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HEIDELBERG UNIVERSITY EXAMINATION AND DEGREE PROGRAMME RULES AND REGULATIONS FOR THE BACHELOR'S DEGREE PROGRAMME IN BIOCHEMISTRY

as of 13 February 2012

Preamble

All titles in this document, be they official, job, status or functions, are used in masculine form, however they refer to men and women equally and may also be used in the corresponding feminine form.

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I. General provisions

§ 1 Purpose of the academic programme and examination

- (1) The Bachelor's degree programme in Biochemistry is organised jointly by the Biosciences faculty and the Chemistry and Geosciences faculty. The courses in the programme provide the range of basic scientific knowledge and methodological skills necessary for an entry-level professional position in research, development or administration in the field of Biochemistry. The programme also prepares candidates for postgraduate studies leading to a Master of Sciences degree.
- (2) This degree programme is intended to foster the international permeability of the varying educational systems within the European Higher Education Area.
- (3) The Bachelor's examination constitutes the first-level degree of professional qualification. The purpose of the Bachelor's examination is to assess whether students have mastered subject basics, have an overview of the interrelationships between individual disciplines, are able to apply scientific methods and findings, and have acquired the fundamental skills necessary for entering a profession.
- (4) The requirements for admission to this degree programme are set forth in the Admission Regulations, published separately.

§ 2 Bachelor's degree

Upon successful completion of the Bachelor's examination, Heidelberg University, represented by the Biochemistry Department of the Faculties of Biosciences, Chemistry and Geosciences, will confer the academic degree of "Bachelor of Science" (abbrev. "B.Sc.").

§ 3 Standard period of study, programme structure and range of courses

offered

- (1) The standard period of study for the Bachelor's degree programme is six semesters, including examinations. Successful completion of the Bachelor's degree programme requires a total of 180 credit points (CP) in both examinations and other programme requirements.
- (2) The Bachelor's programme is a modular programme. The modules required and their respective courses and lectures may be found in Appendices 1 and 2. The degree programme includes subject-specific courses (157 CP) as well as instruction in cross-disciplinary competencies, which is integrated into the compulsory courses (23 CP, Appendix 3). In accordance with the *European Credit Transfer System*, credit points are given for each successfully completed module.
- (3) An orientation examination must be taken no later than the end of the second semester of study. It is to be taken during the course of study and consists of the successful completion of the final examination for module ACII. Candidates may only be admitted to the module ACII final examination when all other examinations for the module have been successfully completed. The examination has been passed if it has received a grade of "sufficient" (4.0) or higher.
- (4) If the orientation examination is not passed or is considered not to have been passed, it may be retaken once during the following semester. If the orientation examination has not been passed by the end of the third semester, the student is not entitled to take the final examinations, unless the student is not at fault for the deadline being exceeded.
- (5) The orientation examination is an official part of the Bachelor's examination.
- (6) Generally, the language of instruction and examinations is German, but some are also conducted in English. Examinations must normally be taken in the language of instruction.
- (7) The Bachelor's programme concludes with the Bachelor's examination, in accordance with § 15, section 1.

§ 4 Modules, credits and list of grades

- (1) A module is a teaching unit, self-contained in terms of both time and content and comprised of various lectures and courses. It not only comprises the lectures and courses attended, but also the components necessary for a passing grade in the module.
- (2) The Bachelor's thesis and the final oral examination are regarded as individual modules. Instruction in cross-disciplinary competencies is integrated into the subject-specific courses (Appendix 3).

- (3) All components within a module must be graded as "sufficient" (4.0) or higher for the complete module to be passed.
- (4) Credits are given for successfully completed modules, including their individual components. One credit point (CP) corresponds to a workload of 30 hours.
- (5) Participation in a lecture or course may require previous successful completion of another lecture or course.
- (6) A copy of the grade report (*Transcript of Records*) is issued at the end of each semester. All module examinations passed, including their respective credit points and grades, will be listed in this Transcript of Records.

§ 5 Examinations board

- (1) A faculty examinations board will be formed, which will be responsible for the organisation of examinations, as well as for the tasks required by the examination rules and regulations. It will consist of three members of the full-time academic staff, including at least two professors, from the Biosciences faculty, and three members of the full-time academic staff, including at least two professors, from the Chemistry and Geosciences faculty, as well as two student representatives who will serve in an advisory capacity.
- (2) The chairperson and the deputy chairperson, as well as the other members of the academic staff and their deputies, will be appointed based on a proposal from the deans of the departments of Biosciences and of Chemistry and Geosciences and the faculty councils of the departments in which they are employed. The chairperson and the deputy chairperson must be professors. One student member of the examinations board will be appointed by the Chemistry and Geosciences faculty council and one by the Biosciences faculty council, based on proposals from the student members of each of these departmental faculty councils.
- (3) The members are appointed for three years; the student member is appointed for one year. Each term starts on September 1st. Members may be re-elected.
- (4) The examinations board ensures that the examination rules and regulations are upheld. On a regular basis, the committee reports to the faculty regarding developments in examination and study periods, grading, and distribution of grades. This report is published in an appropriate form.
- (5) The chairperson manages the business of the examinations board, prepares and chairs meetings and, in the event of a tie vote, has the deciding vote. The examinations board may confer further responsibility on its chairperson.
- (6) Examinations board members have the right to attend examinations.

- (7) Members of the examinations board and their deputies are obligated to maintain professional confidentiality. Those who are not civil servants are sworn to secrecy by the chairperson.

§ 6 Examiners and observers

- (1) Examiners will be appointed by the chairperson of the examinations board, in consultation with the examinations board. Examiners must be instructors in the Bachelor's degree programme in Biochemistry.
- (2) In general, Bachelor's examinations that are not completed during the course of study or in connection with individual courses may only be conducted by professors or research associates who have been granted the right to conduct examinations.
- (3) Examinations held during the course of study are normally conducted by the instructor of the respective course.
- (4) The group of examiners for the final oral Bachelor's examination is to be appointed in such a combination that the subject may be examined in the breadth necessary (§ 16, paragraph 1). The chairperson of the examinations board ensures that candidates are given notice of the final oral examination date and examiners' names at least three weeks in advance.
- (5) Observers must have sat the corresponding Bachelor's examination or equivalent. They are appointed by the examiners.
- (6) All examiners and observers are bound by § 5, paragraph 7 (professional confidentiality).

§ 7 Recognition of course credits, examination results and academic degrees

- (1) Examination prerequisites and results, and academic degrees obtained through degree programmes at German universities or universities of cooperative education (state or state-recognised), or at foreign universities (state or state-recognised), will be recognised, as long as there are no significant differences concerning the skills acquired, courses taken and degree obtained through the programme. This recognition is required in order to continue an academic programme, take examinations, start a further academic programme or be admitted to a doctoral programme. The validity of § 15, paragraph 3 and 4 LBG (State Public Service Law) remains unaffected.
- (2) Preliminary and intermediate examinations taken at other German universities in the same degree programme or in a similar degree programme will be recognised. Courses completed at recognised distance-learning institutions will be considered equivalent to those in a corresponding traditional study programme with regard to determining the duration of study.

- (3) It is the applicant's responsibility to provide all information necessary for achievements to be recognised. It is the responsibility of the office which carries out the recognition procedure to prove that an application does not fulfil the requirements.
- (4) If agreements exist between the Federal Republic of Germany and other states concerning equivalent university degree programmes (Equivalency Agreements) that favour students from other states by way of derogation from paragraph 1 and § 29, paragraph 2, sentence 5 of the LHG (Act on Higher Education of the Land of Baden-Württemberg), the rules and regulations in the Equivalency Agreement take precedence.
- (5) Examination results are to be graded on the basis of a credit point system that allows for achievements in equivalent or similar degree programmes to be recognised; this also applies to universities of cooperative education, provided there is equivalence.
- (6) Knowledge and skills gained outside a university degree programme may be recognised for such a programme, as long as
1. the requirements for university admission are fulfilled at the time of recognition,
 2. the knowledge and skills to be recognised for the university degree programme are equivalent in both content and level to the course credits and examinations which they should replace, and
 3. the criteria for recognition have been verified in an accreditation.
- Knowledge and skills gained outside a university degree programme may not replace more than 50% of the university degree programme. Universities will define the details in the established examination rules and regulations; in particular, under which conditions, and to what extent, knowledge and skills gained outside a university degree programme will be recognised. The examination rules and regulations may require the completion of a placement test.
- (7) For refresher courses, credit points may be given for courses and examinations. When recognising credits from refresher courses for a university degree programme, paragraphs 2 and 5, as well as paragraph 6, sentence 1, no. 1 apply accordingly. When recognising knowledge and skills gained outside a university degree programme for refresher courses, paragraph 6 applies accordingly.

§ 8 Unexcused absence, withdrawal, deception and breaches of regulations

- (1) An examination is graded as "failed" (5.0), if a candidate fails to appear and is unable to provide a valid reason for his or her absence, or if the candidate withdraws after the examination has started. The same applies if the candidate fails to provide a written examination by the established deadline, unless the candidate is not at fault for the deadline being exceeded.
- (2) Reasons for withdrawal or absence must be plausible and must immediately be

submitted in writing to the examinations board. If the candidate, or a child for whom the candidate is primarily the sole caregiver, is ill, a medical certificate may be required. In the event of doubt, a medical certificate from a physician designated by the university may be required. If the reasons stated are accepted, a new examination appointment will be scheduled. In this circumstance, examination results that are already available will be taken into account.

- (3) When deciding whether the candidate is at fault for exceeding a deadline for registration or taking an examination, the examinations board must respect the provisions stated in the Maternity Protection Act and the legal regulations concerning parental leave, and allow candidates to make appropriate use of these provisions.
- (4) If the candidate attempts to influence the examination results through cheating or by using unauthorised aids, the examinations will be graded as "failed" (5.0). If a candidate disrupts the official examination procedure, he or she may be excluded by the examiner or examination supervisor from taking further part in the examination, in which case the examination will be graded as "failed" (5.0). In extreme cases, the examinations board may exclude the candidate from all further examinations.
- (5) With regard to paragraph 4, sentences 1 and 2, within a period of 14 days, the candidate may request that the decision be validated by the examinations board. The candidate must be informed of negative decisions immediately and in writing; the reasons for the decision must be stipulated and information on the procedure for appeal must be provided.

§ 9 Types of examinations

- (1) Examinations include:
 1. oral examinations completed during the course of study
 2. written examinations completed during the course of study (electronically, where applicable)
 3. the Bachelor's thesis
 4. the final oral examination
- (2) If candidates provide a medical certificate that plausibly proves that they are not able to take examinations in the form prescribed, whether completely or partially, due to permanent or chronic health problems, the examinations board may allow them to take an equivalent examination. The same applies for other course requirements.

§ 10 Oral examinations completed during the course of study

- (1) In oral examinations, candidates should be able to prove that they are able to identify interrelationships within the examination subject matter and relate specified problems to these interrelationships. Candidates should further be able

to prove that they have basic knowledge of the subject being examined, as well as in-depth knowledge of the specific areas to be covered in the examination.

- (2) Oral examinations will normally be conducted by an examiner in the presence of a qualified observer.
- (3) An oral examination lasts between 15 and 45 minutes.
- (4) The topics examined and the results of the oral examination must be recorded in a written report. Following the oral examination, candidates must be notified of examination results.
- (5) Students wishing to take a subject examination at a later examination date will be permitted to attend the same examination for another candidate, as long as room is available. However, the visitor may not be present for assessment or announcement of the examination result. Upon request of the candidate, or for other valid reasons, the examination may be closed to visitors.

§ 11 Written examinations completed during the course of study

- (1) In written examinations, candidates should be able to prove that they are able to recognise problems related to their subject and develop solutions for them, using subject-specific methods and within limited time and resources.
- (2) A written examination lasts between 30 and 120 minutes. In academically justified cases, multiple choice examinations may be permitted.
- (3) Multiple choice questions must be designed to test the content of the course and to provide reliable results. Before assessing the examination results, the examiner responsible must ensure that the questions for the examination have met the requirements set forth in sentence 1. If the examiner finds individual examination questions incorrect, these questions may not be considered when assessing the examination results. In such a case, the total number of questions will be reduced and the assessment will be based on the reduced number of questions. Reducing the number of examination questions is not permitted to have negative consequences for the candidates.

An examination carried out as a multiple choice examination is considered to be passed when at least 50% of the questions were answered correctly, or when the number of the candidate's correctly answered questions is not lower than 22% of the average examination results of all candidates (non-referenced grading).

If a candidate has correctly answered the required number of questions for passing, the multiple choice examination must be assessed as follows. For non-referenced grading, the scale for assessment is moved linearly by the difference between the absolute and relative threshold for passing.

%	corresponds to	Grade
≥ 50 – 55		4.0
> 55 – 60		3.7
> 60 – 65		3.3
> 65 – 70		3.0
> 70 – 75		2.7
> 75 – 80		2.3
> 80 – 85		2.0
> 85 – 90		1.7
> 90 – 95		1.3
> 95 – 100		1.0

- (4) If a written examination component is taken as a term paper, it must be written under examination conditions. Furthermore, candidates must assure that they are the authors of their work and have used no sources or aids other than those indicated.
- (5) The evaluation period for written examinations should not exceed two weeks.

§ 12 Assessment of examinations

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

1 = very good	= an outstanding performance;
2 = good	= performance which is substantially stronger than average requirements;
3 = satisfactory	= performance which fulfils average requirements;
4 = sufficient	= performance which, despite deficiencies, still meets the requirements;
5 = failed	= performance which, due to considerable deficiencies, does not meet the requirements.

For more detailed assessment of examination results, grades may be further differentiated by increasing or decreasing the individual grades by 0.3; however, the incremental grades 0.7, 4.3, 4.7 and 5.3 may not be used.

- (2) In general, the evaluation period for examinations should not exceed two weeks after completion of the module.
- (3) An examination component is passed when it has been graded as "sufficient" (4.0) or higher. A module is passed when all of its individual examination components have been passed. The module grade is calculated as the arithmetical mean of the individual grades from all module examinations.

- (4) When calculating final module grades and the overall examination grade (§ 19, paragraph 3), only the first decimal after the point is taken into account, without rounding.
- (5) If grades are awarded in accordance with the European Credit Transfer System ECTS, the assessment set forth in Appendix 4 will be used.

II. Bachelor's examination

§ 13 Bachelor's examination admission requirements

- (1) Admission to the individual examinations for the Bachelor's examinations will only be authorised for students who:
 1. are enrolled in the Bachelor's degree programme in Biochemistry at Heidelberg University
 2. have not lost their entitlement to take examinations.
- (2) Additional requirements for Bachelor's thesis admission are:
 1. passed orientation examination
 2. certification of the successful completion of modules set forth in Appendices 1 and 2 (for examinations taken in the order set forth in § 15, paragraph 4b, with the exception of the Bachelor's Examination module).
- (3) Additional requirements for Bachelor's examination admission are:
 1. passed orientation examination,
 2. certification of the successful completion of modules set forth in Appendices 1 and 2 (for examinations taken in the order set forth in § 15, paragraph 4a, with the exception of the Bachelor's Thesis module).

§ 14 Bachelor's examination admission procedure

- (1) The application for admission to the examination must be made before taking the first examination component. It must be in writing, addressed to the chairperson of the examinations board. The application must include the following documents:
 1. evidence of fulfilment of the admission requirements in accordance with § 13, paragraph 1
 2. declarations from candidates, stating whether they have previously failed a Bachelor's examination in either the Biochemistry degree programme or other similar degree programme, or whether they are currently undergoing an examination procedure in such a programme.
- (2) The chairperson of the examinations board will decide whether the candidate may be admitted to the examination. Denials must be made in writing, stating the reasons for the denial, and providing information about the procedure for appeal.

- (3) If candidates are unable to provide such evidence, the examinations board may allow other documents of proof to be accepted.
- (4) The application for admission to the examination may only be denied if:
 1. conditions are not fulfilled in accordance with § 13, paragraph 1, or
 2. documentation is not complete, or
 3. candidates have lost the entitlement to take the final Bachelor's or diploma examination in Biochemistry or another similar degree programme or are currently undergoing an examination procedure in such a programme, or
 4. have in any other way lost the entitlement to take the final examinations.
- (5) For each individual examination, the candidate must present the declaration stipulated in § 13, paragraph 1, no. 2 to the respective examiner.

§ 15 Scope, nature and organisation of the Bachelor's examination

- (1) The Bachelor's examination consists of:
 1. examinations for the modules completed during the course of study, in accordance with Appendices 1 and 2
 2. the final oral examination,
 3. the Bachelor's thesis.
- (2) The examinations referred to in paragraph 1, no. 1 are taken as an integrated part of their respective lectures or courses. They may be in written or oral form. The instructor responsible for a lecture or course (§ 6, paragraph 3) determines the nature and duration of the integrated examinations in accordance with § 1, no. 1, and provides this information no later than the beginning of the lecture or course.
- (3) Module examinations may consist of several sub-module examinations.
- (4) The components of the Bachelor's examination must be taken in the following order:
 - a) examinations completed during the course of study - final oral examination – Bachelor's thesis.
 - or
 - b) examinations completed during the course of study – Bachelor's thesis - final oral examination.

§ 16 Final oral examination

- (1) The final oral examination is counted as an individual examination, and will be conducted by two examiners, one from the area of Biochemistry, and the other from one of the following subject areas: Inorganic Chemistry, Organic Chemistry,

or Physical Chemistry. The purpose of the final oral examination is for candidates to show in-depth knowledge of the subject, and recognition of interrelations within the field of examination. The examination lasts approximately 45 minutes.

- (2) The topics examined and the results of the oral examination must be recorded in a written report. Following the oral examination, candidates must be notified of examination results.
- (3) For examinations taken in the order set forth in § 15, paragraph 4a, the final oral examination must be taken at the first possible examination date following the last examination component completed during the course of study.
- (4) For examinations taken in the order set forth in § 15, paragraph 4b, the final oral examination must be taken at the first possible examination date following the completion of the Bachelor's thesis.
- (5) In each academic year, 4 examination dates will be offered: one before the beginning of Summer semester lectures, and one each at the beginning of June, July and January.
- (6) If the candidate fails to meet the deadlines stated in paragraphs 3 and 4, the oral examination will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.

§ 16a Free attempt

- (1) For final oral examinations taken in the order set forth in § 15, paragraph 4a, if the examination is taken following uninterrupted studies no later than prior to the beginning of the 6th semester, or, for final oral examinations taken in the order set forth in § 15, paragraph 4b, if the examination is taken following uninterrupted studies on the first examination date that falls in the 6th semester, and this examination is not passed, upon request, it will be permitted to be disregarded as an examination attempt ("free attempt").
- (2) If the final oral examination has been passed within the context of this free attempt, but the candidate wishes to improve his or her grade, it may be retaken once within four-weeks of the first examination. The higher grade will be recorded.
- (3) With regard to paragraph 1, and when calculating the number of semesters of study, semesters in which studies are interrupted due to prolonged and severe illness or for other important grounds, and in which the student is granted official leave, will not be regarded as study semesters, and will also not count as interruptions. The same rule applies for up to a maximum of two semesters of study abroad, provided that the student was enrolled in an appropriate degree programme at a foreign university and can submit documentation of having earned adequate grades. Additionally, up to two semesters are permitted to be disregarded as study semesters, if the student spends that time as an elected member of an officially-designated council or a statutory university body.

- (4) This regulation may only be applied once. No repetition is permitted. No more than four semesters may be disregarded.

§ 17 Bachelor's Thesis

- (1) The Bachelor's thesis is the examination component that completes the academic programme. The purpose of the thesis is for candidates to prove that they are able to work independently, within a given period of time, and using scientific methods, to address a problem from the field of biochemistry.
- (2) In accordance with § 6, paragraph 1 and 2, the Bachelor's thesis may be assigned and supervised by any authorised examiner.
- (3) For examinations taken in the order set forth in § 15, paragraph 4a, the candidate must begin work on the Bachelor's thesis no later than four weeks after successful completion of the final oral examination, or must have by that time submitted a justifiable application to the chairperson of the examinations board for either the extension of this period or for the assignment of a topic.
- (4) For examinations taken in the order set forth in § 15, paragraph 4b, the candidate must begin work on the Bachelor's thesis no later than four weeks after successful completion of the last examination component completed during the course of study, or must have by that time submitted a justifiable application to the chairperson of the examinations board for either the extension of this period or for the assignment of a topic.
- (5) If the candidate fails to meet the deadlines stated in paragraphs 3 and 4, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (6) The topic of the Bachelor's thesis will be determined by the thesis supervisor, in consultation with the candidate. If an application for assignment of a topic for the Bachelor's thesis is submitted, the chairperson of the examinations board will ensure that the candidate receives a topic in timely fashion. The candidate is permitted to propose topics, however, this does not constitute entitlement to a particular topic. The thesis topic will be assigned by the chairperson of the examinations board; the date of assignment must be recorded.
- (7) The deadline for submission of the thesis is eight weeks following assignment of the topic. In exceptional cases, the examinations board may extend this deadline by up to two weeks. If the deadline is not met, the Bachelor's thesis will be graded as "failed" (5.0), unless the candidate is not at fault for the deadline being exceeded.
- (8) The topic, task and scope of the Bachelor's thesis must be limited in such a way that the candidate will be able to complete the thesis within the given time frame.

- (9) The thesis must contain a summary. The thesis may be written in German or English.

§ 18 Submission and assessment of Bachelor's thesis

- (1) Two copies of the Bachelor's thesis must be submitted to the examinations board before the established deadline; the submission date must be recorded.
- (2) When submitting the Bachelor's thesis, candidates must certify in writing that they are the authors of their work and have used no sources or aids other than those indicated.
- (3) The Bachelor's thesis will be assessed by two examiners. § 6, paragraph 2 applies accordingly. The first examiner will be the thesis supervisor. The candidate is permitted to make a proposal; however this does not constitute entitlement to be examined by a particular examiner. The evaluation period may not exceed two weeks.
- (4) The grade is calculated as the mean of both evaluations; § 12, paragraph 4 applies accordingly. If the grades differ by more than one grade point, the examinations board will determine the Bachelor's thesis grade after consulting both examiners. In such cases, a third examiner may be consulted.
- (5) If the Bachelor's thesis is graded as "failed" (5.0), it may be retaken with a new topic; re-writing the thesis on the previous topic is not permitted.

§ 19 Passing the examination and overall grade

- (1) The Bachelor's examination is passed when all modules set forth in Appendices 1 and 2 are successfully completed, and all graded examinations completed during the course of study, as well as the Bachelor's thesis and the final oral examination, have been graded as "sufficient" (4.0) or higher.
- (2) The provisions of § 12 are applicable for the assessment of the individual graded examinations, as well as for the overall grade.
- (3) The calculation of the overall grade for the Bachelor's examination is based on the grades from the individual modules set forth in Appendices 1 and 2, as well as on the final oral examination and the Bachelor's thesis, weighted by the credit points earned. The overall grade is as follows:

average of up to and including 1.5	very good
average of between 1.6 and up to/including 2.5	good
average of between 2.6 and up to/including 3.5	satisfactory
average of between 3.6 and up to/including 4.0	sufficient

§ 20 Retaking an examination component; deadlines

- (1) If examinations are not passed, or are not considered to have been passed, they may be retaken once.
- (2) A second re-examination is permitted only under exceptional circumstances and upon request to the examinations board, and only for a maximum of one single module examination within the field of Physics and Mathematics, and a maximum of two module examinations within the field of Chemistry/Biochemistry. A second re-examination is not permitted for the “Bachelor’s Thesis” or the “Final Oral Examination”. The orientation examination is governed by § 3, paragraph 4.
- (3) Retaking an examination that has been graded as passed is not permitted.
- (4) Failed examinations must be retaken no later than the next examination date. If candidates fail to meet this deadline, they will lose entitlement to take this examination, unless they are not at fault for the deadline being exceeded.
- (5) If a module is failed on the final attempt, the candidate will lose the entitlement to take further examinations.

§ 21 Bachelor's diploma

- (1) Once the Bachelor's examination is passed, a diploma will be issued within four weeks. This will list all individual modules with their respective grades and credit points, as well as the overall grade. The relative overall grade according to the ECTS system will be added as soon as possible (Appendix 4). The diploma will be dated with the date of the last examination component. It must be signed by the chairperson of the examinations board.
- (2) A "Diploma Supplement" in German and English will also be provided, containing additional information about the course content and the course of study. This content complies with the "European Diploma Supplement Model".

§ 22 Bachelor's certificate

- (1) A Bachelor's certificate will be issued with the diploma, bearing the same date as the diploma. It certifies the conferment of the academic degree.
- (2) The Bachelor's certificate is signed by the deans of the faculty of Biosciences and the faculty of Chemistry and Biochemistry and bears the seal of both faculties.
- (3) If the Bachelor's examination is failed, upon request and upon presentation of documentation of proof, a certificate will be issued listing passed examinations and their grades, missing examinations required for completing the Bachelor's degree, and a statement that the Bachelor's examination has not been passed. This also applies if the Bachelor's examination is failed at the final attempt.

III. Final provisions

§ 23 Invalidity of examinations

- (1) If a candidate has cheated on an examination and this is not discovered until after the diploma has been issued, the examinations board may, accordingly, correct the examination results that were affected by the cheating and may declare the examination to be partially or completely “failed”.
- (2) If the requirements for admission to the examination were not fulfilled, but without any intent on the candidate’s part to deceive, and this is not discovered until after the diploma has been issued, the passed examination will be considered to compensate for this shortcoming. If the candidate intentionally gained admission to the examination through deceit, the examinations board will make a decision on the matter.
- (3) Before a decision is made, the candidate will be given the opportunity to provide an explanation.
- (4) Fraudulent examination diplomas will be confiscated and, if necessary, a new diploma will be issued. If the examination has been graded as “failed” due to cheating or deception, the Bachelor’s certificate will be confiscated along with the fraudulent examination diploma. The statute of limitations for rendering a decision such as described in paragraph 1 and paragraph 2, sentence 2, is five years from the date on the examination diploma.

§ 24 Access to examination documents

Within a one-year period after the examination procedure has been completed, the candidate has the right to request access to examination documents, such as written examinations, the respective examiners’ reports, and examination protocol. The chairperson of the examinations board will decide when and where such access will be given.

§ 25 Coming into force

These examination rules and regulations will come into force on the first day of the month following publication in the President’s bulletin (Mitteilungsblatt des Rektors).

Appendix 1: Basic modules of the Bachelor's examination**A. Compulsory modules, including certification of successful participation and grades**

Module number	Module	CP
IC I (AC I)	General Chemistry	6
IC II (AC II)	Basic Principles of Inorganic Chemistry	12
IC III (AC III)	Reactor Types in Inorganic Chemistry	10
OC I	Basic Principles of Organic Chemistry	9
OC II	Internship in Organic Chemistry	15
PC I	Introduction to Physical Chemistry I	9
PC II	Introduction to Physical Chemistry II	9
P I	Physics A	6
P II	Physics B	6
M	Mathematics in the Natural Sciences	6
MC (MZ)	Introduction to Molecular Biology and Cell Biology	6
BCh I	Biochemistry I	8
BCh II	Biochemistry II	8

B. Compulsory modules, including certification of successful participation and grades

Module number	Module	CP
IS (ES)	Introduction to the degree programme	4
HS 8GS)	Safety and study of hazardous substances	3

**Appendix 2: Specialised modules of the Bachelor's examination
Compulsory modules and compulsory elective modules of the master's
examination, including certification of successful participation and grades**

Module number	Module	CP
Choice of BCh KC	Methods in Biochemistry	6
or, alternatively, MC I	Course on Spectroscopy (Spectroscopic methods in Inorganic and Organic Chemistry)	9
BCh CA (KA)	Biochemistry Course A	9
BCh III	Biochemistry III	8
BCh CB (KB)	Biochemistry Course B	9
BCh RP (FP)	Research project in Biochemistry	10
BE (BP)	Final oral examination	9
BT (BA)	Bachelor's Thesis	12

Appendix 3: Integrated cross-disciplinary competencies (core competencies)

Competence	Module	CP
Presentation techniques	IC (AC) III, OC II, BCh II - BCh III, BE (BP)	5
Teamwork skills	IC (AC) III, OC II, BCh CA (KA), BCh CB (KB), BCh RP (FP), BT (BA)	3
Time management	IC (AC) II, IC (AC) III, OC II, BCh CA (KA), BCh CB (KB), BCh RP (FP), BT (BA)	4
Integrated and creative thinking	IC (AC) II, IC (AC) III, OC II, BCh CA (KA), BCh CB (KB), BCh RP (FP), BCh CC (KC), BT (BA)	5
Scientific writing	IC (AC) II, IC (AC) III, OC II, BCh CA (KA), BCh CB (KB), BCh RP (FP), BT (BA)	4
Scientific English	All modules (intensified in BCh III, BT (BA))	4

Appendix 4: Grading in accordance with ECTS

In addition to the German system grades, students who have passed the examinations will also be awarded a letter grade according to the following scale:

A	top 10 %
B	the subsequent 25 %
C	the subsequent 30 %

D	the subsequent 25 %
E	the subsequent 10 %

The letter grades are calculated based on the examination results of the total graduating class, as well as the graduating classes from two or more previous years, depending on the number of students in the current graduating class. For degree grades, the ECTS grade must be added as soon as possible. For individual modules, the ECTS grade may be listed when possible and necessary.

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