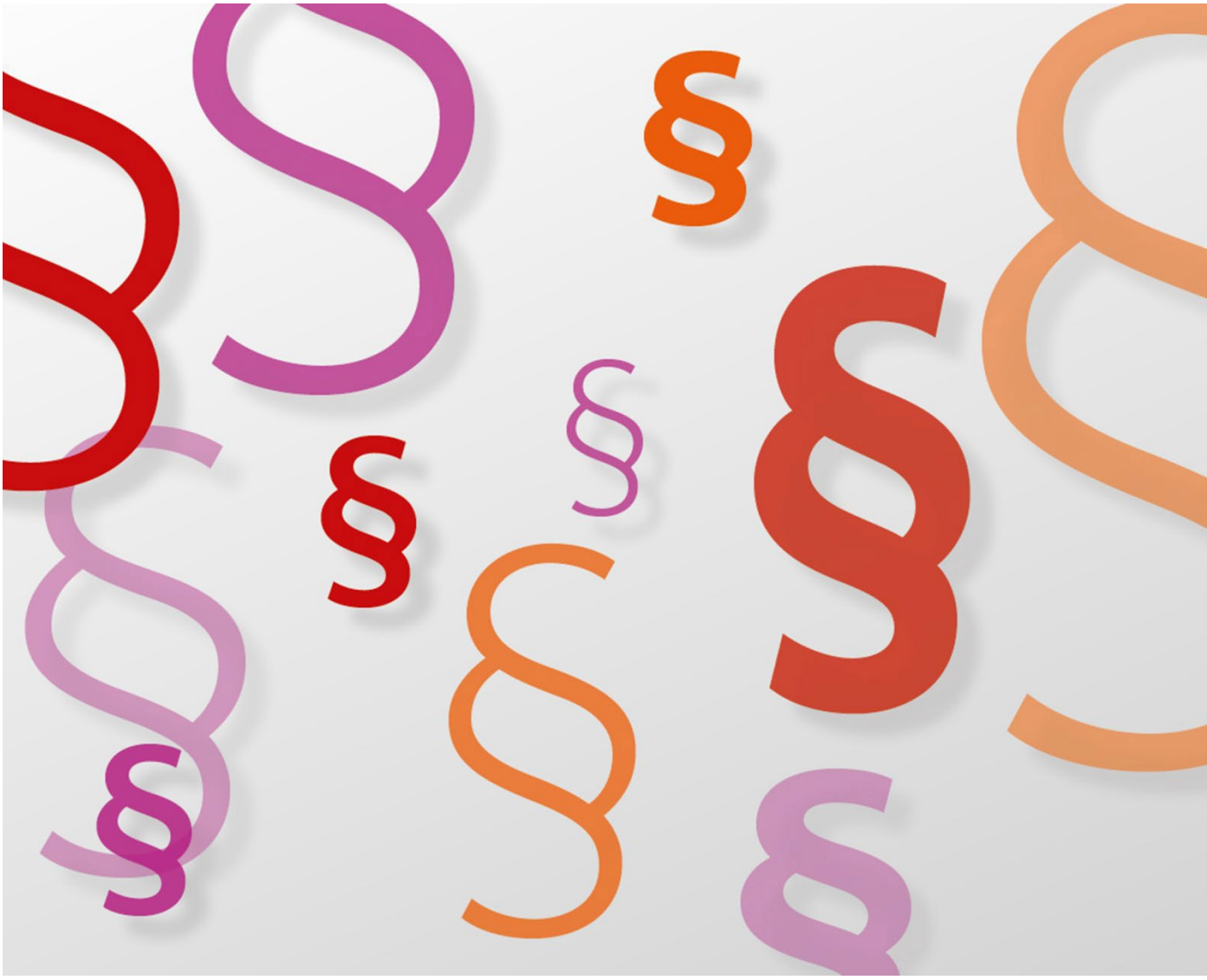

Official communication (*Amtliche Mitteilung*) 48/2025

Examination regulations for the program in International Business leading to the academic degree Bachelor of Science at the Faculty of Business, Economics and Law at Technische Hochschule Köln – University of Applied Sciences

of July 16, 2025

Published on July 22, 2025

This is a translation of the original German document. For all legal purposes, only the German version of the examination regulations shall be considered binding.

Technology
Arts Sciences
TH Köln

Information:
Please note that in accordance with § 12 (5) of the North Rhine-Westphalia Higher Education Act (*Hochschulgesetz* (HG NRW)), a violation of the formal and procedural requirements of the university's rules and self-governing laws cannot be asserted after one year has elapsed since this announcement, unless
1) the rules and regulations were not properly announced,
2) the Executive Board had previously objected to the decision of the body adopting the rules and regulations,
3) a complaint regarding the violation of the formal or procedural requirement had previously been made and in this complaint, the legal regulation violated was mentioned and the violating circumstances were described, or
4) at the time of publication of the rules and regulations, the legal consequences of the preclusion of complaint were not indicated.

Examination regulations
for the program in International Business
leading to the academic degree Bachelor of Science
at the Faculty of Business, Economics and Law
at Technische Hochschule Köln – University of Applied Sciences

of July 16, 2025

By virtue of §§ 2 (4) and 64 (1) of the North Rhine-Westphalia Higher Education Act (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen - Hochschulgesetz* (HG)) of September 16, 2014 (*Gesetz und Verordnungsblatt NRW (GV. NRW),* p. 547), last amended by law on December 19, 2024 (GV. NRW, p. 1222), Technische Hochschule Köln – University of Applied Sciences has adopted the following examination regulations by statute:

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I General information

§ 1 Applicability of the examination regulations; module catalog and study plan

(1) These examination regulations are to administer full-time studies and examinations of the Bachelor's program in International Business at Technische Hochschule Köln – University of Applied Sciences.

(2) Based on these examination regulations, Technische Hochschule Köln establishes a study plan (see annex 1) and a module catalog. The module catalog outlines the course contents, intended learning outcomes and structure of the individual modules, taking developments in the fields of science and university teaching as well as profession-specific requirements into account. The study plan provides students with a guideline for adequately scheduling their studies.

(3) As an alternative to the full-time program, the faculty provides an alternative study plan for part-time students in accordance with § 62a (2) of the North Rhine-Westphalia Higher Education Act (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen - Hochschulgesetz* (HG)). The standard program duration as stated in § 4 remains unaffected.

§ 2 Objectives of the program; purpose of the examinations; academic degree

(1) The program leads to the Bachelor's examination, which is a first academic degree qualifying graduates to work in the designated profession.

(2) Taking general study objectives into account (§ 58 HG), the degree program leading to the Bachelor's examination is designed to convey application-oriented topics of the discipline on the basis of scientific findings.

Students who graduate from the Bachelor's program should have a critical understanding of the major theories, principles and methods of their program and be able to independently expand their knowledge. Their knowledge and understanding should be in line with the current specialist literature and include some in-depth knowledge in line with the current state of research. They are to develop the instrumental competence that enables them to apply their knowledge and understanding to their profession and to develop and advance solutions and arguments in their field. Additionally, systemic competencies are to enable them to gather, assess and interpret relevant information, in particular in their degree program, and to draw research-based conclusions which take social, scientific and ethic findings into account. Students are to be able to advance their further learning processes without assistance.

(3) The module examinations as well as the Bachelor's thesis and final oral examination are to determine whether students have acquired further specialized knowledge required to exercise work in their profession independently (employability) and are prepared to assume social responsibility in a globalized world (global citizenship). It is also to determine whether they are able to work and conduct research independently and on the basis of scientific findings and methods.

(4) Students who have passed the examinations listed in § 5, have completed an academic degree program, qualifying them to exercise work in the designated profession. Students who have passed said examinations are awarded the academic degree "Bachelor of Science" in accordance with the regulations stated hereinafter.

§ 3 Admission requirements

(1) To be admitted to this program, applicants need to prove that they hold the *Fachhochschulreife* or an equivalent qualification (§49 (1) HG)

(2) Vocationally qualified individuals are admitted in accordance with the Ordinance on higher education access for vocationally qualified individuals (*Verordnung über den Hochschulzugang für in der beruflichen Bildung Qualifizierte (Berufsbildungshochschulzugangsverordnung*)) of October 7, 2016 (GV. NRW, p. 838) in its current version.

(3) Applicants are required to have English language proficiency in order to be granted admission (at least level B2 according to the Common European Framework for Languages (CEFR) or equivalent). Additionally, they are required to prove German language proficiency before enrollment (at least CEFR level B1 or equivalent). Appropriate proof is to be presented unless the language requirements are already met with the applicant's higher education entrance qualification. The required proof of language proficiency is to be determined by the examination board and published on the program's website at the beginning of each application period.

(4) Admission is to be denied if the applicant has (within the jurisdiction of the German constitution) irreversibly failed (i.e. failed with no option to repeat) or lost the right to take an examination in the chosen program and if this examination is mandatory according the examination regulations. This also applies to programs whose content has strong similarities to that of the program described in these examination regulations.

§ 4 Standard program duration (*Regelstudienzeit*)

(1) The standard program duration for students enrolled in the full-time program (annex 1) is six semesters (without practice-integrated semester) or seven semesters (with practice-integrated semester). In compliance with the European Credit Transfer System (ECTS), students are awarded a total of 180 credits without practice-integrated semester or 210 credits with practice-integrated semester (§ 12).
The standard program duration includes the examination period.

(2) During the program, students can spend one semester as a practice-integrated semester (*Praxissemester*), which is then considered an integral part of the program.

(3) Enrollment for new first-year students is only possible in the winter semester.

§ 5 Scope and structure of examinations; examination deadlines

(1) The program is divided into individual modules. Refer to § 23 and the study plan (annex 1) for details on the program structure. A student's successful completion of the program is determined by the examinations taken throughout the program (module examinations) as well as the Bachelor's thesis and final oral examination. Group examinations are permissible.

(2) Module examinations are to be held immediately after the corresponding module has been concluded according to the study plan.

(3) The progression of studies, examination procedures and study plan are to be designed in a way that makes it possible for students to take all required examinations within the standard program duration. In accordance with § 26, students adhering to the study plan are to have registered for the Bachelor's thesis by the end of the penultimate semester.

(4) Examination procedures are to make allowance for the legal provisions for maternity and parental leave periods as well as the leave for the nursing and care of spouses, registered partners, relatives in direct line of descent or brothers and sisters in-law if they are in need of nursing or care. Respective requests are to be submitted in due time before the examination. This also applies for students who can prove – by submitting a medical certificate or in a different manner – that they are in disadvantage due to a permanent physical disability or chronic disease.

§ 6 Examination board

(1) The Faculty of Business, Economics and Law is to establish an examination board to be in charge of the organization of examinations and the arrangement of the duties assigned to it by these examination regulations. The examination board shall be an independent body of the faculty.

(2) The examination board is elected by the faculty council and is made up of seven persons:

a) chairperson and vice-chairperson selected from the pool of professors;
b) two additional members selected from the pool of professors;
c) one member selected from the pool of academic staff;
d) two members selected from the pool of students.

(3) Deputies are to be elected for all members of the examination board except for the chairperson and the vice-chairperson. In the event that the chairperson and vice-chairperson are both absent, the members selected from the pool of professors (subsection 2a) will move up and assume the roles of chairperson and vice-chairperson (subsection 2b). In this case, the deputies of the additional members selected from the pool of professors (subsection 2b) will serve as additional members. The members of the board employed in full-time positions at the university and their deputies have tenure of two years; the student members and their deputies have tenure of one year. Re-election is permissible.

§ 7 Rights and duties of the examination board

(1) The examination board is responsible for the organization of examinations. It ensures that the examination regulations are complied with and that examinations are conducted properly. In particular, it is to decide on objections brought forward against decisions that were made in exam-related matters, appoints examiners and determines the type and modalities of examinations (see § 16 (5)). Decisions about objections as defined in sentence 3, the appointment of examiners and the determination of examination types are not delegable.

Additionally, the examination board is to report to the faculty council on developments related to examinations and the duration of studies upon request. It gives advice on potential reforms of the examination regulations, the module catalog and the study plans.

(2) The chairperson of the examination board decides on applications for reasonable adjustments (§ 18 (4)), the appointment of examiners for the Bachelor's thesis (§ 26 (2) and (4), § 28 (2)), extensions of the submission deadline of the Bachelor's thesis (§ 27 (2)) and requests to withdraw from examinations (§ 15 (2)). Other tasks of the examination board (e.g. recognition of credits) are usually also handled by its chairperson as part of ongoing administrative tasks. It is possible to transfer individual tasks to other members of the examination board. In its first session after the beginning of the academic year, the examination board decides on the transfer of duties as described in sentences 2 and 3. Duties are transferred for the duration of the academic year.

(3) The members of the examination board and a representative of the Executive Board have the right to be present during examinations. Exempt from this right are student members of the examination board who are to take the examination concerned during the same examination period.

(4) Sessions of the examination board are not open to the public. The members of the examination board have the right to inspect examination papers in matters concerning the examination board.

§ 8 Decisions by the examination board

(1) The examination board meets at least once at the beginning of each semester. Additional meetings can be arranged as required. Meetings usually take place on campus (face-to-face meetings). If the members of the examination board so decide, meetings may also take place entirely or in part in virtual formats.
Decisions can also be made (entirely or in part) using video conferencing tools.

(2) The examination board has a quorum if, in addition to the chairperson or vice-chairperson, a member from the pool of professors and at least two additional members eligible to vote are present. Decisions require a simple majority. In case of a tie, the chairperson has the casting vote. Student members and research assistants do not contribute to decisions on matters related to education and academics, particularly when it comes to the recognition or other evaluation of examinations and coursework or the appointment of examiners or co-examiners. Moreover, student members of the examination board do not participate in the debate and decision-making on matters related to examination topics or their own examinations.

(3) All members of the examination board, their deputies, the examiners as well as co-examiners are to be sworn to official secrecy. If they are not employed in the German public service, they are to be sworn to secrecy by the chairperson of the examination board.

(4) Negative decisions of the examination board or its chairperson are to be reported to the respective student without delay. If necessary, the student shall be given the opportunity to be heard beforehand.

§ 9 Examiners and co-examiners

(1) Teaching staff are the examiners of the respective courses they teach, unless the examination board decides otherwise in individual cases. In those cases, the examination board appoints the examiners and co-examiners. A person may be appointed examiner if they hold at least the qualification that is to be determined by the examination or an equivalent qualification. Examiners must have held an independent teaching position in the subject relevant for the examination or have relevant professional and teaching/training experience. These requirements may only be disregarded if there are compelling reasons. A person may only be appointed co-examiner if they have at least passed the corresponding Bachelor's examination or a comparable examination or hold a comparable qualification (qualified co-examiner).
Examiners are independent for examination purposes.

(2) If an oral examination is offered by more than one examiner, students may suggest one of them to be their examiner. Students may also suggest an examiner to be their thesis advisor. Students' suggestions are to be considered whenever possible.

(3) The examination board ensures that examination duties are split as evenly as possible among the examiners. The chairperson of the examination board ensures that the students will be notified of the names of their examiners in advance. This shall happen at the same time as the registration for the examination, i.e. usually at least two weeks before the examination or before the topic of the Bachelor's thesis is assigned. Electronic notification is sufficient.

§ 10 Recognition of coursework and examinations

(1) Coursework and examinations completed within the jurisdiction of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of April 11, 1997 (BGBl. II 2007; p. 712 - Lisbon Recognition Convention) are to be recognized upon request if it can be proven that they do not considerably differ from the coursework and examinations required. The decision is to be made within six weeks of the submission of all required documents.

If the recognition of such examinations and coursework is denied, the university is to issue a substantiated notification on this matter. If it has been proposed to reject the recognition request, the Executive Board may be asked to review the decision.

(2) Examinations and coursework completed in degree programs outside the jurisdiction of the Lisbon Recognition Convention are to be recognized analogous to subsection 1 upon request.

(3) Achievements that are not part of a degree program may be recognized as examinations or coursework upon request if they are equivalent to the examinations and coursework required. Such achievements may only account for up to half of the total number of coursework or examinations required for the successful completion of the program.

(4) For examinations and coursework that have been recognized, students are awarded the number of ECTS credits detailed in the study plan (annex 1). In case of a partial recognition, the number of credits awarded is to be adjusted accordingly.

(5) Non-graded examinations taken at other universities or in other programs are to be recognized in accordance with subsections 2 and 3. They are to be identified accordingly on the examination certificate and are not accounted for in the calculation of the final grade.

(6) Examinations and coursework completed in the same degree program or the same module at Technische Hochschule Köln are transferred automatically.

(7) The examination board, or a person commissioned by the examination board, is to decide in all cases laid out in subsections 1 to 5. In cases of doubt, it is to consult the examiners responsible for the individual modules.

§ 11 Evaluation of examinations

(1) Examinations are to be evaluated in a differentiated and comprehensible manner by means of grades. Individual components of the overall evaluation may remain non-graded. Non-graded modules are acceptable in exceptional cases. Upon request of the examination board, examiners are to explain the evaluation in writing. Grades for individual examinations are to be determined by the respective examiner.

(2) Modules are listed in §§ 23, 24 and/or the study plan.

(3) The following grades are to be used for the evaluation of examinations:

1.0 1.3	=	excellent	=	an outstanding achievement
1.7 / 2.0 / 2.3	=	good	=	an achievement well above average requirements
2.7 / 3.0 / 3.3	=	satisfactory	=	an achievement that meets average requirements
3.7 / 4.0	=	sufficient	=	an achievement that meets the requirements despite its shortcomings
5	=	insufficient	=	an achievement that does not meet the requirements due to substantial shortcomings

Grades 0.7, 4.3, 4.7 and 5.3 do not exist.

(4) Calculated grades that differ from the grades listed above are to be determined as follows.

up to 1.5	Grade: “excellent”
above 1.5 to 2.5	Grade: “good”
above 2.5 to 3.5	Grade: “satisfactory”
above 3.5 to 4.0	Grade: “sufficient”
above 4.0	Grade: “insufficient”

For the calculation of grades, only the first decimal is factored in; all other decimals are dropped without rounding.

(5) If several examiners participate in an examination, they are to jointly evaluate the examination, provided that no other provisions are made hereinafter. Should the evaluations differ from one another, the grade is determined by the arithmetic average of the individual grades as set down in subsection 4.

(6) An examination is passed if it is graded “sufficient” or better. If a module examination is made up of several components (partial or individual examinations), the module is passed if the weighted average of examination grades equals the grade “sufficient” (4.0). Regulations on retaking examinations are described in § 14 (7).

(7) Examinations are to be evaluated and students notified of the results within six weeks of the examination. Posting the information on an electronic examination management system is sufficient. Students are to be notified of the results of their Bachelor’s thesis within eight weeks.

§ 12 Credits in accordance with the European Credit Transfer System (ECTS)

(1) Credits are assigned to each module of the Bachelor’s program, which makes credit transfers in accordance with the European Credit Transfer System (ECTS) possible. Credits are a quantitative measure of the overall workload needed on average to successfully complete a component of the program. This includes courses, preparation and follow-up work for a course, self-study as well as examinations and exam preparation.

(2) The student workload required to complete the program as detailed in the study plan amounts to 60 credits per academic year. One credit equals a student workload of 25 to 30 hours, thus the workload for students enrolled in the full-time program is 750 to 900 hours per semester during the lecture period and the semester break. This equals 32 to 39 hours per week for 46 weeks a year.

(3) Students only receive credits if they successfully completed a module. This means that students are awarded the total number of credits for every graded module examination (as described in § 11 (2) and (6)) that has been passed or graded “sufficient” or better, irrespective of the grade received for the examination. A total of 180 credits is required to successfully complete the Bachelor’s program without a practice-integrated semester, while a total of 210 credits is required to successfully complete the program with a practice-integrated semester.

(4) An overview of the number of credits assigned to the individual modules and to the Bachelor’s thesis as well as the final oral examination is provided in the study plan (annex 1). More detailed information can be found in the module catalog.

(5) Complying with § 10, credits obtained in accordance with the ECTS at other institutions of higher education within and outside the jurisdiction of the German constitution are to be recognized with the number of credits assigned in the current program. In case of a partial recognition, the number of ECTS credits awarded is adjusted accordingly, cf. § 10 (4), sentence 2.

§ 13 Evaluation of examinations in accordance with the ECTS grading scheme

In accordance with § 31 (1), the examination certificate issued to students at the time of graduation includes a grade distribution table that indicates the relative position of the student’s final grade. This grade distribution table is based on the requirements of the ECTS and the recommendations by the Standing Conference of the Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German Rector’s Conference (*Hochschulrektorenkonferenz*).

§ 14 Retaking examinations; additional examination attempts

(1) Students who do not pass the Bachelor's thesis or the final oral examination may retake each examination once. Module examinations may be retaken twice. It is recommended to retake failed examinations within one year of the failed attempt.

(2) Upon request, each student may use four additional examination attempts over the course of the program. These additional attempts can be used if all examination attempts as per subsection 1 have been used. They can be used for one or several different module examinations, module component examinations or individually assessed components. No additional examination attempt can be used if the examination preceding the re-take was failed due to (attempted) cheating as defined in § 15 (3). Two of the additional examination attempts may be used to improve the grade of a passed first examination attempt. Additional examination attempts may not be used for the Bachelor's thesis or final oral examination.

(3) Requests for an additional examination attempt for a failed examination are to be submitted in writing within one month of the announcement of the results of the examination which is to be retaken. Requests are to be addressed to the Chairperson of the Examination Board. The additional attempt is to be taken during the next possible examination date. Any objection filed against the result of the examination which is to be repeated does not delay the application deadline as per sentence 1. If no application for an additional examination attempt as per sentence 1 is submitted by this deadline or if the application is revoked at a later date (e.g. due to a removal from the student register), the previously failed examination is considered irreversibly failed. In case of an application for retaking a passed examination, the application is submitted during the registration period described in § 17 (1). The additional examination attempt is to be taken at the next possible examination date. In case the student does not show up for their additional examination attempt to improve their grade, the previous grade remains the same.

(4) The additional examination attempt is to be taken at the next possible examination date. In case of an excused withdrawal as defined in § 15 (2), the additional examination attempt is to be taken on the following examination date. In case of a leave of absence due to pregnancy, parental leave, care duties (§ 5 (4)) or illness or in case of a compulsory internship or semester abroad as required by the examination regulations, the examination is to be repeated on the next possible examination date after the leave of absence or the internship or semester abroad. Students who make use of their right to take examinations during a leave of absence as per § 48 (5) sentence 5 HG and request to take examinations are required to use their additional examination attempt (if applicable) during this examination period.

(5) Before the request to use an additional examination attempt in a previously failed module, students should participate in a counseling session offered by the faculty.

(6) An examination graded at least "sufficient" may not be retaken unless the students uses an attempt to improve their grade as described in subsection 2 sentence 5. In case of a re-take to improve the grade of a previously passed examination, the higher (better) grade will be considered for the calculation of the final grade as per § 30.

(7) Students who did not pass a module examination that is made up of several individual components or a combination of different types of examination, only need to retake the component that they did not pass, cf. § 11 (6). Subsection 2 sentence 5 may also be applied to partial or individual examinations. If one or several partial or individual components of a module examination is/are retaken, an additional examination attempt as defined in these regulations is considered used.

§ 15 Absence; withdrawal from examinations; cheating

(1) An examination is deemed “insufficient” (5.0), or “not passed” for non-graded examinations, if a student fails to show up for an examination and is not able to present a good reason for their absence. An examination is also deemed “insufficient” if a student withdraws from it without good reason after the examination has begun or if they do not submit the examination within the given time frame. Sentences 1 and 2 also apply accordingly if students fail to submit their Bachelor’s thesis by the submission deadline.

(2) The reasons for missing or withdrawing from an examination are to be reported immediately to the examination board in writing and are to be substantiated by the student. In case of sickness, students are required to submit a comprehensible medical certificate confirming their incapability of taking the examination. Students who withdraw from an examination after its start are required to notify the proctor who will record the withdrawal in the examination records. If the examination board accepts the student’s explanation, the student will be notified that they may request to register for the respective examination again.

(3) If a student attempts to manipulate the result of their examination by cheating or by using unauthorized resources, the examination concerned will be graded “insufficient” (5.0) or “not passed”. Carrying unauthorized resources may already be considered cheating. Unauthorized resources are all documents, electronic resources including the use of generative AI (e.g. ChatGPT, etc.), electronic devices or other resources that are not explicitly allowed to be used during the respective examination. Students are required to identify other people’s intellectual property (text passages, images, statistics, etc. by other authors from offline or online sources) adopted in their (written) papers or examinations as quotations (also refer to the *Ordnung zur Sicherung guter wissenschaftlicher Praxis der Technischen Hochschule Köln* (TH Köln’s guideline on the assurance of good scientific practice) of May 15, 2023, official communication (*Amtliche Mitteilung*) 18/2023, in its current version). If any solution artifacts (e.g. program codes, technical drawings, technical or scientific models and simulations) developed by others are adopted into own technical solution documents without indicating the source, this is also considered plagiarism. In case of alleged cheating the chairperson of the examination board is entitled, without prejudice to the Administrative Procedures Act for North Rhine-Westphalia (*Verwaltungsverfahrensgesetz*, VwVfG NRW), to question the examinee to determine evidence on the matter and to give the examinee the opportunity to present an explanation. Examiners and, if required, other members of the examination board may be asked to participate in the questioning. In case of repeated or otherwise serious cheating (e.g. major plagiarism, i.e. copying of longer text passages not marked as quotations, or the skillful concealment of plagiarism), the examination board may decide that the examination is deemed irreversibly failed (i.e. failed without option to retake). Additionally, the examinee may be temporarily or permanently removed from the student register.

(4) Anyone who disrupts the proper course of an examination may be expelled from the examination by the examiner or proctor, usually after prior warning. In such a case, the examination concerned is to be graded “insufficient” (5.0) or “not passed”.

(5) The affected student has the right to demand that decisions as described in subsections 3 and 4 are reviewed by the examination board. The reasons for the sanctions as described in subsections 3 and 4 are to be included in the written records of the examination (examination records) or otherwise put on record. Whether an examination may be retaken in cases described in subsections 3 and 4 may be subject to certain conditions, such as the successful participation in a seminar or workshop on academic work.

(6) Additionally, cheating (as per subsection 3) or disruption of the examination (as per subsection 4) may be considered an administrative offense and be punished by a fine. Refer to § 63 (5) HG for details.

II Module examinations

§ 16 Objectives, scope and type of module examinations

(1) The program is divided into individual modules, each of which concludes with an examination. The examination may consist of several parts. A module may extend over one or two semesters. The contents of a module may be taught in one or more courses with different methods of teaching and study. Pursuant to §§ 19 to 22, a module examination may be subdivided into several individual examinations of the same or different type. Based on the intended learning outcomes defined in the module description, examinations are to determine if and to which extent students have achieved the intended learning outcomes of a module. Students may be required to be familiar with relevant contents of previous modules. Working on the exam tasks independently and without assistance is immanent to every examination.

(2) Courses and examinations may also be offered in English. Additional information is provided in §§ 23 and 24, the study plan (annex 1) and the module catalog.

(3) The examination type depends on the requirements of the respective module. Admissible types of examination are written or electronic examinations (§§ 19 and 20) of 30 to 120 minutes duration, oral examinations (§ 21) of 10 to 60 minutes duration per examinee and other types of examination (§ 22) as well as combinations of the aforementioned types of examination.

(4) A student's total workload for module examinations which are made up of a combination of several types of examination is not to exceed the typical workload that a single type of examination would generate.

(5) In consultation with the examiners concerned and in observance of the module outline and the feasibility to complete the program within the allotted time frame, the examination board determines the examination type and modalities for each module, usually at the beginning of each semester unless this has already been set down in the study plan or module catalog. If an examination within a module consists of several components or a combination of different types of examination, the examination board shall also specify how the individual components are weighted. Pursuant to § 11 (5), the overall grade is the arithmetic average of the individual evaluations, unless other weighting factors have been established.

(6) The examination board determines the examination period for written and oral examinations in consultation with the examiners usually one month before the examination period. The examination period is uniform and binding for all students who intend to take the respective module examination. Electronic notification is sufficient.

(7) In case of other examination types (§ 22), the examiner determines the examination schedule in the first quarter of the course and informs the examination board. The examiner is to announce the examination schedule within this period. Electronic notification is sufficient. § 18 (1), sentences 3 and 4 does not apply.

§ 17 Admission to module examinations

(1) Participation in an examination requires prior admission to the examination. Students are to request their admission to examinations within the registration period determined by the examination board, using the electronic registration/withdrawal system provided by the Office of Student and Examination Services. In exceptional cases, students may alternatively submit a written registration request to the Office of Student and Examination Services.
Students are to verify that their registration was properly recorded by checking the electronic examination management system.

(2) Only individuals who are enrolled at Technische Hochschule Köln as students or auditors in

accordance with § 52 (1) and (2) HG can register for examinations.

(3) Students may be required to have passed preliminary assessments, lab courses, partial exams or coursework throughout the semester, or other module examinations in order to be admitted to a module examination. In addition, compulsory attendance may be a requirement for admission to a module examination. A compulsory attendance must be appropriate, necessary and reasonable in order to achieve the learning objective. Accordingly, it is to be ensured that there is no less restrictive means of achieving the learning objective. The extent of the minimum attendance requirement must, in turn, be appropriate, necessary and reasonable for achieving the learning objective.

For detailed information on preliminary assessments and compulsory attendance, refer to § 24, the study plan (annex 1) and the module catalog. Any changes to the module catalog are determined at the beginning of each semester by the examination board in consultation with the examiners for each module, and the updated version is retained by the examination board for that semester.

(4) The selection of required electives (*Wahlpflichtmodule*) in which the student intends to take examinations and that is listed in the registration request becomes binding with the exam registration. For all other matters, the regulations set down in subsection 6 apply.

(5) If a student objects to the presence of students of the same program as audience during an oral examination, a statement is to be submitted along with the registration request or at a later date, see § 21 (3).

(6) Students may revoke their registration for a module examination using the electronic registration/deregistration system provided by the Office of Student and Examination Services or, in exceptional cases, in writing with the Office of Student and Examination Services up until one week prior to the set examination date. By doing so, students will not lose an examination attempt. If a student withdraws from their first attempt to pass an examination, the selection of a required elective as per subsection 4 is no longer binding

(7) Admission is denied if

a) the requirements stated in subsections 1 to 4 are not met, or
b) the student fails to submit all documents and does not submit missing documents by the date set by the examination board, or
c) the student has irreversibly failed (i.e. failed with no option to repeat), within the jurisdiction of the German constitution,

- a Bachelor's or other final examination in the same program or
- a comparable examination in a program whose content has strong similarities to that of the program described in these examination regulations.

In all other cases, admission is only to be denied if the student has, within the jurisdiction of the German constitution, lost the right to take examinations in the same program at a different institution, e.g. by having failed to meet a deadline for retaking examinations.

§ 18 Conducting module examinations

(1) For the module examinations specified in §§ 19 to 21, one examination date per semester is usually scheduled. However, each examination is to be offered at least once a year. With the exception of examinations which take place throughout the semester, examinations are to be held within the examination periods set by the examination board and which are announced at the beginning of the semester or toward the end of the previous semester. Examinations are to be scheduled in such a way that no classes need to be canceled. The examination board may decide on the type of examination to be offered and is to announce this decision in good time before the examination. This is to ensure that students have sufficient time to submit any

applications or requests (e.g. as described in subsection 4). Written examinations (*Klausur*) and oral examinations usually take place on-campus, i.e. in TH Köln's buildings. Examination procedures are to be documented in detail. (This applies in particular to oral examinations including presentations.)

(2) Students are to be notified of the individual examination dates and their admission to the examinations at least two weeks prior to the examination concerned. Electronic notification is sufficient.

(3) Module examinations may be offered as on-campus exams on TH Köln's premises as well as remote exams off the university's premises.
Examinations may be offered either as pen-and-paper exams or as electronic examinations or, in case of oral examinations, through electronic communication using the software and e-learning platforms provided by TH Köln. The principle of equal treatment during examinations is to be respected. Upon request, students are to identify themselves with a government-issued photo ID and their student ID card (MultiCa).

For the authentication of students during a remote examination, a declaration in which examinees declare that they are the person to be examined, will not or have not used any unauthorized resources and are aware that any cheating or attempt thereof will be punished as specified in the respective program's examination regulations is to be submitted. For remote written examinations, § 19 (5) applies. In accordance with § 63 (5) sentence 1 HG, the university may request a declaration in lieu of an oath in which the examinee declares that they have completed the exam tasks independently and without assistance.

Unauthorized resources are all documents, electronic resources, electronic devices or other resources that are not explicitly allowed to be used during the respective examination, exam-related communication with third parties (including shared storage locations or repositories) or artificial intelligence agents etc. In case of technical difficulties during an examination for which TH Köln is responsible and which require that the exam is aborted, a make-up date in the near future is to be determined. For examinees, the regulations on missing or withdrawing from exams as per § 15 (1) and (2) apply accordingly.

(4) If a student – by submitting a medical certificate or in a different manner – substantiates that they are not capable of completely or partly taking the examination, coursework or admission test in its intended form or time frame due to a permanent disability or chronic disease pursuant to § 3 of the German Act on Equal Opportunities for Persons with Disabilities (*Behindertengleichstellungsgesetz*), the chairperson of the examination board decides, after due consideration, if, how and to what extent reasonable adjustments are appropriate. Applications for reasonable adjustments are to be submitted in due time (usually along with the registration for the exam at the latest and at least two months before the exam, or by a date set by the chairperson of the examination board) along with all required supporting documents. The decision on the application is to be made within an appropriate time fame (usually within one month of the date of submission of the application or at least one month prior to the examination/the assignment of the topic). According to § 62b HG, the Representative for Students with Disabilities and Chronic Diseases may be consulted prior to the decision. In exceptional cases, sentences 1 to 4 also apply to persons with temporary health impairments.

(5) If a written or oral examination is the second retake of a module examination, module component or individually assessed component or an examination which concludes a program, it is to be evaluated by at least two examiners.

(6) For examinations as defined in §§ 19-21, examination records are to be kept, which shall include at least the names of the record keeper, proctor and examinees, the start and end time of the exam as well as any unusual occurrences.

§ 19 Written examinations (*Klausur*) (on-campus and remote examinations)

(1) In written examinations, students are to prove that – within a limited time frame and with limited resources – they are capable of identifying topics and tasks stemming from areas covered by the module by means of common scientific methods of their subject area and solving them correctly.

(2) A proctor is to be present during written examinations. For remote written examinations (cf. Subsections 4 and 5), the proctor may also supervise the exam by video supervision. The video supervision may be disregarded if, through the design of the exam questions in combination with the permitted aids and while safeguarding the examinee's personal data and privacy, technical measures are taken to ensure that cheating during the examination is prevented as far as possible. The examiner decides whether students are allowed to use additional resources.

(3) A written examination is normally drawn up by one examiner only. In specific cases, especially when a module examination covers several subject fields, the examination may also be drawn up by more than one examiner. In such a case, the examiners jointly determine how the individual components of the examination shall be weighted prior to the examination; each examiner evaluates the only the parts of the written examination that falls into their subject field, irrespective of the individual components and their weighting. Due to the special character of a subject field, the examination board may alternatively determine that an examiner shall evaluate the entire written examination. In such a case, the examination is evaluated based on the previously determined weighting of the individual components. § 18 (5) remains unaffected.

(4) Examinations conducted in digital formats are permissible. They are treated like written examinations. An electronic written exam (eKlausur) is a computer-based exam which is drawn up, conducted and evaluated using information and communication technology. Prior to the examination, students are given ample opportunity to get to know the electronic examination system. During electronic written exams, a person competent in the relevant field is to be present (for on-campus exams) or reachable (for remote exams). This person also produces a written record of the examination (§ 18 (6)). It is to be ensured that the electronic data is kept and can be assigned to the individual examinees for the duration of the retention periods.

(5) Remote written examinations are possible if the examination board agrees. Examiners are to submit a substantiated request. At the beginning of the exam, examinees are to identify themselves by presenting their MultiCa and government-issued ID card. Additionally, they are required to show the entire room where they are to take the exam with their camera to demonstrate that they are by themselves and will not use any unauthorized resources. To ensure equal opportunities and to discourage cheating during remote written exams, students are required to activate the camera and microphone of their communication device that is used for the exam (video supervision). In case of suspected cheating, proctors may request that the camera is moved to show the entire room. Video supervision is to be carried out in such a way that the examinees' privacy and personal rights are only affected to the extent ultimately necessary for the purpose of exam supervision. Video supervision is carried out by supervisors employed by TH Köln. There is generally no automated analysis of video or audio data of the video supervision. Examinations as well as image and audio data are not recorded or otherwise stored.

In exceptional cases, students may apply to the examination board to take an examination on-site (i.e. on campus) instead of the scheduled remote written exam. If the examination board rejects such a request, it is to provide an explanation for the rejection.

§ 20 Written multiple-choice examinations

(1) Written examinations may be completely or partly conducted as multiple-choice examinations. In multiple-choice examinations, students are asked to answer written questions under supervision by selecting the correct answers from a list of suggested solutions. Multiple-choice examinations may be held in modules suitable for this type of examination upon request of the examiners and with approval of the examination board.

(2) The questions asked in examinations are to target the knowledge and skills taught in the module concerned and need to ensure reliable examination results.

(3) Correct answers are scored with a positive value. Weighted scoring is possible. Incorrect answers are scored with a value of zero; there are no penalties (negative scores) for incorrect answers. Also, no score will be awarded if none of the answers are selected, even if in doing so, incorrect answers were correctly not selected, unless it was correct not to select any of the possible answers. Likewise, no score will be awarded if all of the answers are selected, even if in doing so, correct answers were correctly selected, unless it was correct to select all of the possible answers. If the exam question includes information on how many of the possible answers are correct, no score will be awarded if more answers were selected than the indicated number of correct answers.

(4) The evaluation of a written examination is to include the following information:

a) the number of questions asked and the number of questions answered correctly by the student,
b) the minimum number of questions required to be answered correctly in order to pass the examination,
c) in case the examination was passed, the percentage by which the number of correctly answered questions exceeds the minimum requirements,
d) the grade obtained by the student.

(5) When evaluating examinations, examiners are to pay attention as to whether a frequent occurrence of wrong answers to a specific question might indicate that the question was worded incorrectly. If it is determined after the examination that individual questions or possible solutions are erroneous, the examination exercises concerned will not be factored in. This reduced number of exercises is to form the basis of the evaluation. Reducing the examination exercises shall not put students at a disadvantage.

(6) If only part of the examination is in multiple-choice format, subsections 1 to 5 only apply to this part of the examination. If sentence 1 does not apply to an independent part of the examination, the regulations described in subsection 4 letters b) to d) do not apply.

§ 21 Oral Examinations

(1) With the exception of the cases defined in § 18 (5), oral examinations are held in the presence of an examiner and a qualified co-examiner (§ 9 (1)) or in the presence of several examiners (panel examination) as group examinations or individual examinations. If an examination covers several subject fields, each student is examined by only one examiner in each subject field unless § 18 (5) applies. Prior to grading the examination, the examiner is to consult with the co-examiner or the other examiners. Oral examinations may be conducted using means of electronic communication. In exceptional cases, students may apply to the examination board to take an examination on-site (i.e. on campus). If the examination board rejects such a request, it is to provide an explanation for the rejection.

(2) A written record of the essential topics and the results of the examination, in particular facts that are essential to the grading of the examination, is to be kept. The grade is to be reported to the students immediately after the examination.

(3) Students who are enrolled in the same program or who take the same module and who are planning to take the same examination during a later examination period, are to be given the opportunity to be present during oral examinations as audience, provided that there is enough space and that no examinee has objected to this provision, see § 17 (5). However, no audience is allowed during the examiners' consultation or during the announcement of examination results.

§ 22 Other types of examinations

(1) Besides written and oral examinations, other types of examination may be chosen for module examinations, in particular presentations, term papers, term papers with oral examination, open book elaborations or exams, oral reports, project papers, certificates of achievement/interim certificates of achievement, performance assessments, learning portfolios, lab reports, role plays, simulations, simulation games.

(2) Other types of examination are usually evaluated by one examiner, unless § 18 (5) applies.

(3) A term paper (e.g. case study or research paper) is to determine whether students are capable of independently completing an assignment in writing or in electronic form within a given time frame, using scientific and subject-related methods. The examiner determines the topic and length of the paper (e.g. number of pages of the main part) at the beginning of the semester. Examinees are to sign and submit an academic integrity declaration.

(3a) A term paper with oral examination is a type of examination that consists of a written elaboration and an oral examination.

The term paper is to determine whether students are capable of independently completing a written or electronic technical assignment within a given time frame, using scientific and subject-related methods. The examiner determines the topic and length of the paper (e.g. number of pages of the main part) at the beginning of the semester. Examinees are to sign and submit an academic integrity declaration.

The aim of the oral examination is to determine whether the student is capable of orally presenting and independently justifying the findings of the term paper, its scientific and methodological fundamentals as well as inter- and multidisciplinary contexts, and of assessing the paper's significance for practice. The provisions for oral examinations (§ 21) apply accordingly.

(4) An open book elaboration or exam (OBA) is a short term paper, i.e. an unsupervised written or electronic exam. It is characterized by the fact that (usually) all resources are permitted as defined in the examiner's permissible resources statement. Special attention is drawn to ensuring good scientific practice, incl. proper citation etc., as well as the requirement to complete examination tasks independently (i.e. without assistance).

(5) An oral report (e.g. presentation, negotiation, mediation) is to determine whether the examinee is capable of independently solving and adequately presenting a practice-based assignment by means of verbal communication within a given time frame, using scientific and subject-related methods. The examiner determines the duration of the oral report at the beginning of the semester. A written record of facts that are essential for the grading of the oral report is to be kept. Students are to be informed of their grade within one week of the oral report at the latest.

(6) A project is an examination which requires students to work independently but under guidance on a specific problem. Students are required to apply scientific methods and document their findings.

(7) A certificate of achievement/interim certificate of achievement confirms that a student completed an assignment (like submitting a draft paper) as required. Specifications regarding scope, contents and requirements are detailed in the respective module descriptions in the

module catalog and the assignment.

(8) In a performance assessment, typical authentic action situations are simulated. Students are facing one or several tasks which they will/may face in their future professional field. Students have to complete this assignment independently – depending on the specific requirements of the respective module – either by themselves or as members of a team entrusted with the respective task. How thoroughly the task is analyzed and which approach is chosen, which methods and tools are selected and used and how the students structure, organize, coordinate and document their own activities as well as the cooperation with their team members (project management) is mainly determined by the students themselves, analogous to professional practice; this is evaluated (performance).

(9) A learning portfolio documents the students' development of skills and competencies by means of presentations, essays, excerpts from lab reports, tables of contents of term papers, lecture notes, to-do lists, research reports and other presentations of coursework and products of learning. The documents assembled in the portfolio are called artifacts. A learning portfolio can only be considered an examination subject if it is accompanied by a student's reflection (written, oral or video) on the significance of these artifacts for the learning objective which was previously announced by the examiner. As the semester proceeds and the learning portfolio is assembled, the examiner will provide feedback on the development and/or artifacts. For the examination, a revised version of the learning portfolio, based on the examiner's feedback, is submitted (either handwritten or in a digital format).

(10) A lab report (e.g. experiment protocol) is to determine if students are able to independently complete a laboratory assignment within a specified time frame and also document, evaluate and reflect the process and results in writing. Examinations in form of a lab report may also be conducted as team projects. Students are to be notified of the evaluation of the lab report within six weeks of submission of their report.

(11) A role play (or simulation game) is to determine whether students are capable of solving tasks in situations (or simulations) that are close or analogous to real-life situations, using scientific methods and communication and cooperation techniques, usually in interaction with other real or virtual persons, within a specified time frame. The evaluation is to be announced to the students upon completion of the role play.

(12) An admission colloquium (*Zugangskolloquium*) is to determine if the students meet the experiment-specific requirements to complete a practical laboratory assignment competently and without assistance using scientific and subject-related methods.

(13) A specimen (*Präparat*) is the physical product of a student's work, which meets the previously defined standards regarding quality and quantity. It is to determine whether a student is capable of completing a task, which aims at creating a product, without assistance using scientific and subject-related methods. The evaluation of the specimen is to be announced to the student within two weeks of the submission deadline.

(14) It is possible to allow other types of examinations, also as team projects. This usually requires that a student's individual contribution to be evaluated as an examination is clearly distinguishable and can be assessed accordingly. In order to verify a student's contribution, identifiers such as passages, areas of responsibility, page numbers (for term papers) or other objective identifiers allowing for a clear distinction are to be indicated. If the focus of the intended learning outcomes of the joint team project is on working together as a team, an overall evaluation of the team project is possible.

III Progression of studies

§ 23 Modules and completion of the program, additional modules

(1) In all compulsory modules (required modules and required electives), students are to take module examinations as described in §§ 19 – 22. The program's modules are listed in § 24; the corresponding types of examination can be found in the study plan or module catalog, unless individually determined by the examination board (§ 16 (5), sentence 1). Modules can be selected according to the study plan. Additional information is available in the module catalog.

(2) A student may take examinations in more modules than the ones needed to earn the required number of credits (additional modules). The results of these additional examinations may be listed on the examination certificate upon request of the student. However, they are not accounted for in the calculation of the final grade. If a student selects more than the required number of modules from the catalog of required electives and concludes them by passing the respective module examination, these are also considered additional modules. In this case, those module examinations with the best grades are considered required examinations unless the student has specified differently prior to registering for the final thesis, or if specific module examinations are required to complete a selected focus area of study or specialization.

§ 24 Module examinations, semesters abroad and practice-integrated semester abroad (*Praxissemester*)

(1) Module examinations are to be taken as specified in the study plan (annex 1). Details on module examinations to be taken can be found in the current versions of the study plan (annex 1) as well as the module catalog.

(2) The semester abroad is an integral part of the program. During the semester abroad, 30 ECTS credits (cf. § 12) are to be accumulated at a recognized university abroad. In all other cases, refer to annex 1 of the examination regulations.

The semester abroad not only helps to improve foreign language skills (up to 6 ECTS in a foreign language other than English) but also offers the opportunity for specialization in specific areas of study. When choosing a partner university, it is therefore strongly recommended to consider the courses offered on campus. It is required that the courses taken during the semester abroad have a clear connection to business studies. The selection of courses is to be discussed with the program coordinator before the stay abroad.

Courses from the following areas (among others) can be selected:

- Management (Human Resources, Sustainability etc.)
- Finance
- Marketing
- Accounting
- Business Logistics
- Company Taxation
- Business Ethics
- International Business Law
- Regional Studies and Foreign Language Studies (non-English language courses)
- International Economics
- International Politics
- Quantitative Methods

The examination board is to decide on potential exceptions and on the recognition of module

examinations completed at universities abroad.

(3) The optional practice-integrated semester abroad (*Praxissemester*) is a placement supervised by Technische Hochschule Köln at an international company or other international institution, with the aim of gaining professional experience. It aims to introduce students to professional practice through specific assignments and hands-on work in international companies, international organizations, the European Union or other business-related or comparable international institutions. The practice-integrated semester (*Praxissemester*) in the program International Business is to be completed abroad. Exceptions are to be ruled on by the examination board.

The practice-integrated semester (*Praxissemester*) can be elected voluntarily. Upon application, admission is granted to students who have accumulated 60 ECTS credits (cf. § 12). Students are required to submit a contract with the company or institution where they intend to complete their internship semester in order to be admitted. Admission to the internship semester is granted by the examination board.

- Admission to the practice-integrated semester abroad (*Praxissemester*) extends the standard program duration under § 4 from six to seven semesters.
- Students are not entitled to be assigned an internship in a company.
- The faculty appoints at least one representative from the pool of professors for the practice-integrated semester (*Praxissemester*) in the program in International Business.

Advice and support are provided by the internship representative for the program in International Business. An additional professor will also provide academic supervision. Students are required to attend a preparatory session, write an academic paper on the practice-integrated semester (*Praxissemester*) and present their findings in a review session. The academic paper and presentation are used to assess the success of the professional internship and for the examination board to recognize the internship semester. For the recognized practice-integrated semester (*Praxissemester*), 30 ECTS credits are awarded in accordance with § 12. The internship semester is graded as “pass” or “fail.”

IV Bachelor’s thesis and final oral examination

§ 25 Bachelor’s thesis; purpose, topic, examiners

(1) The Bachelor’s thesis is a written paper with final oral examination. It is to demonstrate that the students are capable of independently completing an assignment on a topic from their subject field within a given time frame by elaborating on subject-related specifics as well as on interdisciplinary contexts and by making use of scientific and subject-related methods. When writing their Bachelor’s theses, students may take an interdisciplinary collaboration into consideration.

(2) The topic of the Bachelor’s thesis may be determined by any professor who may be appointed examiner in accordance with § 9 (1). This examiner may also be the thesis advisor. Upon request of the student, the chairperson of the examination board may appoint the following persons as thesis advisors as per § 28 (2) if it has been determined that no professor responsible for the respective subject is able to function as thesis advisor for the intended topic of the Bachelor’s thesis:

- Honorary professors
- Adjunct lecturers with relevant tasks
- Instructors for special tasks

– Examiners from other faculties
or
– Persons with professional experience and experience in professional training.

(3) If approved by the chairperson of the examination board, students may write their Bachelor's thesis at an institution outside the university if this institution provides sufficient advice and assistance. Students are to be given the opportunity to suggest topics for their Bachelor's thesis.

(4) Upon request, the chairperson of the examination board ensures that a student is provided with a topic for the Bachelor's thesis in time.

(5) A Bachelor's thesis may also be written as a team project if students' individual contributions to be evaluated are clearly distinguishable and can be evaluated accordingly and if it complies with the requirements stated in subsection 1. In order to verify a student's contribution, their passages, page numbers or other objective criteria allowing for a clear distinction are to be identified.

(6) The Bachelor's thesis may be written in English if endorsed by the chairperson of the examination board and the main examiner.

§ 26 Admission to the Bachelor's thesis

(1) Students are admitted to the Bachelor's thesis if they meet the admission requirements stated in § 17 (2 and 5) and have, pursuant to § 12, obtained a total of 120 credits in the examinations required as per § 24.

(2) The thesis registration request is to be addressed to the chairperson of the examination board and to be submitted to the Office of Student and Examination Services. Requests can be submitted in writing or through an electronic system provided by TH Köln. The following documents are to be submitted at the time of registration, unless already submitted in the past:

a) proof of having met the admission requirements stated in subsection 1
b) a statement on previous attempts to write a Bachelor's thesis or another final examination and on attempts to pass the Bachelor's examination,
c) a statement on which examiner is willing and able to prepare the topic of the Bachelor's thesis and to function as thesis advisor, and
d) usually the suggested topic of the Bachelor's thesis.

(3) Students may revoke their registration for the Bachelor's thesis in writing or through an electronic system provided by TH Köln up until the day the admission decision is announced without losing an attempt to write their thesis.

(4) The chairperson of the examination board decides on the admission to the thesis. In cases of doubt, the decision lies with the entire examination board. Admission is denied if

a) the student does not meet the requirements stated in subsection 1, or
b) the supporting documents are incomplete, or
c) within the jurisdiction of the German constitution, a final thesis written by the student has been evaluated as "insufficient" without option to repeat, or if the student has irreversibly failed one of the examinations stated in subsection 2 sentence 3 item b).

In all other cases, admission is only to be denied if the student has, within the jurisdiction of the German constitution, lost the right to take examinations in the same program, e.g. due to having failed to meet a deadline for retaking examinations.

§ 27 Assignment of the topic and writing the Bachelor's thesis

(1) The topic of the Bachelor's thesis is assigned by the chairperson of the examination board. The time of assignment is to be the day on which the chairperson of the examination board informs the student of the topic of the Bachelor's thesis assigned by the thesis advisor. The time of assignment is to be put on record.

(2) Students have nine weeks to complete the Bachelor's thesis (day of assignment to the day of submission). The topic and assignment must be such that it is possible to complete the Bachelor's thesis within the given time frame. In exceptional cases, the chairperson of the examination board may extend the submission deadline by up to two weeks if the student concerned submits a request prior to the deadline stating the reasons for extending the deadline. The thesis advisor is to be consulted on this request. The main part of the Bachelor's thesis is not to exceed 40 pages.

(3) Students may return a topic only once and only within the first two weeks of the assigned time frame. They are not required to state a reason for their withdrawal. If a student undertakes a second attempt to write a Bachelor's thesis in compliance with § 14 (1), the student may only return their topic if they did not do so during their first attempt.

(4) § 18 (4) applies accordingly.

§ 28 Submission and evaluation of the Bachelor's thesis and final oral examination

(1) Students are to submit one hardcover copy of their Bachelor's thesis and one copy – which is also used for plagiarism checks – on an electronic data carrier, or in another digital format, in one of the common word processing formats to the chairperson of the examination board, or at a location determined by the chairperson of the examination board, by the submission deadline. The hardcover version is binding. Submitting the thesis in other formats (e.g. by fax) is not permissible. The time of submission is to be put on record; if the thesis is submitted by mail, the decisive criterion is the point of time when the thesis is submitted to the postal service. When submitting the thesis, students are required to declare in writing that they have written the thesis – in case of a team project their part of the thesis, which has been identified accordingly – without assistance and have used no other sources or resources than the ones indicated. In case of quotations, sources are to be identified.

(2) The Bachelor's thesis and final oral examination shall be evaluated by two examiners. One of the examiners is to be the thesis advisor. The other examiner is appointed by the chairperson of the examination board. If § 25 (2) sentences 3 and 4 apply, the second examiner must be a professor. The final oral examination complements the Bachelor's thesis. It is to be evaluated in conjunction with the final thesis and is to take place shortly after the submission of the Bachelor's thesis. Its aim is to determine whether the student is capable of orally presenting and independently justifying the findings of the Bachelor's thesis, its scientific and methodological fundamentals as well as inter- and multidisciplinary contexts, and of assessing the thesis' significance for practice. The duration of the final oral examination is approximately 30 minutes. The provisions for oral examinations (§ 21) apply accordingly.

If the examiners' evaluations differ from each other and the divergence of both grades is less than 2.0, the grade for the Bachelor's thesis and final oral examination is the arithmetic average of the two grades. If, during the evaluation of the Bachelor's thesis and final oral examination, it becomes apparent that the divergence will be 2.0 or higher, the examination board will appoint a third examiner. The third examiner will then conduct the final oral examination together with the other examiners. In this case, the grade for the Bachelor's thesis and final oral examination is the arithmetic average of the two better grades. However, the Bachelor's thesis and final oral examination can only be graded "sufficient" or better if at least two of the grades are "sufficient" or better.

(3) Students who pass the Bachelor's thesis and final oral examination are awarded a total of 12 credits in accordance with § 12.

V Results of the Bachelor's examination

§ 29 Results of the Bachelor's examination

(1) Students need to accumulate 180 (without practice-integrated semester) or 210 credits (with practice-integrated semester) to pass the Bachelor's examination. This requires that all required module examinations have been passed and that the Bachelor's thesis and the final oral examination have been evaluated as at least "sufficient".

(2) Students have failed the Bachelor's examination if one of the examinations stated in subsection 1 has been irreversibly evaluated as "insufficient" or is irreversibly deemed "insufficient". Students are to be notified (in writing) of having failed the Bachelor's examination. This notification is to include information on legal remedies. After the student's removal from the student register, the chairperson of the examination board will, upon request, issue a certified document listing all examinations and coursework taken by the student and the respective grades, as well as the examinations missing in order for the student to pass the Bachelor's examination. This document must include the information that the student has irreversibly failed the Bachelor's examination. Upon request, the chairperson of the examination board will issue a document listing only the completed examinations and coursework and the respective grades.

§ 30 Examination certificate; final grade; diploma supplement

(1) Graduates are to receive a certificate on the passed Bachelor's examination without delay, if possible within four weeks of the last examination. This examination certificate includes the grades and credits for all module examinations, the topic of the Bachelor's thesis, grades and credits for the Bachelor's thesis and final oral examination, the final grade for the Bachelor's examination and in case of transfer credits, the name of the institution where the examination was taken.

(2) The final grade for the Bachelor's examination is the average of the grades for the module examinations, the Bachelor's thesis and the final oral examination, which have been weighted either by the corresponding credits or in another manner (defined in § 24 or the study plan). If a student has selected more than the required number of modules from the catalog of required electives and has passed them with a grade of at least "sufficient", only the grades of the modules as defined in § 23 (2) sentence 5 will be considered for the calculation of the final grade.

(3) In accordance with § 23 (2), grades for additional modules are not accounted for in the calculation of the final grade.

(4) The examination certificate is signed by the chairperson of the examination board and bears the date of the day on which the last examination was taken.

(5) Graduates receive their Bachelor's certificate *(Bachelorurkunde)* along with the examination certificate (*Zeugnis*). The Bachelor's certificate bears the same date as the examination certificate. The Bachelor's certificate certifies that the Bachelor's degree has been awarded in compliance with § 2 (4).

(6) The Bachelor's certificate is signed by the dean of the Faculty of Business, Economics and Law and by the chairperson of the examination board and bears the seal of Technische Hochschule

Köln.

(7) In addition to the Master's certificate and the examination certificate, graduates receive a diploma supplement in English, which corresponds to the guidelines and agreements of the German Rectors' Conference.

VI Final provisions

§ 31 Inspection of examination papers

After each attempt to pass a module examination or the Bachelor's thesis and final oral examination, the student is to be given access (upon request) to the written or electronic examination concerned and – if available – the examiners' records related to the examination and the examination records of an oral examination. Access to a Bachelor's thesis that was graded at least "sufficient" is to be granted only after the corresponding final oral examination was taken. Requests to access to these documents are to be addressed to the chairperson of the examination board within one month of the announcement of the grade for the module examination or within one month of the delivery of the examination certificate or the certification on irreversibly failing the Bachelor's examination. The chairperson determines time and place of the inspection. The student is permitted to make a copy of the examination papers that is identical to the original.

§ 32 Invalidity of examinations

(1) If a student cheated during an examination and the cheating is detected only after the delivery of the examination certificate, the Bachelor's certificate, diploma supplement or the certificate mentioned in § 29 (2) sentences 4 and 6, the examination board is entitled to subsequently amend the grades for those examinations during which the student cheated and to declare the Bachelor's examination failed or partially failed.

(2) If the requirements for admission to an examination were not met but the student did not attempt to cheat and if this matter was detected only after the delivery of the examination certificate, Bachelor's certificate, diploma supplement or the certification mentioned in § 29 (2) sentences 4 and 6, this shortcoming is offset by the student's passing of the examination. If the student deliberately effected a wrongful admission, the examination board decides on the legal consequences with due regard to the Administrative Procedures Act (*Verwaltungsverfahrensgesetz*) of North Rhine-Westphalia.

(3) If necessary, the incorrect examination certificate, the Bachelor's certificate and the diploma supplement or the incorrect document as per § 29 (2), sentences 4 and 6 are to be collected and reissued. A decision pursuant to subsections 1 and 2 is to be ruled out if five years or more have passed since the examination certificate or document as per § 29 (2) sentences 4 and 6 was issued.

§ 33 Entry into force; transitional regulations

(1) These examination regulations will come into force on September 1, 2025 and will be published in Technische Hochschule Köln's official communication *(Amtliche Mitteilungen)*.

(2) These examination regulations apply to all students who enroll in or apply for admission to the Bachelor's program in International Business at Technische Hochschule Köln as of the winter semester 2025/26. Additionally, subsection 3 also applies to all students enrolled in the Bachelor's program in Integrated Design based on the examination regulations of July 12, 2019 (*Amtliche Mitteilung* 09/2019).

(3) The examination regulations for the program in International Business at Technische Hochschule Köln of July 12, 2019 (*Amtliche Mitteilung* 09/2019) will expire on August 31, 2029. Examinations will continue to be offered until August 31, 2029. Details are provided in the regulation on the discontinuation of the program.

(4) The examination regulations are published on the basis of the resolution of the faculty council of the Faculty of Business, Economics and Law at Technische Hochschule Köln of May 20, 2025 and after legal review by the Executive Board of Technische Hochschule Köln on June 25, 2025.

Cologne, July 16, 2025

The President
of Technische Hochschule Köln
(University of Applied Sciences)

Prof. Dr. Sylvia Heuchemer

Annex:

Annex 1: Study plan

Annex 1: Study plan **Program: International Business, B.Sc.** **Faculty of Business, Economics and Law**

Modules / lectures				Required modules / electives	**ECTS** credits		**Compulsory attendance** as admission requirement for module examination/component		**Preliminary assessment** as admission requirement for module examination		**Exam type**
Semester	**Module**	**Module component / lecture**		**Required** module **Required elective Elective**	**Module component**	**Total**	**yes / no?**	**if yes:** minimum attendance	**yes / no?**	**if yes:** which module component(s)	
1	Introduction to International Business			Required		6	no		no		Examination (80%) Term paper (20%)
1	Introduction to International Accounting and Taxation			Required		6	no		yes		Examination (100%)
1	Business Psychology			Required		6	no		no		Team project with oral exam (50%) Term paper (50%)
1	Managerial Microeconomics			Required		6	no		no		Examination (100%)
1	Introduction to International Business Law			Required		6	no		no		Examination (100%)
2	Digital Transformation and Artificial Intelligence			Required		6	no		no		Examination (60%) Presentation (40%)
2	Introduction to Marketing			Required		6	no		no		Examination (80%) Term paper (20%)
2	International Management Accounting			Required		6	no		no		Examination (70%) Team projects (30%)
2	International Macroeconomics			Required		6	no		no		Examination (70%) Term paper (30%)
2	Quantitative Methods A			Required		6	no		no		Examination (100%), consisting of 2 parts
3	International Marketing			Required		6	no		no		Examination (65%) Presentation (35%)

3	Cross Cultural Competence I			Required		3	no		no		Learning portfolio (research documentation) (50%) Presentation (20%) Learning portfolio (tutorial) (30%)
3	Multicultural Entrepreneurship I			Required		3	no		no		Term paper (30%) Oral exam (70%)
3	International Management and Ethics			Required		6	no		no		Examination (50%) Team project (50%)
3	International Economics			Required		6	no		no		Examination (100%)
3	Quantitative Methods B			Required		6	no		no		Examination (100%)
4	International Corporate Finance			Required		6	no		no		Examination (70%) Team projects (30%)
4	Consulting & Artificial Intelligence			Required		6	no		no		Term paper (100%)
4	Cross Cultural Competence II			Required		3	no		yes	CCC I	Learning portfolio (research documentation) (50%) Presentation (20%) Learning portfolio (tutorial) (30%)
4	Multicultural Entrepreneurship II			Required		3	no		yes	MCE I	Term paper (30%) Oral exam (70%)
4	Management Elective:										
	Negotiating across Cultures			Required elective		6	no		no		Oral exam (20%) Examination (60%) Learning portfolio (20%)
	Business Ethics						no		no		Examination (20%) Presentation (80%)
	Behavioral Economics						no		no		Examination (20%) Presentation (80%)
	International Human Resource Management						no		no		Examination (50%) Group term paper (50%)
	Summer/Winter School						no		no		Certificate of achievement (30%) Term paper (50%) Presentation (20%)
	Integrated International Sustainability Management						no		no		Team project (50%) Examination (50%)
	International Strategic Finance						no		no		Case studies (80%) Presentation (20%)

	Central Banking and Capital Markets						no		no		Examination (100%)
	Artificial Intelligence Applications as Business Agents						no		no		Case studies (70%) Learning portfolio (30%)
4	Economic Resilience and International Trade			Required		6	no		no		Oral report (50%) Open book exam (50%)
5	Semester Abroad - Electives			Required elective		30			no		Various
6	International Supply Chain Management			Required		6	no		no		Examination (65%) Case studies (35%)
6	Global Leadership			Required		6	no		no		Oral exam (60%) Term paper (40%)
6	Simulation Game International Management			Required		6	no		no		Term paper (40%) Presentation (Game Review) (20%) Presentation (strategy and business plan) (40%)
6	Bachelor's thesis and final oral examination*			Required		12			yes	120 ECTS	Bachelor's thesis and final oral examination (100%)
7	Practical training semester abroad (optional)			Elective		30			yes	60 ECTS	Final report and coaching session (100%)
	*Depends on the individual research question to be addressed in the thesis										