

General Regulations for Bachelor and Master Degree Programs at Hochschule für Gestaltung Offenbach am Main (HfG)

The Senate of HfG passed the General Regulations for Bachelor and Master Degree Programs on 17.09.2022.

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Section 1 Scope of application

- (1) The following General Regulations for Bachelor's and Master's Degree Programs apply directly to all Bachelor's and Master's Degree Programs at Hochschule für Gestaltung Offenbach am Main. They specify which regulations apply comprehensively to the module-based courses and the examinations in these degree programs.
- (2) In addition to these General Regulations, the departments shall adopt program-specific study and examination regulations for each Bachelor's and Master's Degree Program, hereinafter referred to as "Examination Regulations".
- (3) For other degree programs, the General Regulations shall apply mutatis mutandis where applicable.

Section 2 Academic degrees

Hochschule für Gestaltung Offenbach am Main awards the Bachelor's or Master's Degree upon successful completion of the Bachelor's or Master's Program. The degree-specific designation ("Bachelor of Arts", abbreviated to "B.A.", or "Bachelor of Fine Arts", abbreviated to "B.F.A.", as well as "Master of Arts", abbreviated to "M.A.", or "Master of Fine Arts", abbreviated to "M.F.A.") is governed by the Examination Regulations, whereby subject-specific additions to the degree designations are excluded.

Section 3 Standard period of study

- (1) The Examination Regulations shall specify the duration of studies (standard period of study) in which, as a rule, a degree can be obtained that qualifies the graduate for a profession.
- (2) The standard period of study for BA or BFA Degree Programs is at least six and at most eight semesters. The standard period of study for MA or MFA Degree Programs is at least two and at most four semesters.
- (3) The Examination Regulations specific to the degree program may permit part-time study in accordance with the requirements of state law. All further aspects are regulated in the Enrollment Statutes.

Section 4 Aims and structure of the degree programs

- (1) The objectives of a degree program shall be described in terms of the competences to be acquired and result from the combination of the objectives of the modules, which comprise knowledge, skills, and competences. The acquisition of such knowledge, skills, and competences shall be demonstrated in suitable forms of examination.

- (2) The Examination Regulations shall describe the qualification objectives and the structure of the degree program. A study plan, which illustrates an exemplary course of study and serves as orientation, is a necessary component of the Examination Regulations and must be attached to them.
- (3) The departments shall post updated general information on their websites, as well as updated information on the implementation of the Examination Regulations and regulations on the degree programs offered.

Section 5 Modularization

- (1) Bachelor's and Master's Degree Programs have a modular structure. Modules are thematically and temporally defined, self-contained study units. They can comprise different methods of teaching and learning. A module should comprise content to span a single semester or an academic year. In exceptional cases, modules may extend over more than one academic year.
- (2) As a rule, a module comprises at least 5 CP and a maximum of 30 CP. Where justified by the subject matter, modules of 4 CP or more than 30 CP are possible.
- (3) As a rule, modules are completed either with a coursework assignment or with a single examination. Where justified by the subject matter, the module examination may consist of a cumulation of several submodule examinations.
- (4) Participation in teaching events or modules can be made dependent on passing other teaching events and/or modules. In order to maintain flexibility with regard to individual study planning and still support graduation within the standard period of study, only the essential requirements for participation are to be defined.
- (5) The modules are to be described individually according to the sample module description in the Examination Regulations. The module descriptions are part of the Examination Regulations as the annex "Module Handbook".
- (6) The Examination Regulations may include rules that exclude re-registration for the following semester if a minimum number of courses has not been successfully completed or a minimum number of CP has not been earned within a specified period of study.

Section 6 ECTS points (credit points)

- (1) Students' workload is represented by credit points (CP) according to the European Credit Transfer and Accumulation System (ECTS). A CP is based on a workload of 30 hours for an average student. The workload comprises the attendance time for the respective teaching events and the time for independent study, including preparation and follow-up for teaching events as well as the preparation and execution of examinations.
- (2) A course of study shall be planned so that 60 CP are awarded per academic year, i.e. 30 CP per semester. The workload shall not exceed a total of 900 hours per semester. The calculation of attendance times shall be based on a uniform 15 weeks per semester.

3) The prerequisite for the award of credit points is the successful completion of the module. The latter is certified if the conditions stated in the module descriptions are fulfilled. These conditions can generally consist of:

- a) the successful completion of one or more examinations and/or
- b) the completion of coursework assignments and/or
- c) regular attendance (participation) at teaching events.

Details of the respective conditions are to be governed by the Examination Regulations.

Section 7 Coursework

- (1) Coursework assignments are a prerequisite for admission to the module examination or submodule examination and/or for the awarding of credit points in accordance with the module description.
- (2) Coursework assignments are ungraded and are reported as "passed"/"failed".
- (3) Passed coursework cannot be repeated. Failed coursework can be repeated.

Section 8 Attendance

- (1) In principle, regular attendance at teaching events is obligatory. Regular attendance includes the completion of minor tasks such as notetaking, short oral presentations, and group work. Since regular attendance at the teaching events for the module is necessary to ensure success in the program, this is a prerequisite for admission to the examination for the module or submodule and/or for the awarding of credit points. Attendance is to be determined in a suitable manner.
- (2) Regular attendance at a teaching event can still be confirmed if no more than 10% of the attendance time scheduled for the course has been missed. If students miss more than 10% of the attendance time, lecturers may – if the absences remain within a framework that does not jeopardize the achievement of the study objective – require the completion of coursework assignments as equivalent performance.
- (3) If regular attendance cannot be determined, the student will not be admitted to the module or submodule examination, or no CP will be awarded, and the module or the corresponding submodule must be repeated. In cases of hardship, such as illness, the lecturers decide based on a justified application on exceptions to the absence regulations and on whether and, if so, how the missed time can be made up. In cases of illness, a medical certificate must be attached to the application; where there is any doubt, a medical certificate from an officially appointed doctor can be requested.

Section 9 Teaching and learning methods

(1) The following forms of teaching events are offered:

- Courses
- Projects
- Workshops
- Seminars
- Lectures
- Excursions
- Individual meetings
- Tutorials.

(2) The Examination Regulations shall specify the forms in which teaching is carried out in the respective degree program. In order to do justice to the special features of artistic training and the further development of the degree program, the forms specified in paragraph 1 may be supplemented by further forms of teaching in the Examination Regulations.

Section 10 Internship

(1) The Examination Regulations may provide for mandatory or optional internships that introduce students to professional practice at an early stage. They set out the qualification goal of an internship, the intended procedure, and the period (e.g. in a specific semester) of completion as well as the minimum duration.

(2) Students shall provide evidence of successful completion by submitting a certificate, which must be prepared and signed by the organization at which the internship was completed.

(3) Upon application by the student to the Examination Committee, work experience or internships completed prior to the degree program may be credited as internships where they are equivalent.

(4) The departments may issue internship regulations for further specification.

Section 11 Study abroad

(1) Part of the Bachelor's or Master's Degree Program may be completed abroad. Further details, in particular regarding windows of mobility, can be regulated by the Examination Regulations.

- (2) Before beginning their studies abroad, students should talk to the chairperson of the Examination Committee about their planned studies and examinations and contact the International Office in good time to clarify administrative requirements and financing options. The conclusion of a learning agreement is recommended where this is not already obligatory on the part of the scholarship provider or the host university. In this agreement, the study program to be completed abroad as well as the CP to be awarded upon successful completion of a module or course are to be determined in advance. A prerequisite for the conclusion of learning agreements is that the learning outcomes and competences aimed for at the university abroad largely correspond to those of Hochschule für Gestaltung Offenbach am Main; a direct correspondence of content is not required.

Section 12 Examination Committees

- (1) An Examination Committee shall be formed for each department. The Examination Committee is responsible for the proper conduct of examinations, without prejudice to the responsibility of the Dean's Office. It shall ensure that the provisions of the relevant Examination Regulations are observed and shall decide on questions of interpretation of these regulations in the event of doubt. It makes suggestions for reform of the Examination Regulations. The Examination Committee decides on all examination matters which are not assigned by law, regulations, or statutes to another body or committee or to the chairing member.
- (2) Each Examination Committee shall include two professors and one representative each of the teaching staff for special tasks, the artistic-academic staff, and the students. The members of the Examination Committee and one deputy each – in the case of students a total of three deputies – are elected by the members of the respective groups in the departmental council, the students for one year, the other members for three years. Re-election is permitted. The composition of the Examination Committee is announced by means of a notice. Each Examination Committee appoints a member of the professorial group as chairperson.
- (3) The Examination Committee shall not meet in public. It shall constitute a quorum if at least half of its members are present. It shall pass resolutions by a majority of the votes of its members present. In the event of a tie, the chairperson shall have the casting vote. The resolutions of the Examination Committee shall be recorded in the minutes.
- (4) The members shall be obliged to maintain secrecy with regard to the knowledge they acquire as a result of their activities on the Examination Committee. Provided they are not in public service, they must be sworn to secrecy by the chairperson. They have the right to participate in the oral examinations as listeners.
- (5) The Examination Committee shall be heard in appeal proceedings against examination procedures.
- (6) In the case of examination matters that affect a member of the Examination Committee personally, his or her voting right shall be exercised by the deputy. This shall not apply to purely organizational matters.
- (7) The Examination Committee may delegate Examination Committee tasks to the chairperson. The chairperson shall inform the Examination Committee of any decisions made at the next possible meeting.

Section 13 Examiners, assessors, exam boards

- (1) Those eligible to conduct HfG examinations are: members of the professorial group, academic and artistic staff who have been commissioned with independent teaching duties, and lecturers and teaching staff for special tasks. Examination performance may only be evaluated by persons who themselves possess at least the qualification to be determined by the examination or an equivalent qualification. Unless there are compelling reasons for a deviation, examiners may only be appointed from among the authorized persons who have exercised an independent teaching activity in the field of teaching, or relating to the field of teaching, for which the examination is taking place; before external examiners are appointed, the professors representing the respective subject area are to be given the opportunity to comment. Any member of the HfG with appropriate expertise can be appointed as an assessor.
- (2) The Examination Committee shall form exam boards, the exact composition of which shall be determined by the Examination Regulations. As a rule, a module examination is taken by the lecturer currently teaching the module, without the need for a separate appointment by the responsible body. In deviation from this, the Dean's Office can appoint other examiners in justified exceptional cases (e.g. if the lecturers are unable to attend).
- (3) Artistic/design examinations are evaluated by one examiner.
- (4) Oral examinations shall be conducted by at least two examiners, or by one examiner in the presence of an expert assessor.
- (5) Written examinations are evaluated by one examiner.
- (6) Theses and examinations that cannot be repeated must be evaluated by at least two examiners.
- (7) The names of the examiners and the composition of the exam boards shall be announced to the candidates in good time, and no later than ten calendar days before the examination dates.
- (8) The examiners and assessors are subject to official secrecy.

Section 14 Recognition of coursework and examination achievements

- (1) Periods of study, coursework, and examinations completed at a higher education institution in Germany or abroad shall be credited upon application in accordance with the Lisbon Convention¹ insofar as no significant differences can be identified between the competences already acquired and those required for the credits. No schematic comparison is to be made here, but rather an overall consideration and evaluation with special consideration of the qualification goals achieved. A reversal of the burden of proof applies to the crediting. If the HfG is unable to prove the substantial difference, the periods of study, coursework, and examination achievements are to be credited. The student is obliged to provide sufficient information for the assessment (obligation to provide information).

¹ International treaty on the recognition of qualifications in higher education in the European region

- (2) Qualifications and practical work experience acquired outside of a degree program may be counted towards up to 50% of the total credit points to be earned in the degree program, provided that they are equivalent to parts of the degree program in terms of content and requirements. (3) Students shall submit the documents required for credit transfer, showing the assessment, credit points, and dates of all coursework and examinations they have previously completed in another degree program or at other universities. The documents are to be submitted in German or English.
- (4) If study and examination achievements are credited, the grades – insofar as the grading systems are comparable – are to be adopted and included in the calculation of the overall grade. In the case of non-comparable grading systems, the remark “passed” shall be included. In this case and in the case of crediting of ungraded examination achievements, the calculation of the overall grade is carried out only with the grades available at the time of graduation, according to their weighting regulated in the Examination Regulations. This will be noted accordingly on the certificate. Where coursework and examination achievements have been recognized, there is no further entitlement to tuition or examination.
- (5) If credits are awarded, they may be linked to requirements for coursework and examinations to be subsequently completed.
- (6) Periods of study, coursework, and examinations already taken towards a Bachelor’s Degree or other first degree cannot be additionally credited towards a Master’s degree.

Section 15 Examinations

- (1) In the module examinations, students prove that they have achieved the qualification goals named in the module description in the Examination Regulations. Module examinations are examinations taken during the course of study.
- (2) Modules usually conclude either with a coursework assignment or with a single module examination. If Examination Regulations provide for submodule examinations, it is generally necessary to pass all submodule examinations in order to pass the module. The Examination Regulations may allow for offsetting between the submodules. The repetition of a submodule examination is not permitted if this has already been passed or could be compensated for by another submodule and the module has thus been passed.
- (3) Module examinations can be graded or shown as “passed”/“failed”. In case of non-grading, this is indicated in the module descriptions of the Examination Regulations.
- (4) Module examinations can be scheduled as individual or group examinations. Group examinations require that the individual performances can be clearly defined and assessed.
- (5) The Examination Regulations specify the form of examination in the module description. Different forms of examinations shall be used in the degree program if possible. It must be ensured that the form of the examinations is suitable for determining the acquisition of the knowledge, skills, and competences intended in each case.
- (6) The Examination Regulations shall govern the duration or scope of the respective examination as well as the exam registration.

- (7) Before the start of the examination, the student must be asked by the exam moderator whether he/she feels fit to take the examination.
- (8) Students are entitled to listen in on oral examinations if the candidates agree to this and the spatial conditions permit it. This does not apply to the consultation and announcement of the examination results, nor shall it apply to candidates who are taking the examination on the same date or who are already registered for their own examination at the time of the examination. Group examinations according to paragraph 4 and section 21, paragraph 3 are not restricted by this.

Section 16 Forms of examination

- (1) Artistic/design work, written examinations, and oral examinations can be specified as the form of examination for module examinations or submodule examinations. The Examination Regulations may also provide for other controllable forms of examination (e.g. in digital form) if compliance with the same examination conditions and assessment standards is ensured.
- (2) In artistic/design examinations, students are to demonstrate which artistic/design tasks they can successfully recognize, explore, and implement on the basis of the respective required competence goals. The result of the artistic/design examination is to be announced to the students within two weeks and justified.
- (3) In written examinations (e.g. written exam, term paper, report), students should demonstrate that they can identify a problem using the common methods of the subject and find ways to solve it on the basis of the necessary basic knowledge in a limited time and, in the case of a proctored written examination, with limited aids. The time-period for the assessment procedure of the examination and the communication of the result of the examination shall not exceed four weeks. The assessment shall be justified in writing.
- (4) In oral examinations, students should demonstrate that they recognize the correlations of the area under examination and, if necessary, are able to classify interdisciplinary and problem-related issues in these correlations. The result of the oral examination is to be announced to the students following the oral examination, with reasons given.
- (5) The main subjects and results of the artistic/design examinations and of the oral examinations shall be recorded in a protocol.

Section 17 Examination Results and formation of grades

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

1 = very good	an excellent performance
2 = good	a performance that is significantly above the average requirements
3 = satisfactory	a performance that meets average requirements

- 4 = sufficient a performance that still meets the requirements despite its deficiencies
- 5 = insufficient a performance that does not meet the requirements due to significant deficiencies

- (2) For differentiated assessment , individual grades may be increased or decreased by 0.3 to intermediary grades; the grades 0.7, 4.3, 4.7, and 5.3 are excluded here.
- (3) Students need a grade of at least 4.0 to pass an examination.
- (4) If several submodule examinations are to be taken in a module, information on the weighting of the submodule examinations for the formation of the overall module grade must be provided in the module description. If there is no information on the weighting, the submodule examinations are weighted equally. Only the first decimal place after the decimal point is taken into account; all other places are deleted without rounding.
- (5) If several examiners are involved in the examination , the grade will be determined by agreement of the examiners, if possible. If no agreement is possible, the grade of the first examiner will account for 70% of the overall grade, and the grade of either the second examiner or the exam board group will account for 30%. Both in the grades of the individual examiners and in the calculation of the examination grade, only the first decimal place after the decimal point is given; all other places are deleted without rounding.
- (6) If the assessments of two examiners differ by more than two whole grade levels and none of the assessments is "insufficient", the opinion of a third examiner, who is determined by the Examination Committee, must be obtained. In this case, the examination result is formed by the arithmetic mean of the three evaluations.
- (7) If there are two examiners and one arrives at the result "insufficient" for an examination while the other deems it at least "sufficient", the opinion of a third examiner, who is determined by the Examination Committee, must be obtained. In this case, the following applies: If the third examiner comes to the result "insufficient", the examination will be deemed "insufficient". If the third examiner comes to the result "sufficient" or better, the grade of the examination is formed by the arithmetic mean of the two evaluations that are at least "sufficient". If there is no evaluation with grades, but the evaluation is "passed"/"failed", the evaluation of the third examiner is decisive.
- (8) The Examination Regulations shall lay down rules for the formation of the overall grade of the Bachelor's or Master's Degree. In the formation of the overall grade, only the first decimal place after the decimal point is given; all further decimal places are deleted without rounding.

These are the overall grades based on an average:

- up to and including 1.5 = very good
- from 1.6 up to and including 2.5 = good
- from 2.6 up to and including 3.5 = satisfactory
- from 3.6 up to and including 4.0 = sufficient

- (9) In the case of graded Bachelor's and Master's degrees, an overall grade of up to and including 1.2 shall be awarded the overall assessment "passed with distinction".

Section 18 Compensation for disadvantages

- (1) The special situation of students with disabilities or severe illness shall be taken into account in an appropriate manner. If candidates can credibly demonstrate that they are unable to take examinations in whole or in part in the prescribed form and/or within the prescribed time due to disability, serious illness, or technical difficulties that are no fault of their own, they shall be permitted to take the examinations within an extended time and/or to take equivalent examinations in another form. The facilitations must be suitable to compensate for the disadvantages in the sense of sentence 2, without any loss in the level of the performance requirements. The submission of a medical certificate or an expert opinion by a medical specialist may be required. The student must submit the request for compensation for a disadvantage in writing to the respective examiners via the Examination Committee when registering for the examination. The respective examiners decide on the application in the case of final examinations, and in cases of doubt the Examination Committee decides after hearing the examiners. If the application is granted, the examiner will redress the disadvantage by taking appropriate measures, such as extending the processing time or arranging the examination procedure in an alternative way.
- (2) Statutory maternity protection periods and parental leave periods must be observed. If the Examination Regulations stipulate deadlines for the submission of certain assignments, these will therefore be extended on application by the amount of time constituting statutory maternity protection periods and periods of parental leave in accordance with the Federal Parental Allowance and Parental Leave Act. If students wish to take examinations during maternity leave, they must declare in writing to the Examination Committee in advance that they are taking the examination voluntarily.
- (3) In addition, a reasonable extension of the deadlines specified in the Examination Regulations may be granted upon application, to be submitted in due time before the deadline, where burdens due to pregnancy and/or childbirth and breastfeeding, the illness of children classified as dependent, or of relatives in need of care are claimed and proven. The Examination Committees may allow further valid reasons for compensation for a disadvantage.

Section 19 Repetition of failed examinations

- (1) A failed examination in a final module (Bachelor's or Master's thesis) may be repeated once. Other failed module examinations or submodule examinations may be repeated twice.
- (2) The repetition of a failed examination in the final module should normally be taken within the framework of the examination dates of the respective following semester. In cases of hardship, the Examination Committee may approve an earlier or later date upon application.

- (3) Unless otherwise stipulated in the module descriptions, the first resit examination for module examinations (aside from the Bachelor's or Master's thesis modules) usually takes place in the two weeks prior to the start of lectures in the following semester. Students who do not pass this exam must attend the corresponding course again at the next possible time and provide proof of participation again in order to be able to take the second repeat exam. Depending on whether the relevant course is held annually or semi-annually, the second resit must be taken in the semester or academic year following the examination. The Examination Committee sets the exact date. If the repetition is not completed by the specified date, the student shall be deemed to have failed. The regulations on compensation for disadvantages according to section 18 apply.
- (4) Module examinations and submodule examinations that have been passed cannot be repeated.
- (5) For the repetition of a failed coursework assignment, repeat attendance of the corresponding teaching events is generally obligatory, unless the module description states otherwise.

Section 20 Default, withdrawal, deception, breach of order

- (1) If students miss an examination date without good reason or if they withdraw after the start of the examination without good reason, the respective examination shall be deemed to have been assessed as "insufficient" (5.0). The same applies if an examination is not completed within the specified processing time.
- (2) The reasons asserted for a withdrawal or a failure to attend must be reported to the Examination Committee in writing without delay and must be supported by suitable evidence. If a student misses or withdraws from an exam due to illness, this must be proven by a medical certificate. The submission of a medical certificate may be required where relevant. The illness of a child considered dependent on the student or a relative in need of care is equivalent to the illness of the student. If the reasons are recognized, a new date will be set.
- (3) If a student interrupts the examination without the consent of the examiner and without good cause, the examination is deemed to have been graded "insufficient" (5.0).
- (4) If students attempt to influence the result of their examination by cheating or using unauthorized aids, they will be excluded from further participation in the examination, and the examination performance in question will be deemed to have been graded "insufficient" (5.0).
- (5) If a student disrupts the proper conduct of the examination, examiners may exclude them from further participation in the examination; in this case, the examination in question shall be deemed to have been assessed as "insufficient" (5.0).
- (6) Incriminating decisions shall be issued immediately after the right to be heard has been granted by means of an appealable decision.

Section 21 Final module in Bachelor's Degree Programs

- (1) Completion of the final module in Bachelor's Degree Programs is intended to determine whether the student(s) have acquired the relevant subject knowledge and possess the ability to work independently on a topic using artistic/design and academic, theoretical methods.

- (2) The scope of the final module is at least 6 and can be up to 20 CP. The Examination Regulations outline the examination objective of the module with regard to the overall qualification aimed at with the relevant course of study and specify the respective scope of the final module.
- (3) The Examination Regulations may permit final examinations involving group work. In the case of final examinations that are completed by several students in a group, the contribution of the individual student to be assessed as an examination must be clearly definable and assessable.
- (4) The Examination Regulations shall contain provisions on registration for the final module and its requirements.
- (5) The topic of the Bachelor's thesis or Bachelor's project can be returned and changed once within the first six weeks after the topic has been issued. This will have no bearing on the submission and examination dates. Otherwise, the only option is withdrawal from the examination and re-registration for a later examination date, and this is possible only once aside from in cases covered by compensation for disadvantages.
- (6) When handing in the thesis, students must certify in writing that they have written the thesis or the assigned sections independently and have not used any sources or aids other than those specified.
- (7) For the Bachelor's thesis or written paper, section 16 applies accordingly. If the Bachelor's thesis is assessed by an Examination Board, section 17, paragraphs 5-7 apply accordingly.
- (8) The Examination Regulations shall govern the period within which the evaluation procedure shall be completed.
- (9) If the final module is assessed as "insufficient" (grade 4.1 or worse), it can be repeated once.

Section 22 Final module in Master's Degree Programs

- (1) By completing the final module in Master's Degree Programs, students should demonstrate that they can independently work on a topic from their degree program within a specified period of time that meets the higher requirements and a higher degree of difficulty compared to undergraduate degree programs, or that is characterized by higher demands on artistic/creative ability.
- (2) The scope of the final module is at least 15 and can be up to 40 CP. The Examination Regulations outline the examination objective of the module with regard to the overall qualification aimed at with the relevant course of study and specify the respective scope of the final module.
- (3) The Examination Regulations may permit final examinations involving group work. In the case of final examinations that are completed by several students in a group, the contribution of the individual student to be assessed as an examination must be clearly definable and assessable.
- (4) The Examination Regulations shall contain provisions on registration for the final module and its requirements.

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- (5) The topic of the Master's thesis or Master's project can be returned and changed once within the first six weeks after the topic has been issued. This will have no bearing on the submission and examination dates. Otherwise, the only option is withdrawal from the examination and re-registration for a later examination date, and this is possible only once aside from in cases covered by compensation for disadvantages.
 - (6) When handing in the thesis, students must certify in writing that they have written the thesis or the assigned sections independently and have not used any sources or aids other than those specified.
 - (7) For the Master's thesis or written paper, section 16 applies accordingly. If the Master's thesis is assessed by an Examination Board, section 17, paragraphs 5-7 apply accordingly.
 - (8) The Examination Regulations shall govern the period within which the evaluation procedure shall be completed.
 - (9) If the final module is assessed as "insufficient" (grade 4.1 or worse), it can be repeated once.

Section 23 Appeals

Appeals against the examination procedure and examination decisions shall first be heard by the Examination Committee, and thereafter the provisions of the Administrative Court Code, the Hessen Administrative Procedure Act, and the Hessian Higher Education Act shall apply.

Section 24 Certificate

- (1) A certificate shall be issued for the passed Bachelor's or Master's examination within four weeks after the last assessment is available. The certificate contains the overall grade and bears the date of the day on which the last examination was taken. The Examination Regulations shall govern the further information that the certificate shall contain. It must be signed by the chairperson of the Examination Committee and bear the seal of the HfG.
- (2) The certificate is issued in German and English.

Section 25 Bachelor's and Master's diploma

- (1) At the same time as the Bachelor's or Master's degree certificate, students receive a Bachelor's or Master's diploma with the date of the certificate. This certifies the awarding of the academic degree.
- (2) The Bachelor's or Master's diploma shall be signed by the President of the HfG and shall bear the seal of the HfG.
- (3) The Bachelor's or Master's diploma is issued in German and English.

Section 26 Diploma supplement

- (1) A diploma supplement in German and English is issued with the certificate and the diploma in accordance with international requirements; this must comply with the regulations agreed between the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference, as amended from time to time.
- (2) The diploma supplement contains an ECTS grade distribution scale. The total grades awarded in a comparative cohort in the respective degree program shall be recorded and their numerical and percentage distribution among the grade levels shall be presented in a table as follows:

Overall grades	Total number within the reference group	Percentage of graduates within the reference group
Up to 1.2 (very good with distinction)		
1.3 to 1.5 (very good)		
1.6 to 2.5 (good)		
2.6 to 3.5 (satisfactory)		
3.6 to 4.0 (sufficient)		
Total		100%

The reference group results from the number of graduates of the respective degree program in the same academic year. If necessary, the reference group can be extended to include graduates from up to three years of study or graduates from other programs in the same department.

Section 27 Transcript of records

Students will be issued a transcript of records in German and English showing all completed coursework with the assigned credit points and grades. Achievements beyond the scope of the degree program are also taken into account. Failed examinations are shown.

Section 28 Invalidity of examinations

- (1) If students have cheated in an examination and this fact only becomes known after the certificate has been issued, the examination in question shall be retrospectively assessed as "failed".
- (2) If the requirements for admission to an examination were not met but the student did not intend to deceive, this deficiency can be remedied by the student's passing the examination. If students have intentionally obtained admission wrongfully, paragraph 1 shall apply accordingly.
- (3) The student must be granted a hearing before a decision is made in accordance with paragraph 1 or paragraph 2, sentence 2.
- (4) In the cases of paragraph 1 and paragraph 2, sentence 2, the diploma, the examination certificate, the diploma supplement, and the transcript of records shall be confiscated.

Section 29 Inspection of examination files

Within one year after the announcement of the examination results, the candidates are granted access to all examination documents concerning them (including the minutes and any expert opinions).

Section 30 Entry into force

These General Regulations come into force on the day after their publication on the website of Hochschule für Gestaltung Offenbach am Main and apply to all students who start their Bachelor's or Master's studies in the winter semester of 22/23.

Offenbach am Main, 03.03.2025

Prof. Dr. Brigitte Franzen
President of the Hochschule für Gestaltung Offenbach am Main

Disclaimer

The English translation of the „Admission statutes for the BA DESIGN and MA DESIGN study programs“ is an informal translation of the original German version and is not legally binding. In case of any inconsistency or conflict of interpretation in relation to or among original and the translation, the original shall always prevail

[Module name]			
Module code	Workload xx h, made up of xx h attendance xx h private study	CP	Module duration
Learning outcomes			
Content			
Teaching events			
Coursework			
Module assessment			
Requirements for participating in the module			
Module counts towards			
Frequency of the offering	Start	Semester	