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In all matters of interpretation, the German original shall take precedence.

Framework Degree and Assessment Regulations

Steinbeis University

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§1 Scope

These framework degree and assessment regulations encompass general rules governing the running of study programs and assessment procedures for all degree courses at Steinbeis University. Details pertaining to each degree course are regulated by the university in corresponding degree and assessment regulations.

§2 Degree programs and courses

- (1) Bachelor degree programs culminate in a first professional university degree. To provide broad scientific training, degrees include fundamental scientific concepts, method skills, and training with a bearing on specific occupational fields.
- (2) When setting up a master degree program, it should be defined whether the degree constitutes a consecutive master's degree in accordance with Section 23 Subsection 3 Number 1 Letter a or b of the Berlin Higher Education Act dated July 26, 2011 (Gazette of Law and Ordinances, p. 378), or whether it constitutes a further education master's degree in accordance with Section 23 Subsection 3 Number 2 of the Berlin Higher Education Act. A consecutive master's degree in accordance with Section 23 Subsection 3 Number 1 Letter a of the Berlin Higher Education Act expands on a bachelor's degree in terms of depth, breadth, and specialist topics. A prerequisite of a consecutive master's degree in accordance with Section 23 Subsection 3 Letter b of the Berlin Higher Education Act is a previous professional university degree, but it does not build on specific bachelor degree programs. A further education master's degree in accordance with Section 23 Subsection 3 Number 2 of the Berlin Higher Education Act imparts degree content that will typically require a prior professional university degree and subsequent vocational training resulting in a qualification, usually taking at least one year. Higher education master's degrees should illustrate the specific connection between vocational qualifications and the degree concept. Higher education master's degrees are not underpinned by existing academic offerings of consecutive master's degrees.
- (3) All degrees at Steinbeis University are based on the project competence degree (PCD) concept. The goal of such a transfer-oriented degree is to efficiently and effectively dovetail theory with business practice, as well as science and business. To achieve this goal, the university provides its services at establishments with a focus on science and business application, and it cultivates partnerships with universities, research institutions, and business enterprises. Degrees with an international outlook usually require a stay outside the country, and this is an integral part of the degree program.
- (4) Instruction takes place in German, English, or both.
- (5) All students receive a schedule of the degree program as part of their academic contract with a breakdown of compulsory modules and compulsory deadlines. Planned project timings are documented in the form of project papers.
- (6) Students are supported by certified project supervisors with the aim of achieving degree objectives.

§3 Regular period of study

- (1) The regular duration of a bachelor degree program is at least three years and no more than four years. To complete a bachelor's degree, no less than 180 credit points must be attained.
- (2) The regular period of study for a master degree program is at least one year and no more than two years. To complete a master's degree, no less than 300 credit points must be attained, including any points from a first professional university degree.
- (3) Consecutive master's degrees in accordance with Section 23 Subsection 3 Number 1 Letter a of the Berlin Higher Education Act are designed to achieve 300 credit points in combination with a previous bachelor's degree.
- (4) The overall regular duration of a bachelor's degree and a consecutive master's degree in accordance with Section 23 Subsection 3 Number 1 Letter a of the Berlin Higher Education Act is no more than five years.
- (5) Notwithstanding the provisions of Subsections 1 to 4, Steinbeis University makes it possible to adapt the timing of degrees to allow students, without formal changes in part-time study arrangements, to practice a vocation in parallel to studies, or in order to fulfill family obligations. There is no automatic entitlement to extraordinary curricular arrangements within the context of variable degree timings.

§4 Modules and academic assessment procedures

- (1) Modules are self-contained degree units in terms of content and timing, and each module is linked to credit points. Modules are generally designed to be completed within one semester or year. Modules should offer at least five credit points.
- (2) Separate modules are designed for bachelor's and master's degrees with corresponding series of courses.
- (3) The acquisition of gender and diversity know-how is given suitable attention as an integral part of degrees within the qualification targets and module outlines.
- (4) Modules typically conclude with uniform examinations (module examination). Module examinations are based on the module qualification targets and assess whether targets have been achieved by way of example. The scope of examinations is kept within necessary boundaries. Module examinations may comprise different elements in keeping with the qualification targets of the module.
- (5) Attainments for module examinations are assessed based on different grades in keeping with Section 15. Individual examination regulations may be arranged to allow for attainments in module examinations for individual modules – within a chosen field of specialization/compulsory electives – to be assessed; alternatively, they may be arranged such that no module examination is required for individual modules.
- (6) If different grades are not given for attainments, students may receive appropriate feedback. Section 33 Subsection 2 of the Berlin Higher Education Act remains unaffected by this arrangement.

- (7) The degree and assessment regulations include provisions to ensure that degree attainments can be completed within schedule in accordance with the degree plan and in keeping with the regular period of study.

§5 Examination board

- (1) The examination board is responsible for defining proper academic attainments, the recognition of credit points, organizing examinations, appointing examiners and assessors, deciding whether attainments can be recognized, and determining whether the required examinations or degree work have been passed to complete a degree within the individual degree programs, module elements, or modules. The examination board shall ensure that the provisions of applicable legal provisions are adhered to, also ensuring that suitable academic and assessment requirements are applied and that academic standards are adhered to.
- (2) Students taking degree modules may submit review requests or queries at any time to the examination board responsible for the particular degree program, and if necessary the examination board shall forward such requests or queries to the competent examination board and inform students that their claims or queries have been forwarded. In the event that more than one examination board considers itself responsible or not responsible for a matter, or that there is doubt regarding responsibility for other reasons, the executive committee shall decide which board is responsible, based on general understanding of the academic topic.
- (3) Each faculty has a central examination board (FEB) and, if applicable, a subordinate examination board within the schools of the faculty.
- (4) The FEB comprises at least two full-time professors and one lecturer. In addition, further experts may be appointed in an advisory capacity.
- (5) Members of the FEB are appointed at the request of the faculty for the duration of two years. FEB members may be reappointed. The FEB is subject to statutes. The FEB is responsible for fundamental decisions.
- (6) The FEB may install subordinate examination boards within schools. Subordinate examination boards comprise two full-time professors and one lecturer. Examination board members may be appointed at the request of the schools for the duration of two years. In addition, further experts may be appointed in an advisory capacity. Subordinate examination boards are responsible for running degree programs.
- (7) In the event of conflicts of interest regarding one or more members of the responsible examination board, replacement representatives may be appointed by the deacon. An examination board member is subject to a conflict of interest if he or she is directly affected by a raised objection.
- (8) The examination board responsible for such matters shall nominate one of the full-time professors as the chairperson for the duration of his or her appointment. The other full-time professor shall act as their deputy.

- (9) The chairperson calls meetings of the examination board. The examination board is quorate if the chairperson or deputy and another member are present. All meeting minutes must be documented.
- (10) The examination board makes majority decisions based on statutory requirements, university regulations and guidelines, and applicable criteria pertinent to each respective degree program, and all decisions are documented as resolutions. In particular, it is responsible for passing resolutions to appoint examiners. Resolutions are passed by a simple majority on the basis of the following criteria: objectivity, integrity, and applicability. In the event of a tied vote, the vote of the chairperson (or his/her deputy) is decisive. Resolutions may also be passed (remotely) in writing.
- (11) The chairperson shall implement resolutions. Individual tasks may be delegated to members of the examination board for implementation or assigned to the degree administration of-fice.
- (12) The members of the examination board and their representatives have the right to sit in on examinations as observers and request detailed information on required and achieved attainments, as well as adherence to applicable legal provisions.
- (13) Meetings of the examination board are not public. Members and deputizing members are subject to official non-disclosure obligations. They must be bound to non-disclosure in writing by the chairperson.

§6 Recognition and credit points

- (1) Degree and examination attainments, as well as degrees completed as part of programs at other state or state-approved universities and vocational academies/dual-education universities of the Federal Republic of Germany, or degree programs at foreign state or state-approved universities, will be recognized if there are no fundamental differences between acquired know-how and the attainments or completed programs for which they are intended to be a replacement. This is the case if academic achievements, with respect to required qualifications and any skills that are expected to be acquired, correspond in key areas with the scope and requirements of the degree at Steinbeis University. This does not require like-for-like systematic comparison; instead degree content can be considered and evaluated on an overall level. The aim of recognizing academic attainments is to allow studies to be continued, examinations to be taken, or further studies to be pursued. Grades for recognized attainments are captured in a grade certificate. In recognizing academic attainments outside the Federal Republic of Germany, observation must be given to equivalence agreements approved by the assembly of ministers of education of the German states and the German Rec-tors' Conference, as well arrangements relating to partnership agreements.
- (2) Qualifications and skills gained beyond the realms of the university system may be recog-nized in individual circumstances if they are deemed comparable to study content, workload, and degree work required for the degree program in question. Evidence of previous aca-demic work may only be recognized once during a degree program and for no more than half

of the credits required for the degree. Also, when recognizing attainments it must be established whether it is possible to acquire the same competence on the basis of an equivalent project. Recognized academic achievements are shown on grade certificates as "angerechnet" (credited against).

- (3) If academic achievements are recognized, assuming similar grading systems are used, these will be included in calculations of overall grades. If the grading systems are not comparable, or modules were completed without examinations, this will be noted as "bestanden" (passed). Notes regarding recognition are permissible on grade certificates or as an addendum to grade certificates, and in cases falling under Subsection 2 this is mandatory.
- (4) If the prerequisites of Subsections 1 and 2 apply, students are legally entitled to have grades recognized or credited. The recognition or crediting of academic achievements should be carried out ex officio by the respective examination board. Students must provide required documents for achievements to be credited. Student requests must be submitted to the FEB four weeks before work needs to be completed. It is the responsibility of students submitting requests to provide the required information on work that should be recognized or credited. It is the responsibility of the FEB to prove that a request does not meet conditions for recognizing or awarding credits. Students submitting requests will be informed of decisions in writing with a statement of grounds.

§7 Participation in courses

- (1) Courses at Steinbeis University must be attended regularly. Students are deemed to have attended courses regularly if they fulfill at least 85% of the intended level of course attendance. In addition, it may be stipulated that more or less than an 85% level of course attendance is required. Course attendance may not be lower than 75%.
- (2) In the event that a student is unable to actively participate regularly in a course as required, particularly due to a matter of importance, the lecturer responsible for the course must agree with the student, as appropriate and according to individual circumstances, on an alternative workload for missed course time.

§8 Credit points

- (1) Credit points are used to reflect student workload and they are generally necessary in order to meet course requirements and fulfill academic goals. Aside from regular and active participation in courses as part of degree modules, credit points also cover preparation time and the time required to revise materials, the preparation and writing of personal assignments, and the preparation and writing of examinations.
- (2) One credit point is equivalent to 30 hours of study. As a rule, under the European Credit Transfer System (ECTS) 60 credit points are required for one year of study (academic year).
- (3) Credit points are awarded for modules and the final thesis forming part of a bachelor's or master's degree, or other kinds of module-based degrees.

- (4) Credit points are captured in a report by the lecturer responsible for each respective examination, assuming requirements have been fulfilled according to Section 7 and that a grade of at least 4.4 ("ausreichend"/sufficient) has been achieved for required examinations; ungraded modules must be completed with a grade of "bestanden" (passed). To receive credit points for modules not subject to examinations, the necessary prerequisites must be fulfilled according to Section 7.

§9 Academic achievement under impairment

- (1) In the event that a student is prevented from completing degree work, in part or whole, due to extended or long-term medical impairment, and this can be proven with a doctor's certificate in keeping with Section 2 Subsection 1 of the German Social Code IX, or he or she is unable to make up for degree work, in part or whole, in the required form or within the intended deadline, the chairperson of the examination board must allow the student to complete equivalent degree work in another form, at another time, or within an extended work deadline.
- (2) Students are entitled to make use of statutory periods of protection in keeping with Section 3 (2) and Section 6 (1) of the Maternity Protection Act.
- (3) The examination board shall, upon written application, approve an appropriate amount of time off for caring for children for whom a student is entitled to receive parental leave in accordance with statutory requirements, as well as for caring for close relatives in keeping with the Caregiver Leave Act.

§10 Degree work/evidence of academic achievement

- (1) Different forms of degree work:
 - Written examinations
 - Oral examinations
 - Formal presentations
 - Class presentations
 - Evidence of achievement for case studies
 - Written assessments:
 - o Project papers (PSA): project-related
 - o Transfer papers: combination of project work and theory
 - o Degree papers: theoretical paper
 - Project work: work carried out on projects at the workplace
 - Introductory courses
 - Thesis including defense presentation
- (2) The scope, weighting, and time required to complete degree work are documented in the degree and assessment regulations (DARs) of the degree program.

- (3) The assessment of written papers is carried out by the appointed examiner based on an assessment template.
- (4) Papers should be written independently: On submission, students must provide written confirmation, signed personally or digitally, that they wrote the paper independently and that they used no sources or aids other than those already specified. Written papers must be submitted in a standard electronic format. Signatures may be provided electronically.

§11 Electronic work

- (1) The degree and assessment regulations may stipulate that work is submitted in an electronic format (electronic work). Electronic work means work is carried out and assessed with the use of digital technology.
- (2) Prior to examinations using digital technology, the suitability of technology must be confirmed by two examiners with respect to the intended examination tasks and completion of an electronic examination.
- (3) The identity of the examinee and the integrity of examination results must be safeguarded in compliance with confidentiality requirements. For this purpose, examination results must be clearly identified in the form of electronic files and marked permanently and without ambiguity as originated from the student. It must be ensured that electronic data used for assessment and verification is unaltered and complete.
- (4) Automatically generated assessments of examination work may be reviewed by the examiner at the request of the examinee.

§12 Final bachelor's or master's thesis

- (1) Students will, on request, be admitted to complete a bachelor's or master's thesis if
 - Admission requirements stipulated in the corresponding examination regulations have been fulfilled
 - The student was previously enrolled at Steinbeis University for the corresponding degree
 - The degree is not excluded under Section 23 Subsection 2.
- (2) The thesis should demonstrate that the student is able to independently and methodically solve a problem faced by his or her company or organization.

Projects are usually defined and detailed at the beginning of the degree program between the student, the company sponsoring the project, and a supervisor at Steinbeis University. The scope of the thesis is outlined in the degree and assessment regulations. A project may be given to more than one student if the nature of the task allows for such circumstances and the individual contributions of students can be determined and assessed separately. The thesis may be written in English, subject to the agreement of both supervisors and examiners.

- (3) Submission deadlines for theses may be extended at the written request of students for reasons beyond their control. If an extension runs beyond the regular period of study, the examination board shall decide if this is acceptable based on a statement made by the supervising examiner at Steinbeis University.
- (4) The thesis must be submitted in a standard electronic format. In addition, the faculty may request that a certain number of bound copies be submitted. Further, students must submit an abstract of the thesis in the same language in a standard electronic format.
- (5) The thesis may be classified as confidential subject to a written request from the company sponsoring the project. This confidentiality must be documented in the thesis with reference to the written request.
- (6) The thesis grade is calculated by taking the average score of the two written assessments submitted by the appointed examiners.
- (7) In the event that the two written assessments grant the thesis a grade of “not passed” (“nicht bestanden”), the thesis may be repeated within a time period determined by the examination board after a review meeting with the supervisor at the university.
- (8) If the two written assessments grant a grade of at least “sufficient” (“ausreichend”), the thesis may be defended orally. A further condition for defending the thesis is that all other work has been completed for the degree as required.
- (9) The degree administration office will, in good time, arrange a date for defending the thesis and organize an examination commission comprising at least two examiners in coordination with the examination board. This examination commission must comprise the chairperson of the examination board – or the chairperson must appoint a full-time professor to chair the exam – plus one further examiner from Steinbeis University. The project supervisor may also attend in an advisory capacity.
- (10) The thesis must be defended orally in an exam presentation in front of the examination commission. The defense presentation of the thesis is public to other members of the university unless an objection is raised by the student.
- (11) Students must start by presenting a synopsis of their project and thesis, and then defend their presentations in front of the commission; exam questions must be related to the topic of the thesis and the project. Due to the comprehensive nature of degrees, the examination will also deal primarily with overarching topics based on the thesis and the project. The defense presentation of the thesis normally takes up to one hour (or at least 30 minutes).
- (12) The examination commission is quorate when all members are present.
- (13) The grade for the thesis module is based on the weighting defined in relevant degree and assessment regulations.
- (14) If the defense presentation of the thesis is graded as “not passed” (“nicht bestanden”), it is possible to repeat the defense within two months of the announcement of the result. The examination board must set a new date for defending the thesis.

§13 Assessment of degree work

- (1) Originality and quality should always take precedence over quantity.
- (2) Bachelor's and master's theses are assessed and graded by at least two examiners from Steinbeis University. The project supervisor may also attend in an advisory capacity.
- (3) Examinations should only be assessed by people with at least the same or equivalent qualifications as the qualification gained through the examination.
- (4) Other degree-related exams are conducted by an examiner. Orals exams should be conducted and minuted by several examiners and a competent observer. Final attempts to take examinations must be conducted by at least two examiners qualified to run examinations.

§14 Obligation to explain grades for assessments of degree work

- (1) Assessments of written and electronic work must be explained in writing or in an electronic format. The reasons for the awarded grade must be explained.
- (2) With oral exams, the main topics and corresponding assessments must be minuted. Minutes must be captured in such a way that it is possible for examinees to submit assessments to appropriate legal scrutiny. Examinees are entitled to request a reasonable explanation for the assessment of their performance in the oral exam immediately after the exam.

§15 Assessment, grades, and credit points

- (1) Evidence of achievement has been attained if a grade of at least "sufficient" ("ausreichend") has been achieved. The overall degree grade is calculated on the basis of weightings laid down by corresponding degree and assessment regulations.
- (2) Students have successfully completed their degrees if they achieve a grade of at least "sufficient" ("ausreichend") for all degree work.
- (3) Individual degree work, module grades, and final grades are based on the following assessment system.

1.0 - 1.4	=	Very good
1.5 - 2.4	=	Good
2.5 - 3.4	=	Satisfactory
3.5 - 4.4	=	Sufficient
≥ 4.5	=	Failed
4.5 - 5.4	=	Insufficient
5.5 - 6.0	=	Inadequate

- (4) In the event that exam work is assessed by more than one examiner, the grade is calculated by taking the arithmetic mean. Module grades are weighted according to credit points allocated to each module and go toward the overall grade or another consolidated grade. To determine consolidated grades for several examinations, module grades or overall grades are multiplied by the number of allocated credit points in keeping with Subsection 3, added up, and then divided by the sum of corresponding credit points. To determine grades on reports or grade certificates, or to determine overall grades or other consolidated grades, only the first digit after the decimal point is used; all further digits shall be omitted without rounding.
- (5) Grades comprising several pieces of degree work are calculated according to the degree and assessment regulations. Hundredths are not rounded. The hundredth digit is not taken into account.
- (6) In the event that different examiners' assessments of a thesis do not differ by more than a whole grade, the grade is taken as an average. In the event that the difference between grades is greater, the examination board shall determine the grade based on personal experience or the experience of a further examiner.
- (7) The examination board shall determine deadlines within which examinations must be assessed by the respective examiners. Deadline extensions are only permitted for compelling reasons, subject to written request. The assessment process for examinations should not exceed four weeks.

§16 Absence, non-attendance, withdrawal

- (1) Degree work will be deemed not passed ("nicht bestanden") if a student fails to attend a scheduled and announced event without good reason, or fails to conduct or submit degree work by a defined deadline, or withdraws from degree work after commencement without good reason. This also applies if an examination is not completed within the specified time.
- (2) The examination board must be informed immediately and in writing of any good cause for missing a deadline or withdrawing from degree work. In case of illness affecting the student or a close relative in keeping with Section 9 Subsection 3, the examination board must be provided with a medical certificate. The examination board has the right to decide whether or not to accept the validity of reasons provided. In the event that good reasons are acknowledged, the individual element of degree work is deemed not started.
- (3) In the event that a student starts degree work, despite knowledge of a medical impairment or other reasons for withdrawal, a retrospective withdrawal based on such reasons will not be acknowledged.
- (4) In the event that a student has been incapacitated, for valid reasons, from working on a thesis for a bachelor's or master's degree within the deadline, the examination board may, on request, extend the deadline for completing work for a period equivalent to the period of proven incapacity. In the event that the examination board requests that work be repeated, thesis work shall be deemed incomplete.

§17 Deception, breach of regulations, invalidity of decisions

- (1) In the event that a student attempts to influence the result of course work, or the result of another student, by means of deception, using unauthorized aids, threats, promising personal advantage, or bribery, or in the event that he or she brings unauthorized aids after announcement of an assignment, the degree work shall be deemed failed.
- (2) Students guilty of a serious breach of the rules governing degree work may be excluded from continuing affected parts of degree work by the examination supervisor. In such cases, degree work shall be deemed failed. The examination board may also ask students to repeat entire courses or part of a course. Following grave instances justifying withdrawal from the university degree under Subsection 1, the examination board may determine that an entire examination has been failed. Further examinations for attaining the desired degree are forthwith excluded at Steinbeis University.
- (3) In the event that it is subsequently ascertained that the circumstances of Subsection 1 or 2 applied, the examination board may amend grades to the detriment of students or declare degree work as partly or entirely failed, given that no more than two years have elapsed since carrying out the degree work.
- (4) Students must be given an opportunity to explain themselves prior to any adverse decisions under Subsections 1 to 3. Exonerating circumstances must be taken into account. Students must be informed in writing, with reasoning, of any decisions relating to incriminating behavior.
- (5) Decisions relating to individual items of course work, entire examinations, or attainments of the overall degree may be retrospectively corrected or revoked by the examination board if it becomes known that degree work was based on deception, the use of unauthorized aids, threats, promising personal advantage, or bribery, in keeping with Subsection 1. Improperly attained degree work and final degree documentation (grade certificate, degree certificates, diploma supplements, and transcripts) shall be confiscated.
- (6) In order to verify the identity of students before completing degree work, it may be requested that students provide identification in the form of an identity card or another valid form of official identity with a photograph.

§18 Plagiarism

- (1) Students must submit the following declaration at the start of written work: "I hereby declare that the following written assignment is my own work and is not based on other sources or aids than those acknowledged in the references. All passages based literally or otherwise on other sources are indicated accordingly." This declaration must be signed. "Other sources" also include work written by students for other parts of their degree, as well as essays or books they have published.
- (2) Plagiarism is defined as work that adopts other texts without mention of the corresponding source. It is irrelevant whether the text that is used only comprises several words or entire

pages of text, or whether it is taken from a book, a magazine, a newspaper, the internet, or other forms of publication.

- (3) A commission appointed by the examination board shall determine sanctions to be taken based on the severity of plagiarism. In the event of significant violations against the submitted student declaration, legal action may be taken and/or measures may be taken to exclude students from the degree program.

§19 Repetition of degree work

- (1) Individual elements of degree work may be repeated if they were not completed. With the exception of the thesis, degree work in parallel to studies may be repeated twice. A thesis may be repeated once. A thesis defense presentation may be repeated once. This applies similarly to oral exams following written work according to Section 1, insofar as this is provided for.
- (2) It is not permissible to repeat successfully completed degree work.
- (3) It is permissible to repeat degree work once due to extreme personal circumstances ("hardship") subject to a written and reasonable request to the examination board. Hardship requests must be submitted within four weeks of notification of grades. Students must ensure that hardship requests are submitted on time. The last possible attempted repetition will be assessed by at least two examiners. In the event that a request for a last possible repetition is not submitted on time, or it is rejected, or that repeated work is failed, the element of degree work is deemed "conclusively failed," resulting in exmatriculation. In the event that a student fails course work toward a degree examination in accordance with respective assessment regulations, the entire examination is deemed failed.

§20 Loss of entitlement to complete degree work

- (1) Students' entitlement to complete degree work elapses 24 months after the end of the defined regular period of study captured in respective degree and assessment regulations.
- (2) Subject to a written and justified request to the examination board, it is possible to extend the maximum permissible duration of studies due to extreme personal circumstances ("hardship"). The examination board shall decide whether a request will be granted.

§21 Archiving of documents and the right to see files

- (1) Examination certificates, examination grade certificates, and the diploma supplement will be archived for a period of 30 years after completion of studies.
- (2) Written assessments and grading will be archived for three years after handing out final degree documents.
- (3) After this period, documents referred to under Subsections 1 and 2 will be destroyed, unless students request they be handed over.

- (4) The right to see files must be granted on request for a period of one year after announcement of a decision regarding degree work. As a rule, the right to see files should be exercised at the corresponding degree administration office. The right to see files may also be exercised by a person with written authorization. The right to see files also includes the right to obtain comprehensive information on the content of files and to make handwritten notes.

§22 Objections

- (1) Students may lodge objections in writing within a four-week period of announcements of grades and explanations of grades. In order to formulate objections, examinees must be granted access to examinations, and, depending on the format of degree work, corresponding sample answers or explanations of grades. Failure to provide explanations of grades in keeping with Section 14 must be rectified on request and without delay.
- (2) Objections must be submitted in writing to the degree administration office, which will forward the objection to the examiner(s) whose decision is being challenged. Examinees must be informed of explanations provided by the examiner.
- (3) The examiners must make a decision regarding objections within one month. This should involve a review of assessments and the key reasons given for grades. The outcome of this review must be explained, with a grade, in keeping with Section 14.
- (4) The examination board is responsible for ensuring objection procedures are followed correctly. It should forward objections to the examiners whose decisions were challenged. The examination board shall announce the decision of the examiners regarding the objection raised by the examinee.

§23 Degree completion

- (1) Prerequisites for completing a degree:
 - A student must prove that he or she has completed all degree work in accordance with respective degree and assessment regulations
 - The final thesis of a bachelor's or master's degree at Steinbeis University must have been completed
 - The student must confirm that none of the conditions in Subsection 2 apply
- (2) Students are excluded from completing a degree if they have conclusively failed to complete degree work or have conclusively failed degree examinations at another university involved in the same degree, the same subject, or a module that is identical or comparable to one of the modules completed for the respective degree, and which is to be taken into account in determining the overall grade, or they are involved in pending examination proceedings. The decision regarding fulfilment of conditions in accordance with Subsection 1 shall be made by the competent examination board.
- (3) A Steinbeis University degree certificate, grade certificate, or diploma supplement shall be issued showing the results of all degree work. This will be signed personally or digitally by a

member of the Steinbeis University executive committee and the chairperson of the examination board. On request, versions of degree certificates and grade certificates shall be issued in English.

§24 Award

The graduate with the best overall grade in the year of a degree may receive an award. The name of the award may be determined by the examination board in recognition of special achievements for the degree or Steinbeis University.

§25 Validity

These regulations come into force on the day following their publication in the Steinbeis University bulletin.