



**Deutsche  
Sporthochschule Köln**  
German Sport University Cologne

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# **OFFICIAL NOTICES**

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## CONTENT

**EXAMINATION REGULATIONS** of the German Sport University, Cologne for Sport Science Bachelor's Degree courses from 11<sup>th</sup> December 2018

**here:** Amendment § 17 section 2

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Editor: The President

**Changes in the examination regulations of the German Sport University, Cologne for Sport Science Bachelor's Degree courses**  
**B.A. Sports and Health in Prevention and Therapy**  
**B.A. Sports Management and Sports Communication**  
**B.Sc. Sports and Performance**  
**B.A. Sport, Experience and Movement**  
**B.A. Sports Journalism**  
**from 11<sup>th</sup> December 2018**

On grounds of § 2, para 4 and of § 64, para 1 of the Higher Education Act in North Rhine-Westphalia (HEA) in the version of the Higher Education Autonomy Act of October 16<sup>th</sup> 2014 (GV.NRW pg. 547), the German Sport University, Cologne has enacted the following Bachelor's degree course examination regulations:

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## **§ 1**

### **Scope of the Bachelor's degree course examination regulations**

These Bachelor's degree course examination regulations (BER) apply to the Sports Science Bachelor's degree courses at the German Sport University, Cologne. They regulate in a general part the basic structures of the Bachelor's degree course. Content and requirements of the different Bachelor's degree courses are regulated by course-specific provisions outlined in the module handbooks. These have enclosed in them curricula and study course plans.

## **§ 2**

### **Aims of the course**

- (1) The Bachelor's degree courses lead to a qualification that prepares the student for a profession that at the same time is a requirement for a possible admission to a Master's Degree course.
- (2) Study, in the framework of a staged Bachelor and Master's Degree, should impart to the student, subject to all requirements and amendments in the professional world, the requisite specialised knowledge, skills and methods to enable them to engage in sports scientific work, scientifically-based judgments, to critically assess scientific findings and to be in the position to take responsible professional action.
- (3) In the Bachelor's degree courses, the basic methods, questions and core theories of Sports Science is taught. The aim of the study is also to be able to apply and pass on the acquired knowledge to the profession. In doing so, the plurality of potential professional fields is initially considered in the study.

## **§ 3**

### **Bachelor's degree**

After successful completion of studies, the academic degree of "Bachelor of Arts" (B.A.) or a "Bachelor of Science" (B.Sc.) is awarded by the German Sport University, Cologne.

## **§ 4**

### **Admission**

Only those students can be admitted, who

1. have the certificate of the Higher-education Entrance Qualification (general or relevant subject-specific Higher-education Entrance Qualification) or have an equivalent certificate recognised by law or by the relevant regulatory authority. Professionally qualified candidates can also be admitted without a Higher-education Entrance Qualification. The admission process and the carrying out of the admission check is regulated by the rules on access to higher education for

those qualified in vocational training at the German Sport University, Cologne, in its current version,

2. can submit evidence of a special aptitude for sports studies. The "Rules for determining particular suitability for the sport science courses at the German Sport University, Cologne" shall regulate the method and the performance requirements,
3. make a statement that they have not already failed a Bachelor degree in a sports science degree course or an examination in a sports science related Bachelor's degree course or similarly structured study, required by these examination regulations, at another academic institution in the Framework Act for Higher Education.
4. this is especially true for courses in specialist sports science at the German Sports University, Cologne with the diploma, with the degree diploma, First State Examination for the Teaching Profession (PGCE), secondary education II/I or high school, comprehensive school, vocational school, junior high school,
5. is not in an examination procedure in the same degree course at another university.

## **§ 5**

### **Beginning of study**

The Bachelor's degree course usually starts in the winter semester.

## **§ 6**

### **Normal period and scope of study, programme structure**

- (1) The normal period of study until the Bachelor degree is three academic years. An academic year consists of two semesters.
- (2) All bachelor degree courses have in common the basic study course with 7 modules comprising 48 credits (CP) according to the European Credit Transfer System (ECTS) and the key qualifications with 3 modules comprising 12 CP. Here, the further 12 to 14 modules from studies oriented on the professional field, incl. in-depth and supplementary profile studies are built into the various Bachelor programmes comprising 100 CP, an internship of 8 CP and the Bachelor thesis of 12 CP.
- (3) The duration of the work-experience activity (basic internship) is a total of six weeks. Details are described in Module Handbooks.

## **§ 7**

### **Structure and requirements of the study, credits**

- (1) The study is modular. Modules combine subjects in thematically and chronologically complete, self-contained study units that lead to a partial qualification related to the particular study objective. Modules can be composed of different teaching and learning forms.

- (2) The scope of a module is generally 4 to 8 weekly hours per term. A module is completed in one, at the most, two semesters. The study consists of compulsory and elective-compulsory modules. Details are described in module handbooks. Modules of the basic study, the key qualifications, the in-depth n and profile supplementary studies can be collected into module groups, from which elective-compulsory modules are studied. Details are described in module handbooks.
- (3) Admission to a module can be made subject to certain conditions, in particular on the successful participation in one or more other modules. Details are described in module handbooks.
- (4) In the scope of these modules, evidence of attendance to courses/classes must be given. In such courses/classes, successful learning checks can be carried out. These can be requirements for the participation in module examinations or partial examinations. Successful learning checks are not graded. Details are described in module handbooks.
- (5) The completion of a module requires the completion of a graded module examination (see § 12). Details are described in module handbooks.
- (6) As far as examination results are proven by means of a system of credits and graded, the results points system (credits) for a module indicate the amount of work on the part of a student which is usually necessary in order to meet the respective requirements and achieve learning objectives. It includes not only the participation in courses that are part of the module, but the entire preparation and review of course materials, the preparation and development of their own contributions, the preparation for and participation in successful learning checks and examinations. An average workload of study is recognized as 1,800 hours per year. 60 credits per academic year must be achieved. A credit is based on a workload of approximately 30 hours. Credits are awarded for passed modules, the passed Bachelor thesis and for the internship.
- (7) A credit under section 6 corresponds to a credit according to the European Credit Transfer System (ECTS).

## **§ 8**

### **Examination Board**

- (1) The Examination Board is responsible for the organization and control of proper implementation of the module examinations and other tasks referred to by these examination regulations.
- (2) The Board shall consist of:
  1. the chairperson of the group of university lecturers
  2. two additional members of the group of university lecturers
  3. a member of the group of academic staff
  4. a member of the group of technical and administrative staff
  5. a member of the group of students

The deputy chairperson and all other deputy members of the groups are selected by the Senate. The head of the Examination Office is ex officio advisory member of the Examination Board. The term of office of the members from the group of university lecturers (professors, junior professors and assistant professors) and from the group of technical, administrative and academic staff is three years, the term of office of the student member is one year. Re-election is admissible.

- (3) The Examination Board has authority within the meaning of the administrative procedure and administrative procedural law.
- (4) The Examination Board shall ensure that the provisions of these examination regulations are adhered to and ensure the proper carrying out of examinations. It is particularly responsible for decisions on appeals against decisions taken in review procedures. The Examination Board reports regularly to the Senate on the development of examinations, at least once a year, and the duration of study. It makes suggestions for the reform of the examination regulations and the module handbooks. The Examination Board may delegate the performance of its tasks for all normal cases to the chairperson; this does not apply to contradictions and the reporting to the Senate.
- (5) The Examination Board has a quorum if, in addition to the chairperson of the Board or deputy and another university lecturer, at least three other voting members are present of which at least one must be from the group of university lecturers. In matters concerning teaching with exception of its evaluation it must be guaranteed that the members of the group of university lecturers hold at least half of the votes. The Examination Board decides with a simple majority. In the case of a tied vote, the vote of the chairperson, or in his or her absence, the vote of their deputy is decisive. The member of the group of technical and administrative staff only has the right to vote in matters of teaching if he or she has specific expertise and experience in the respective area, which has to be confirmed by the Chair of the Examination Board. The student member of the Examination Board shall not take part in the evaluation and recognition of academic performance and examination.
- (6) The members of the Examination Board have the right to attend the acceptance of examinations.
- (7) The Examination Board meetings are not public. The members of the Examination Board and their representatives are sworn to secrecy. If they are not in the public service, they are bound to secrecy by the chairperson of the Examination Board.
- (8) The Examination Office of the German Sport University, Cologne makes available to the representative of the Examination Board the tasks given to them and the decisions of the Examination Board.
- (9) Negative decisions of the Examination Board shall be communicated immediately to the examinee. Before any final decisions of the Examination Board, the candidate must be given the opportunity to be heard.

## **§ 9**

### **Examiners**

- (1) The Examination Board appoints examiners and assessors. As examiners, only persons who are authorized according to § 65 section 1 Higher Education Act may be appointed, and, unless there is compelling grounds requiring a deviation, who has been teaching independently and autonomously in that field to which the module examinations relate. As assessors, only persons who have achieved a relevant university degree level or an equivalent examination may be appointed.
- (2) The Examination Board may also order more examiners for individual modules, who carry out the courses in the modules in question.
- (3) The examiners are independent in their examination work.

## **§ 10**

### **Recognition of study times, study credits and examination credits, grading into a higher semester**

- (1) Successful passing and failure of courses that have been obtained at another university in the same course within the scope of the Basic Law, shall be officially counted. Successful passing and failure of courses in other degree programs at other universities and state or state-recognized professional academies shall be counted on request, provided that no significant differences can be proved, determined and justified. On request, the university can count other knowledge and qualifications on the basis of the documents being submitted.
- (2) Significant differences exist especially when the acquired skills do not meet the requirements of the subject of study. In doing so, no schematic comparison, but rather an overall consideration should be carried out. For periods of study, credits and examinations that were performed outside the scope of the Basic Law, the equivalency agreement as well as agreements approved by the Standing Conference of Ministers within the university partnership are to be observed. Moreover, the Central Office for Foreign Education can be consulted in case of doubt.
- (3) The student must submit the required documents for recognition in German. Documents that are not written in German may include, at the request of the Examination Board, certified translations. The documents must include statements on the competences acquired and in this context, passed, failed, or achieved credits as well as other knowledge and qualifications that are to be recognised respectively, must be provided. In recognition of study periods and credits of programs the corresponding module descriptions as well as the transcript of records or an equivalent document must be submitted.
- (4) The study credits and examination results of students, who have been admitted, in individual cases, because of special talents as younger students, are admitted to

courses and examinations outside the normal enrolment registration regulations shall be counted in later study, on request.

- (5) The competent Examination Board is responsible for credits under sections 1 to 4. Before determining whether substantial differences exist, a professional representative or trade representative is usually heard.
- (6) If academic performance and examination results are credited, the grades - as far as the grading systems are comparable - should be accepted and included in the calculation of the subject grade. In incomparable grading systems, a note is added "credited". The recognition will be indicated in certification.

## **§ 11**

### **Non-attendance, cheating, infringement of regulations, de-registration**

- (1) An examination achievement shall be graded as "insufficient" (5.0), when a candidate fails an examination without good cause or if he or she withdraws from the examination operation without good reason. The same applies if a written examination is not completed within the specified timeframe.
- (2) Should any students attempt to influence the results of an examination by cheating, for example by use of unauthorized aids, the examination concerned shall be deemed not performed and evaluated as "insufficient" (5.0); the actual determination with oral examinations is made by the respective examiner, in written tests, by the supervising person and placed on record. The approval of the subject is carried out by the Examination Board.
- (3) A candidate who disrupts the orderly conduct of the examination can be excluded from continuation of the examination by the respective examiner or the supervising person, usually after a warning; in this case the examination will be graded as "insufficient" (5.0) and the grounds for the exclusion are to be recorded. In serious cases, the Examination Board may exclude the candidate from taking any further examinations.
- (4) Negative decisions shall be notified to the person concerned immediately in writing and justified. Before a decision, the person concerned shall be given an opportunity to comment.
- (5) The German Sport University, Cologne can demand and receive an affirmation in lieu of an oath from the candidate that the academic performance has been produced independently and without undue assistance. Deliberate violations against these rules are deemed as an administrative offense. The offense may be punished by a fine of up to 50,000 Euros.

The competence for the prosecution of administrative offences is the chancellor. In the event of multiple or other serious attempts of cheating, the examinee can also be de-registered.



- (6) Should a candidate be found to have cheated in an examination and this fact only becomes knowledge after the issuance of the certificate, the chairperson of the Examination Board may subsequently declare the result and the score for that particular examination in which a candidate had cheated, totally or partially failed and amend the score and results of that examination accordingly.
- (7) If the requirements for participation in a module, into which an examination was taken, was not fulfilled without the candidate intending to cheat, and this fact is disclosed only after issuance of the certificate, this deficiency is remedied by the passing of the examination. If the candidate has gained admission by intentionally deceitful means, the chairperson of the Examination Board shall decide, in accordance with the Administrative Procedures Act for North Rhine-Westphalia, on the legal consequences.
- (8) The candidate has the opportunity to comment before a decision is made.
- (9) The improper transcript is retracted. A new one is issued. A decision according to sections 6 and 7 item 2 is excluded after a period of five years from the date of the certification.

## **§ 12**

### **Module examinations and their partial examination and examination dates**

- (1) The Bachelor's degree program is made up of module examinations or partial examinations in addition to the Bachelor thesis and internship. In designing the modules in total, as well as the question of examination-relevant coursework, a reasonable number of individual examinations should be considered with regard to the burden of examinations on the students. If the examination form of a module examination or partial examination is not necessarily linked to the seminar events period (for example presentations, practical part of a sports exam), a module examination is carried out outside the lecture period.
- (2) With the completion of the module with the appropriate marks and the successful participation in the courses intended for the module, each module is completed. The recognition of credits takes place after successful participation in courses and after the final module. Module examinations are passed if each part examination has been evaluated the grade of at least "sufficient" (4.0) in accordance with § 16. If individual partial tests of a module examination is not passed, only that particular module has to be repeated in accordance with § 17. The module examinations or partial examinations are carried out throughout the studies.

Passed examinations or partial examinations may not be repeated.

Failed or existing as a failed module examinations or partial examinations must be repeated.

- (3) The examination periods are module specific and are at the beginning of the semester, the actual examination dates are usually made known at least two weeks before the examination date. The respective repeat dates for these tests are given to the

candidate. Oral examinations and oral repeat examinations can be scheduled at any time.

- (4) Registration for module examinations and repeat examinations are carried out by the students through the dv-supported system (self-operation function). The prerequisite for admission to the registered module examination is the availability of at least one course of each module.
- (5) Examinees may deregister from module examinations at least one week before the exam date. If the module examinations are scheduled outside the examination period, deregistration is possible up to at least one week prior to the date of the module examination or the first partial examination. A justification is not required; the cancellation of a module examination is carried out by the students electronically via the website [www.dshs-koeln/LSF](http://www.dshs-koeln/LSF).
- (6) Grounds for withdrawal of an examination or the failure to carry out an examination must be submitted to the examination office immediately in writing and justified. In cases of illness, a medical certificate must be submitted to the examination office no later than the third working day after the examination. If the certificate is submitted by post, this has to be postmark on the second day after the examination at the post office. In counting days, the examination day itself is one of the days and any Saturday is a working day. A medical certificate of disability is not enough, proof or certification of inability to take an exam has to be differentiated. The chairperson of the Examination Board may require the submission of a certificate of a designated trusted doctor or medical officer by the Examination Board in justified individual cases. If the Examination Board recognises the grounds, the students will be notified in writing.
- (7) If a candidate makes it plausible that they are unable to take the module examination wholly or partly in the required form, due to prolonged or permanent physical or mental incapacity, by submitting a medical certificate, the chairperson of the Examination Board checks whether equivalent examinations are to be provided in another form. Reasons of prevention that in a special lie in family history should also be adequately taken into account.
- (8) Study and examination credit results can only be provided to students as long as they are enrolled or accepted for this degree course.
- (9) In accordance with § 48 section 5 HEA, students on semester leave are not eligible to take credits or examinations. An exception to this is in repeat taking of an examination that was previously failed.

### **§ 13**

#### **Admission to module examinations**

- (1) The admission to module examinations can only be granted to those students are registered in a Sports Science Bachelor's degree course (or approved as a visiting student in accordance with § 52 section 2 HEA) at the German Sport University, Cologne. Admission may only be refused if a candidate has permanently lost their

right to examination by missing a repetition examination or failure of the module examination.

- (2) In principle, there is no compulsory attendance in courses; exceptions to this rule can be a field trip, a language course, an internship, a practical training or comparable course regulated in the module manuals. In courses where attendance is compulsory, it can generally be assumed that the learning objectives can only be reached if the student attends at least 6 sevenths of the course.
- (3) In practical sports courses, where physical injuries have occurred, alternatives are to be taken into account provided that the learning objective can also be reached without physical participation. The required skills listed in the module manual are decisive.

## **§ 14**

### **Forms of examination**

- (1) As part of a module examination or its partial examinations respectively, the following examination forms, also in combination, are:
  - a) Practical exam
  - b) Written exam
  - c) Presentation
  - d) Oral examination
  - e) Practical teaching exam
  - f) Homework
  - g) Project presentation
  - h) Documentation
  - i) Exams based on the multiple-choice method

These are normally completed in German, but can be taken in another language, only when an announcement is made by the organizer at the beginning of the course/lecture or according to the regulations in curricula/module handbooks.

- (2) Arrangements for the provision of the examination and further details on the procedure, including the provision of individual authorship of the examination are determined by the respective lecturers carrying out the examination on the basis of the module handbook, and at the beginning of the course, and announced not later than four weeks before the before the date of the examination to be taken, in an appropriate form.
- (3) In accordance with the curricula/module handbooks, grades can be awarded for examination taken and calculated together into a module mark from several graded examinations per module. The grading is based on § 16. It is notified by the module representative and supported in the dv.
- (4) The assessment of the examination or the module and partial examinations shall be made known to the students at the latest six weeks after taking of the examination or after completion of the module. If that is not possible, the grounds are to be

substantiated and recorded by the examiners. When carrying out oral examinations and otherwise any retests, the two-examiner principle must be observed according to § 65 section 2 HEA.

- (5) The following principles apply for written exams following the multiple-choice method:
1. Examinations can be taken in whole or in part using the multiple-choice, in so far the form of examination is suitable for the substance of the examination. The tasks shall be compiled jointly by two examiners; these examiners select the material of the examination, draw up the questions set before the examination, how the questions are to be weighted and what answers are deemed applicable. The main tasks are to check whether the condition according to sentence 2 above is satisfied. Furthermore, it should be ensured that the ratio of points to be achieved in each question of the total achievable score corresponds to the level of difficulty.
  2. For examinations that are designed entirely along the multiple-choice method, the pass mark is generally set at 50% of the total points achievable (absolute pass mark). If, in the course of the correction, it is found that more than 50% of the examinees can not reach this pass mark, the chairman of the Examination Board checks, together with the examiners, whether faulty questions or ones with a too high level of difficulty were set and therefore whether an adjustment of the grading is required. Incorrect questions are generally taken out of the points classification, so that the total score, the pass mark and points weighting adjusted accordingly; Adjustments at the expense of the examiners are excluded. The same applies to examinations that are only partly designed with the multiple-choice method.
  3. Should the examination described in section 2 lead to an adjustment of the scoring with the result that more than 50% of the examinees achieve the absolute pass mark, the percentage of examinees is to determine the first who participated in the exam. Taking this group into consideration, those examinees have passed where their score falls short by no more than 10% of the average score, who first participated in the exam (relative pass mark).
  4. In an exam according to the multiple-choice method in which the minimum number of points has been achieved (relative pass threshold as this has a lower value, or absolute pass threshold), the grades are
    - 1.0, if additionally at least 90%
    - 1.3, if additionally at least 80 % but less than 90 %
    - 1.7, if additionally at least 70 % but less than 80 %
    - 2.0, if additionally at least 60 % but less than 70 %
    - 2.3, if additionally at least 50 % but less than 60 %
    - 2.7, if additionally at least 40 % but less than 50 %
    - 3.0, if additionally at least 30 % but less than 40 %
    - 3.3, if additionally at least 20 % but less than 30 %
    - 3.7, if additionally at least 10 % but less than 20 %
    - 4.0, if no additional, but less than 10%

of the minimum number of points beyond these grades has been achieved. A non-even-numbered grade threshold is rounded up.  
The grade is 5.0, when the minimum number of points has not been reached.

If only a part the test is carried out on the multiple-choice method, marks are to be formed for the respective parts. For the part carried out in the multiple-choice method the corresponding previous design shall apply.

5. In an exam according to the multiple-choice method, the following information must be provided in the context of determining the results: pass mark, achieved scores, percentage of the score above the pass mark score and percentage of the achieved score of the pass mark.
6. In the last academic year, the preparation of a Bachelor thesis is compulsory according to § 15.

### **§ 15** **Bachelor thesis**

- (1) The Bachelor thesis should show that a candidate is capable of processing and independently presenting a defined sports science problem using scientific methods within a pre-defined period. As a general rule, it is in German, on specific request, it can be written in English. The Bachelor thesis should have a scope of 30 to 50 pages of text. The work is accompanied by a summary in English.
- (2) The application for admission to Bachelor thesis must be submitted to the Examination Office in the last year of study in writing.
- (3) The Bachelor thesis is supervised by an examiner appointed by the Examination Board in accordance with § 9. The subject proposal is made in agreement between the candidate and the supervisor and the head of studies. The approval of the subject is carried out by the Examination Board.
- (4) Before approval of the subject matter, the following evidence must be provided into the examination office:
  1. Evidence of training in first-aid according to § 19 para. 2 Driving License Regulations, not older than two years
  2. the German rescue swimming badge in silver from a recognised rescue organisation.
- (5) The date of issue of the subject matter shall be recorded.
- (6) On application, the Examination Board ensures that a candidate receives the subject matter for a Bachelor thesis in due time.
- (7) The finalisation period for the Bachelor thesis is three months. Subject, task and scope of the Bachelor thesis are to be limited by the supervisor so that the period for editing the Bachelor thesis can be met. The Examination Board is under obligation to pay particular attention to the compliance of these tasks.

- (8) In individual cases, the Examination Board may grant an extension, once, on the receipt of a justified application by the candidate, by up to two weeks in exceptional cases. Parent students will be granted an extension of the period for completion of the Bachelor thesis from 4 to 8 weeks.
- (9) The subject matter can be returned - without justification - only once and only within the first two weeks of the finalisation period.
- (10) The Bachelor thesis is evaluated by the supervisor and by a second person who is determined by the Examination Board based on a proposal from the head of studies, pursuant to § 16 section 1. The Bachelor thesis grade is calculated from the arithmetic average of the two evaluations, if they differ from one another by less than 2.0. If the evaluations deviate by 2.0 or more or an evaluation of "not sufficient" (5.0), a third person is commissioned with the evaluation by the Examination Board. In this case, the grade is then formed from the arithmetic average of the three individual evaluations. Is the arithmetic average worse than "adequate" (4,0), then, deviating from the arithmetic average, the examination result is to be defined as "adequate" (4,0) if two individual evaluations are "adequate" (4,0) or better. In case of two individual evaluation being "not sufficient" (5,0) the examination result (deviating from the arithmetic average) is to be graded as "not sufficient".
- (11) If the final Bachelor thesis can not be submitted in time due to unforeseen prolonged prevention or other impossibility the final Bachelor thesis can be returned before the end of the processing time by submitting the corresponding evidence. If the grounds are recognized, the non-submission is deemed as excused. Once the grounds of prevention no longer exist, a new subject may be requested or issued within two months.
- (12) The candidate shall insure in writing on a separate sheet of paper at the end of the Bachelor thesis, that he or she has completed their work independently and no other than the specified sources and aids have been used and quotations have been made known.
- (13) The Bachelor thesis must be submitted at the Examination Office by the due date, in triplicate in a bound version as well as in electronic form in PDF format on a non re-writable CD, DVD (without password protection and without any personal data. Documentation of an acknowledgement from plagiarism software should be enclosed. Details are governed by the "Plagiarism detection" guidelines. Should the Bachelor thesis not be submitted on time, it is deemed as "insufficient" in accordance with § 16.

### **§ 16**

#### **Evaluation of the module examinations and partial examinations, calculation of the module grades determining the final grade**

- (1) The following grades shall be used for the evaluation of the module examinations and partial examinations (§ 12) respectively:

1 =	very good	=an excellent performance;
2 =	good	=a performance that is significantly higher than the average requirements;
3 =	satisfactory	=a performance that corresponds to the average requirements;
4 =	sufficient	=a performance that is sufficient, in spite of its shortcomings, still meets the requirements;
5 =	not sufficient	=a performance that does not meet the requirements due to significant deficiencies.

By decreasing or increasing the individual grades by 0.3, the intermediate values can be formed for differentiated evaluation. The grades 0.7; 4.3; 4.7 and 5.3 are excluded.

- (2) If a module is completed with several partial examinations, these should be noted accordingly according to section 1.

The module grade is calculated according to the weighting of the examinations. Details are described in Module Handbooks.

All decimal places apart from the first are to be removed without rounding up. The module grade, at a value up to and

including 1.5	=	very good;
from 1.6 to 2.5	=	good;
from 2.6 to 3.5	=	satisfactory;
from 3.6 to 4.0	=	sufficient;
above 4.0	=	insufficient.

- (3) The total grade of the Bachelor thesis is then formed from the arithmetic average of the module grade of the basic degree course, the key qualifications, the work-experience oriented studies incl. the in-depth and complementary profile studies, and the Bachelor thesis whereby for students starting WS 2016/2017

- The total grade of the basic studies course with 23 % (before WS 2016/2017: 26 %)
- The total grade of the key qualifications with 5 % (before WS 2016/2017: 8 %)
- The total grade of the work-experience oriented studies incl. the in-depth profile studies with 50 %
- The total grade of the supplementary profile studies with 4 % (before WS 2016/2017: 8 %)
- The grade of the Bachelor thesis with 18 % (before WS 2016/2017: 8 %)

counts towards the total grade of the Bachelor's degree course.

The module grades are not usually weighted; if there is a deviation from this principle, it must be regulated in the module manuals and justified.

The module grade of the Bachelor study is at a value of up to and

Including 1.5	=	very good;
from 1.6 to 2.5	=	good;
from 2.6 to 3.5	=	satisfactory;
from 3.6 to 4.0	=	sufficient;
above 4.0	=	insufficient.

## **§ 17**

### **Re-taking of module examinations, partial examinations and the Bachelor thesis**

- (1) The examinations which have not been passed or are deemed as not passed can be repeated twice. A failed attempt in the same subject at other universities will be counted.
- (2) From the winter semester 2018/19 onward the examination restrictions as listed in section 1 will be lifted for the modules BAS 1 and SQ 3 for the duration of six semesters in order to test the effects on the examination behaviour of all enrolled students of the respective degree programmes.
- (3) For each module examination, a repeat examination in the examination period of the following semester is offered. If a module examination is failed again, the Chair of the Examination Board issues a written notification that outlines the grounds for final failure of the module examination. The notification shall be provided with a right of appeal and communicated to the students. Compulsory de-registration will be the consequence of a twice-failed repeat examination.
- (4) The Bachelor thesis may be repeated only once. A second retake is not possible. However, a return of the subject matter of the Bachelor thesis within the period referred to in § 15 is only permitted if the candidate has not exercised this possibility in their preparation of the first Bachelor thesis. The repetition of the Bachelor thesis shall start within two months of receipt of the decision on a failed Bachelor thesis.

## **§ 18**

### **Completion of studies**

- (1) The Bachelor studies is deemed successfully completed, when students have successfully participated in all modules required in accordance with the module handbooks for the degree course, has passed the internship, produced and passed the Bachelor thesis and thus acquired 180 credits.
- (2) If a candidate has completed the Bachelor studies unsuccessfully, they will be issued with a written confirmation, upon request and conditional to the relevant documentation and the de-registration certificate being submitted, which contains the grades attained and the marks as well as the courses that are still missing for the successful completion of the Bachelor studies, and which recognises that the Bachelor studies is completed unsuccessfully.
- (3) Upon request and conditional to the submission of the respective evidence and de-registration certificate being submitted, in deviation to section 2, a transcript is is-



sued that contains the credits attained and the grade. The transcript must be signed by the chairperson of the Examination Board and bears the seal of the German Sport University, Cologne.

### **§ 19**

#### **Bachelor transcript and Bachelor certificate**

- (1) A certificate that the Bachelor studies examination has been passed is immediately issued in German and English after the submission of completed examination documents, containing the individual module grades, the grade of the Bachelor thesis and the overall grade. The date on the transcript is the day on which the last examination was taken. The date of issue of the transcript is also given.
- (2) At the same time, the candidate is also presented with a Bachelor certificate with the date of the transcript. Therein, the awarding of the academic degree under § 3 is authenticated.
- (3) The Bachelor transcript and the Bachelor certificate must be signed by the chairperson of the Examination Board and bear the seal of the German Sport University, Cologne.

### **§ 20**

#### **Diploma Supplement and Transcript of Records**

- (1) With the transcript of completion of the Bachelor studies, the graduate is presented with a Diploma Supplement and a Transcript of Records.
- (2) The Examinations Office issues a Diploma Supplement which contains information about the type and level of the Bachelor degree, the status of the university as well as details about the study programme of the Bachelor studies.
- (3) The Examinations Office also issues a Transcript of Records including all completed modules and the associated module groups their associated module examinations as well as their partial examinations including ECTS points and grades awarded.

### **§ 21**

#### **Withdrawal of the Bachelor degree**

The withdrawal of the Bachelor degree can be carried out if it is subsequently found that it was achieved by deception or if essential prerequisites for the award have been mistakenly taken for granted. The chairperson of the Examination Board is responsible for this decision.

### **§ 22**

#### **Access to examination papers**

Upon completion of the examination procedure, the examinee is granted, on request within a reasonable time, to inspect their written examinations and look at the assessments of the examinations or the Bachelor thesis by the examiners.

The request must be made with the chairperson of the Examination Board within one month after issuing the certificate. The chairperson of the Examination Board shall determine the place and time of inspection.

### **§ 23**

#### **Entry into force, publication and ambiguities**

These regulations enter into force on the day of notification in the Official Announcements of the German Sport University, Cologne.

Drawn-up on the basis of the resolution of the Senate of the German Sport University, Cologne on December 11th 2018.

These regulations have been drafted in the German and English languages. In case of any ambiguities between the German and the English version the German version shall prevail.

Cologne, 14<sup>th</sup> December 2018

The President of the German Sport University, Köln  
Univ.-Prof. Dr. Heiko Strüder