempt.

§ 29 Certificate

(1) The candidate shall be notified of the results of their successful bachelor's or master's examination in a provisional certificate as soon as all grades have been submitted. A certificate shall thereafter be issued in German. Candidates may also receive an English translation of their certificate on application. The subject-specific provisions can specify that the certificate is to be issued in more than one language. The certificate shall include the following information:

- The chosen degree program
- All modules for which credit points were earned
- The semester in which credit points were earned
- The grades received for the individual examinations
- The topic and grade of the bachelor's or master's thesis
- The profile, focus area, specialty or complementary modules of the chosen degree program, if applicable
- The date of the final examination
- The overall grade of the bachelor's or master's examination

(2) The certificate shall state the date of issue. The certificate shall be stamped with the seal of the examination board and signed by the chairperson of the examination board.

(3) Candidates who have failed a final attempt at the bachelor's or master's examination shall be issued a written notification of this by the examination board, including information on legal remedies available.

(4) Candidates who leave the University without a degree shall, after deregistration and on application, be issued a transcript including a list of all completed coursework and examinations. This transcript only states the successfully completed courses and degree program elements. In addition, a notification may be

issued on application that indicates which examinations the student did not pass or still needs to complete in order to pass the bachelor's or master's examination.

(5) For degree programs that are carried out in cooperation with other universities, the subject-specific provisions can include additional or deviating provisions.

§ 30 Diploma

(1) Along with the certificate for the bachelor's and master's examination, candidates shall receive a bachelor's or master's diploma issued the same day in German stating that the candidate has been awarded the academic degree as per § 4. The diploma comes with an English translation attached. The subject-specific provisions can specify that the diploma is to be issued in more than one language. Diplomas shall be signed by the dean of the Faculty of Arts and stamped with the seal of the faculty.

(2) For degree programs that are carried out in cooperation with other universities, the subject-specific provisions can include additional or deviating provisions.

§ 31 Diploma supplement

The bachelor's or master's diploma comes with a diploma supplement document. The diploma supplement is a standard document in English and German that shall include the following information:

- Essential contents of the program underlying the degree
- The course of studies
- The competences acquired with the degree
- Information on the accreditation of the degree program
- Information on the university awarding the degree

The diploma supplement shall give a relative classification of the overall grade of the bachelor's or master's examination on the ECTS grading scale.

§ 32 Access to examination records

(1) Candidates shall, on application, be granted access to their examinations, the examiners' written reviews as well as records of oral examinations; applications must be submitted within three months after notification of the examination result. This does not affect § 29 of the Administrative Procedure Act (*Verwaltungsverfahrensgesetz, VwVfG*).

(2) On written application within three months after the examination board has issued the certificate as per § 29, the examination board shall grant candidates access to their examination records. This does not affect § 29 of the VwVfG.

(3) The examination board shall determine when and where the examination records may be accessed and notify the candidate of this in due time. The examination board shall determine the details concerning the possibility of preparing copies or other true reproductions, and shall announce them in accordance with § 9, para. 7. Copies and other reproductions of examination records or parts of the records are only intended for candidates to pursue their own rights arising under the legal examination relationship and are therefore only to be used by the candidates, or made available to persons engaged by the candidates to safeguard their legal interests. Any other duplication or distribution of copies or other reproductions is not permitted.

§ 33

**Invalidity of the bachelor's or master's examination,
revocation of the bachelor's or master's degree**

- (1) Should it become known after the certificate has been issued that the candidate used deception in an examination, the examination board may correspondingly correct the grades for those examinations in which the candidate used deception as well as the overall grade and declare the examination or parts of the examination failed.
- (2) Should it become known after the certificate has been issued that the candidate had not met the requirements for admission to an examination, and should this have happened without any fraudulent intent on the part of the candidate, this defect shall be remedied by the candidate's successful completion of the examination. Should the candidate have wrongfully secured admission with intent, the examination board shall decide on the legal consequences in accordance with the VwVfG.
- (3) Candidates shall be heard before the examination board makes a decision.
- (4) The incorrect certificate shall be withdrawn and, where applicable, a new certificate shall be issued. If one or more examinations are declared failed due to deception, the incorrect certificate and the bachelor's or master's diploma as well as all other graduation documentation shall be withdrawn. Decisions in accordance with paragraph 1 and paragraph 2, sentence 2 may be made only for a period of five years after the certificate has been issued.
- (5) Should the bachelor's or master's examination be deemed altogether failed, the bachelor's or master's degree shall be revoked by all participating faculties and the master's certificate, master's diploma as well as all other graduation documentation shall be withdrawn.

Part 10

Concluding provisions

§ 33a

Transitional provisions

- (1) The following shall apply to examination procedures that were begun but not yet successfully completed by September 30, 2019, for modules
 - that are no longer offered based on the October 1, 2019 version of these Examination Regulations;
 - in which the examination is replaced by multiple examination parts or vice-versa by the version of these Examination Regulations valid as of October 1, 2019; or
 - for which the type of examination is changed based on the October 1, 2019 version of these Examination Regulations:The examination board shall specify the details for repeating the examinations and shall announce them in accordance with § 9, para. 7.
- (2) The following shall apply to examination procedures that were begun but not yet successfully completed by September 30, 2020, for modules
 - that are no longer offered based on the October 1, 2020 version of these Examination Regulations;
 - in which the examination is replaced by multiple examination parts or vice-versa by the version of these Examination Regulations valid as of October 1, 2020; or
 - for which the type of examination is changed based on the October 1, 2020 version of these Examination Regulations:The examination board shall specify the details for repeating the examinations and shall announce them in accordance with § 9, para. 7.

- (3) The following shall apply to examination procedures that were begun but not yet successfully completed by September 30, 2021, for modules
- that are no longer offered based on the October 1, 2021 version of these Examination Regulations;
 - in which the examination is replaced by multiple examination parts or vice-versa by the version of these Examination Regulations valid as of October 1, 2021; or
 - for which the type of examination is changed based on the October 1, 2021 version of these Examination Regulations:

The examination board shall specify the details for repeating the examinations and shall announce them in accordance with § 9, para. 7.

§ 33b

Transitional provisions for the Fourth Amendment to these Examination Regulations

(1) Elective modules that were successfully completed before winter semester 2023/24 and that can no longer be chosen according to the module structure valid as of winter semester 2023/24 count toward the bachelor's examination as per § 11, paragraph 1 or toward the master's examination as per § 11, paragraph 2 as stated in the module structure version that was valid until September 30, 2023. For examination procedures in modules as per sentence 1 that were started before winter semester 2023/24 but have not been successfully completed by September 30, 2023, the examination board regulates details on resitting the examinations and announces these regulations as per § 9, paragraph 7.

- (2) The following shall apply to examination procedures that were begun before winter semester 2023/24 but have not been successfully completed by September 30, 2023 in modules
- in which the examination is replaced by multiple examination parts or vice-versa based on the module structure valid as of winter semester 2023/24; or
 - for which the type of examination is changed based on the module structure valid as of winter semester 2023/24:

The examination board shall specify the details for repeating the examinations and shall announce them in accordance with § 9, para. 7.

(3) For students in the bachelor's degree program component Asian Studies (major in the major and minor option) with the profile Islamic Studies/Iranian Studies, the following regulations apply:

1. Students who have successfully completed the compulsory module Religion and Society in Western Asia before winter semester 2023/24 do not need to take the new compulsory module Religious History and Historiography in Asia.
2. For students who started the examination procedure in the compulsory module Religion and Society in Western Asia before winter semester 2023/24 but have not successfully completed it, the following regulations apply: Two additional opportunities to take the examination will be provided: one in winter semester 2023/24 and one in summer semester 2024. Students who have not successfully completed the module after summer semester 2024 but have not failed the final attempt at the bachelor's examination as per § 28, paragraph 9 will instead need to complete the new compulsory module Religious History and Historiography in Asia.

(4) For students in the bachelor's degree program component Asian Studies (major in the major and minor option) with the profile Mongolian Studies or Tibetan Studies, the following regulations apply:

1. Students who have successfully completed the compulsory module Central Asian Religions, History and Cultures before winter semester 2023/24 do not need to take the new compulsory module Society, History and Culture in Southeast and Central Asia.
2. For students who started the examination procedure in the compulsory module Central Asian Religions, History and Cultures before winter semester 2023/24 but have not successfully completed it, the following regulations apply: In winter semester 2023/24 and summer semester 2024, one additional opportunity to take the examination will be provided. Students who have not successfully completed the module after summer semester 2024 but have not failed the final attempt at the

bachelor's examination as per § 28, paragraph 9 will instead need to complete the new compulsory module Society, History and Culture in Southeast and Central Asia.

- (5) For students in the bachelor's degree program component Asian Studies (major in the major and minor option) with the profile Southeast Asian Studies, the following regulations apply:
 1. Students who have successfully completed the compulsory module Religions and Society in South and Southeast Asia before winter semester 2023/24 do not need to take the new compulsory module Civil Society, Media and Religion.
 2. For students who started the examination procedure in the compulsory module Religions and Society in South and Southeast Asia before winter semester 2023/24 but have not successfully completed it, the following regulations apply: Two additional opportunities to take the examination will be provided: one in winter semester 2023/24 and one in summer semester 2024. Students who have not successfully completed the module after summer semester 2024 but have not failed the final attempt at the bachelor's examination as per § 28, paragraph 9 will instead need to complete the new compulsory module Civil Society, Media and Religion.
- (6) Students in the bachelor's degree program component Asian Studies (major in the major and minor option) with the profile Comparative Religious Studies who have successfully completed the four compulsory modules Asian Religions, History and Cultures; Religions and Society in South and Southeast Asia; Religion and Society in Western Asia and Islam and Religious Minorities in South Asia before winter semester 2023/24 shall complete their studies according to the module structure version valid until September 30, 2023. If changes in the types of examination for a module arise from the module structure version valid as of winter semester 2023/24, these changes also apply to students as per sentence 1.
- (7) Students in the bachelor's degree program component English Studies (major in the major and minor option) who have successfully completed the module Colloquium and/or 7 modules from Electives I shall complete their studies according to the module structure version valid until September 30, 2023.
- (8) Students in the bachelor's degree program component Ancient Greek Literature and Its Tradition (subject in the dual-subject option) who began their studies before winter semester 2023/24 shall continue to study according to the module structure version valid until September 30, 2023; examinations can continue to be taken according to this module structure until March 31, 2027. Students as per sentence 1 who have not completed their studies by March 31, 2027 must then complete their studies as of summer semester 2027 according to the module structure that is valid at that time.
- (9) For students in the bachelor's degree program component Ancient Greek and Latin Literature and Its Tradition (minor in the major and minor option), the following regulations apply:
 1. Students who have successfully completed the compulsory module Latin Literature of the Medieval and Early Modern Periods (minor) before winter semester 2023/24 do not need to take the new compulsory module Latin Literature in the Early Modern Period (minor).
 2. For students who started the examination procedure in the compulsory module Latin Literature of the Medieval and Early Modern Periods (minor) before winter semester 2023/24 but have not successfully completed it, the following regulations apply: Two additional opportunities to take the examination will be provided: one in winter semester 2023/24 and one in summer semester 2024. Students who have not successfully completed the module after summer semester 2024 but have not failed the final attempt at the bachelor's examination as per § 28, paragraph 9 will instead need to complete the new compulsory module Latin Literature in the Early Modern Period (minor).
- (10) Students in the bachelor's degree program component Ancient Latin Literature and Its Tradition (subject in the dual-subject option) who began their studies before winter semester 2023/24 shall continue to study according to the module structure version valid until September 30, 2023; examinations can continue to be taken according to this module structure until March 31, 2027. Students as per sentence 1 who have not completed their studies by March 31, 2027 must then complete their studies as of summer semester 2027 according to the module structure that is valid at that time.

(11) For students in the bachelor's degree program component Southeast Asian Studies (subject in dual-subject option), the following regulations apply:

1. Students who have successfully completed the compulsory module Society and History in Southeast Asia before winter semester 2023/24 do not need to take the new compulsory module Society, History and Culture in Southeast and Central Asia.
2. For students who started the examination procedure in the compulsory module Society and Culture in Southeast Asia before winter semester 2023/24 but have not successfully completed it, the following regulations apply: Two additional opportunities to take the examination will be provided: one in winter semester 2023/24 and one in summer semester 2024. Students who have not successfully completed the module after summer semester 2024 but have not failed the final attempt at the bachelor's examination as per § 28, paragraph 9 will instead need to complete the new compulsory module Society, History and Culture in Southeast and Central Asia.

(12) Students in the bachelor's degree program component Comparative Religious Studies (subject in dual-subject option) who began their studies before winter semester 2023/24 shall continue to study according to the module structure version valid until September 30, 2023. If changes in the types of examination for a module arise from the module structure version valid as of winter semester 2023/24, these changes also apply to students as per sentence 1. The elective modules Religions, History and Cultures in Central Asia; Religions and Society in South and Southeast Asia; Religions and Society in Western Asia and Islam and Religious Minorities in Southeast Asia will no longer be offered as of winter semester 2023/24; paragraph 1 applies accordingly.

§ 33c

Transitional provisions for the Fifth Amendment to these Examination Regulations

(1) Elective modules that were successfully completed before winter semester 2024/25 and that can no longer be chosen according to the module structure valid as of winter semester 2024/25 count toward the bachelor's examination as per § 11, paragraph 1 or toward the master's examination as per § 11, paragraph 2 as stated in the module structure version that was valid until September 30, 2024. For examination procedures in modules as per sentence 1 that were started before winter semester 2024/25 but have not been successfully completed by September 30, 2024, the examination board regulates details on resitting the examinations and announces these regulations as per § 9, paragraph 7.

(2) The following shall apply to examination procedures that were begun but not yet successfully completed by September 30, 2024, for modules

- that are no longer offered based on the October 1, 2024 version of these Examination Regulations;
- in which the examination is replaced by multiple examination parts or vice-versa by the version of these Examination Regulations valid as of October 1, 2024; or
- for which the type of examination is changed based on the October 1, 2024 version of these Examination Regulations:

The examination board shall specify the details for repeating the examinations and shall announce them in accordance with § 9, para. 7.

(3) For students in the bachelor's degree program component Southeast Asian Studies (subject in dual-subject option), the following regulations apply:

1. Students who have successfully completed the compulsory module Society, History and Culture in Southeast and Central Asia before winter semester 2024/25 do not need to take the new compulsory module Society and Culture in Southeast Asia.
2. For students who started the examination procedure in the compulsory module Society, History and Culture in Southeast and Central Asia before winter semester 2024/25 but have not successfully completed it, the following regulations apply: Two additional opportunities to take the examination will be provided: one in winter semester 2024/25 and one in summer semester 2025. Students who have not successfully completed the module after summer semester 2025 but have not failed the final

attempt at the bachelor's examination as per § 28, paragraph 9 will instead need to complete the new compulsory module Society and Culture in Southeast Asia.

- (4) For students in the bachelor's degree program component Asian Studies (major in the major and minor option) with the profile Islamic Studies/Arabic Studies, the following regulations apply:
1. Students who have successfully completed the compulsory module Arabic Linguistic History/Linguistic Variation before winter semester 2024/25 do not need to take the new compulsory module Cultural History of the Arabic World.
 2. Students who have successfully completed the compulsory module Arabic Literature and Culture before winter semester 2024/25 do not need to take the new compulsory module Arabic Literature.
 3. For students who started the examination procedure in the compulsory modules Arabic Linguistic History/Linguistic Variation and Arabic Literature and Culture before winter semester 2024/25 but have not successfully completed them, the following regulations apply: Two additional opportunities to take the examination will be provided for these modules: one in winter semester 2024/25 and one in summer semester 2025. Students who have not successfully completed the modules after summer semester 2025 but have not failed the final attempt at the bachelor's examination as per § 28, paragraph 9 will instead need to complete the corresponding new compulsory module as per numbers 1 and 2.
- (5) For students in the master's degree program German-French Studies, the following applies: Students who had already earned 30 CP in Electives I before winter semester 2024/25 only need to earn 20 CP in Electives II. This also applies to students who had already earned 20 CP in Electives I before winter semester 2024/25, who are involved in an elective module in another modules in Electives I and who successfully complete this module by the end of summer semester 2025.
- (6) For students in the master's degree program Comparative Literature, the following applies: For students who successfully complete the modules Museum Studies: Collecting, Researching and Preserving; Museum Studies: Exhibiting and Teaching or Museum Studies: Legal Aspects, Management and Marketing before winter semester 2024/25 and have already earned 10 CP in Electives II with another module, the modules will continue to be credited toward Electives I. This also applies to students who had already started the examination procedure in one or more of the listed modules before winter semester 2024/25 and complete these module(s) by the end of summer semester 2025.

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Entry into force and publication

These Examination Regulations shall enter into force on the day after their publication among the Official Announcements of the University of Bonn.

Annex 5

Master's: Subject-specific provisions

2 Applied Linguistics

2.1 Subject-specific provisions

2.1.1 On § 5 (Standard period of study, credit point system, curriculum and language of instruction/examinations)

The language of instruction and examinations is English.

2.1.2 On § 6 (Degree program admission requirements)

- a) The master's degree program Applied Linguistics is open to applications from graduates from a university undergraduate degree program in English studies, general and applied linguistics or a related field. Applicants must also show proof that they completed at least 36 CP in English studies modules (at least 18 CP of those in the field of linguistics) or at least 18 CP in general and applied linguistics modules in order to earn their university undergraduate degree.
- b) The university undergraduate degree must show proof of knowledge and competences in the following areas:
 - English language practice modules totaling at least 18 CP (or equivalent language skills at the C1 CEFR level)
- c) Applicants who will complete their previous academic degree in the semester in which they are applying for a spot in the master's degree program must submit proof with their application that they have registered their bachelor's thesis or an equivalent final thesis and that they have completed at least 132 CP.
- d) Upon enrollment, proof of German language skills at the DSH-1 level is sufficient.

2.1.3 Recommendations

It is recommended that students use the third semester as a mobility window in which they complete coursework totaling 30 CP at a university in an English-speaking country. The coursework completed abroad is recognized pursuant to § 7 of the examination regulations.

2.2 Module structure for Applied Linguistics

Module structure key:

- Abbreviations of course types: GS = guided independent study, F = field trip, C = colloquium, I = internship, prE = practical exercise, pLE = practical language exercise, S = seminar, T = tutorial, E = exercise, L/Pl = lecture/plenary
- Marked with asterisk (*): courses with compulsory attendance as a prerequisite for taking the module examination and earning credit, in accordance with § 14, paragraph 6. In these cases, compulsory attendance is an additional requirement to other listed assessments.
- The Course Type column shows the type of a course within the module.
- The Duration/Program-Related Semester column shows the duration of the module (in semesters) and assigns it to a specific program-related semester.
- The Coursework column shows requirements that must be met for admission to certain examinations pursuant to § 14, paragraph 4 or, respectively, to acquire credit points in modules without an examination.

Further details on individual modules, especially regarding the courses offered within or required for completion of a module, are described in the module guide, which the examination board will make available before the beginning of the respective semester, pursuant to § 9, paragraph 7.

The examination board may approve further elective modules and shall announce them before the beginning of the semester pursuant to § 9, paragraph 7.

Compulsory Modules (60 CP)

Module Number	Module Name	Duration/ Program- Related Semester	Course Type	Enrollment Requirements	Subject (Content) of Examination and Qualification Objective	Coursework	Type of Examination	CP
556104700	Applied Linguistics: An Overview	1 / 1 st	L, E	None	<p>Contents:</p> <ul style="list-style-type: none"> - Includes an overview of the theories, methods, objectives and sub-fields of applied linguistics - Students apply theories and methods to specific problems chosen as examples from selected areas of application <p>Objectives:</p> <ul style="list-style-type: none"> - Students acquire a sound overview of theoretical and methodological approaches drawn from key areas of applied linguistics 	Written and/or oral requirements	Written examination	10
556104800	Intercultural Communication	1 / 1 st	S, E	None	<p>Contents:</p> <ul style="list-style-type: none"> - Includes key concepts such as communication skills and cultural awareness - Covers questions related to developing these skills and how they can be taught, learned and measured <p>Objective:</p> <ul style="list-style-type: none"> - Students acquire skills in theory and analytics for investigating oral and written discourse; they also acquire well-founded knowledge of relevant approaches from linguistics, cultural studies and communication science 	Written and/or oral requirements	Term paper	10

Module Number	Module Name	Duration/ Program- Related Semester	Course Type	Enrollment Requirements	Subject (Content) of Examination and Qualification Objective	Coursework	Type of Examination	CP
556104900	Methods in Applied Linguistics	1 / 1 st	S, E	None	<p>Contents:</p> <ul style="list-style-type: none"> - Discussion of the empirical research process in applied linguistics <p>Objective:</p> <ul style="list-style-type: none"> - Students can name the strengths and weaknesses of several data collection tools - Students are familiar with quality criteria in quantitative and qualitative research - Students can appropriately apply selected data collection methods 	Written and/or oral requirements	Portfolio	10
556105000	Language Acquisition	1 / 2 nd	S, E	None	<p>Contents:</p> <ul style="list-style-type: none"> - Includes sound knowledge of the acquisition and learning process in first, second and foreign languages - Possibilities for guiding and diagnosing acquisition and learning processes <p>Objective:</p> <ul style="list-style-type: none"> - Among other things, students acquire competences in theories and methods for investigating language acquisition of first, second and foreign languages - Students have sound knowledge of relevant approaches from psycholinguistics, multilingualism research and language teaching research 	Written and/or oral requirements	Term paper	10

Master's Thesis	6 months / 3 rd -4 th	None	60 CP	The master's thesis is an examination in the form of a written assignment in which candidates are to demonstrate their ability to conduct research on, develop a solution for and appropriately present a problem from the field of the master's degree program Applied Linguistics within a specified period of time, independently and using scientific methods.	None	Master's thesis	30
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Unofficial version

Elective Modules (30 CP. Three modules must be chosen.)

Module Number	Module Name	Duration/ Program-Related Semester	Course Type	Enrollment Requirements	Subject (Content) of Examination and Qualification Objective	Coursework	Type of Examination	CP
556105400	Language Processing	1 / 3 rd	S, E	None	<p>Contents:</p> <ul style="list-style-type: none"> - Includes looking into the mental processes behind language production (speaking, writing) and reception (listening, reading comprehension) from the perspective of psycholinguistics, neurolinguistics and cognitive linguistics <p>Objective:</p> <ul style="list-style-type: none"> - Among other things, students acquire competence in theories and methods for analyzing mental processes of language production and reception from the perspective of psycholinguistics, neurolinguistics and cognitive linguistics - Students work on examples of their own research projects using published studies and then present their findings 	Written and/or oral requirements	Term paper	10
556105500	Translation Studies	1 / 3 rd	S, E	None	<p>Contents:</p> <ul style="list-style-type: none"> - Includes translation as intercultural communication - Psycholinguistic and cognitive linguistic analysis of mental processes involved in translation <p>Objective:</p> <ul style="list-style-type: none"> - Students acquire foundational skills in theories and methods of translation studies - Students are able to independently analyze translation processes and products 	Written and/or oral requirements	Term paper	10

Module Number	Module Name	Duration/ Program-Related Semester	Course Type	Enrollment Requirements	Subject (Content) of Examination and Qualification Objective	Coursework	Type of Examination	CP
556105600	English Linguistics	1 / 3 rd	S, E	None	<p>Contents: Treatment and discussion of the particularities of the English language from the perspective of various linguistic sub-disciplines</p> <p>Objective: - Among other things, students acquire sound knowledge and foundational skills in the theories and methods of an area of English linguistics - Students are familiar with pragmatics, semantics, morphology, syntax or phonology</p>	Written and/or oral requirements	Oral examination	10
556105700	Language and Communication	1 / 3 rd	S, E	None	<p>Contents: - Examines the sub-disciplines that are closely related to the forms, media and effects of communication processes</p> <p>Objective: - Among other things, students acquire sound knowledge and foundational skills in the theories and methods in an area of linguistics</p>	Written and/or oral requirements	Term paper	10

Annex 6

Regulations for admission to courses

If admission to a course, due to its nature, purpose or to other reasons, needs to be limited and the number of registrations exceeds the defined capacities, it is handled as follows:

Students shall be admitted in the following order:

- **Group 1:**
Students who are enrolled at the University of Bonn, for whom, according to the curriculum, participation in this course is mandatory and who are in the same or a higher study semester as/than the one specified for participation in the curriculum, provided they
 - a. were kept from registering for the course due to a delay in the first semester, or
 - b. were not selected in a random selection procedure at least once in the past;
- **Group 2:**
Students who are enrolled at the University of Bonn and who are in the same or a higher study semester as/than the one specified for participation in the curriculum, and who do not belong to Group 1;
- **Group 3:**
All other students enrolled at the University of Bonn who are eligible for participation in this course pursuant to the curriculum;
- **Group 4:**
All other students.

This does not affect further admission requirements. Within the groups – except Group 4 – students who have collected the largest number of credit points for this degree program or for another degree program at the University of Bonn that imports modules from this degree program shall have priority. Remaining places are allocated by drawing lots.