

Consolidated version from the University of Bayreuth:

The content of these regulations was carefully collated based on the most recent information. Nevertheless, errors in the preparation of this document cannot be ruled out. The binding version of this document is the official text that can be viewed at the Office of Examinations or at Student Advising or the by-laws published officially online at

<http://www.uni-bayreuth.de/de/universitaet/organisation/abt1/amtliche-bekanntmachungen/index.html>.

Please observe the regulations regarding effective dates in each amendment that is passed.

Degree and examination regulations for the bachelor's programme in Languages, Literatures and Media in Africa and the bachelor's programme in African Verbal and Visual Arts (Languages, Literatures, Media and Art) at the University of Bayreuth

Dated 5 July 2017

**As amended by the by-laws
dated 25 September 2018**

Pursuant to Article 13(1) sentence 2 in conjunction with Articles 58(1) sentence 1 and 61(2) sentence 1 of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz – BayHSchG), the University of Bayreuth hereby issues the following by-laws:

Table of contents

- Section 1 Purpose of the bachelor's programme
- Section 2 Part/full-time study formats, assessment and official length of programme
- Section 3 Structure of the programmes of study
- Section 4 Board of examiners
- Section 5 Examiners and co-examiners
- Section 6 Exclusion due to personal involvement and duty of confidentiality
- Section 7 Admission to the programmes and examinations
- Section 8 Recognition of prior learning
- Section 9 Examination dates and announcement of examination dates and examiners
- Section 10 Components of assessment
- Section 11 Forms of assessment
- Section 12 Bachelor's thesis
- Section 13 Credit point system
- Section 14 Consideration of special circumstances
- Section 15 Consideration of the special needs of persons with disabilities
- Section 16 Grading of assessment
- Section 17 Final grade
- Section 18 Completion of the bachelor's programme
- Section 19 Repetition of module assessment
- Section 20 Documentation of non-award of bachelor's degree
- Section 21 Access to assessment records
- Section 22 Shortcomings in the assessment process
- Section 23 Non-attendance, withdrawal, cheating and violation of regulations
- Section 24 Invalidity of the bachelor's degree
- Section 25 Award of the bachelor's degree and certificate
- Section 26 Academic advising for students
- Section 27 Effective date

Addendum: Modules, credit points and assessment

Section 1

Purpose of the bachelor's degree

1By successfully completing set pieces of assessment alongside their study to meet the requirements for the award of a career-qualifying bachelor's degree, earned through scientific, university-level study of the bachelor's programme in Languages, Literatures, Art and Media in Africa or African Verbal and Visual Arts (Languages, Literatures, Media and Art), candidates shall receive such degree attesting to: scientific knowledge in the disciplines of language, literature, media and art in Africa, academic skills for independently solving interdisciplinary, humanities-based issues and proficiency in two African languages.

2The same degree shall attest to the candidates' understanding of the scientific and interdisciplinary contexts at such a level that they are able to conduct more specialized academic work. 3Based on the students' successful completion of one of the above bachelor's programmes, the University's Faculty of Languages and Literature shall award candidates the academic degree of Bachelor of Arts (BA).

Section 2

Part/full-time study formats, assessment and official length of programme

- (1) 1The bachelor's programmes in Languages, Literatures, Art and Media in Africa and African Verbal and Visual Arts (Languages, Literatures, Media and Art) may be studied either full-time or part-time. 2Applicants for either programme must decide during enrolment if they wish to study full-time or part-time. 3It shall only be possible to switch from full-time study to part-time study or vice versa when renewing enrolment for each new semester. 4The full-time study format shall span six semesters, including the bachelor's thesis; this shall be the official length of both programmes. 5The part-time study format shall span 12 semesters, including the bachelor's thesis. 6Where these by-laws do not provide any specific regulations otherwise, the dates and periods prescribed for the full-time study format shall also apply to the part-time study format.
- (2) Prescribed projects shall be integrated into the programmes and require completion within the official length of the programmes.
- (3) The programmes shall require that students earn 180 credit points based on the European Credit Transfer System (ECTS).
- (4) Commencement for both programmes shall be each winter semester.

Section 3

Structure of the programmes of study

- (1) 1The bachelor's programme in Languages, Literatures, Art and Media in Africa shall be studied in German and the bachelor's programme in African Verbal and Visual Arts (Languages, Literatures, Media and Art) in English. 2Students may choose to study their minor in either German or English. 3The bachelor's programmes shall be structured as a series of modules, consisting of the following:

1. Major

African Verbal and Visual Arts (Languages, Literatures, Media and Art):

Languages, Literatures, Art and Media in Africa:

Initial Course in Language 1	Initial Course in Language 1	(module C1)
Basic Course in Language 1	Basic Course in Language 1	(module C2)
Intermediate Course in Language 1	Intermediate Course in Language 1	(module C3)
Advanced Course in Language 1	Advanced Course in Language 1	(module C4)
Initial Course in Language 2	Initial Course for Language 2	(module C5)
Basic Course in Language 2	Basic Course in Language 2	(module C6)
Languages in Application	Languages in Application	(module C7)
The Linguistic Landscapes of Africa	The Linguistic Landscapes of Africa	(module C8)
Methods in Art Studies and Media Studies	Methods in Art Studies and Media Studies	(module C9)
Methods in Linguistics and Literary Studies	Methods in Linguistics and Literary Studies	(module C10)
Writing for Special Purposes	Writing for Special Purposes	(module C11)
Current Trends in Research	Current Trends in Research	(module C12)
Field of Specialization 1	Field of Specialization 1	(module E1)
Field of Specialization 2	Field of Specialization 2	(module E2)
Field of Specialization 3	Field of Specialization 3	(module E3)
Advanced Seminar 1	Advanced Seminar 1	(module E4)
Advanced Seminar 2	Advanced Seminar 2	(module E5)
Advanced Seminar 3	Advanced Seminar 3	(module E6)
Project	Project	(module C13)
Bachelor's Thesis	Bachelor's Thesis	(module C14)

2. Minor (choice of; in German unless otherwise specified)

Ko1 Intercultural German Studies (German as a Foreign Language), or

Ko2 German Studies, or

Ko3 English and American Studies, or

Ko4 Ethnology, or

Ko5 African Culture and Society, or

Ko6 Religious Studies, or

Ko7 Arabic and Islamic Language and Cultural Studies, or

Ko8 Teaching German as a Second Language, or

Ko9 Theatre Education,

or

K10 Sociology, or

K11 Curators' Track (in English), or

K12 Study Abroad (in English), or

K13 French Language, Literature and Culture

Students selecting a minor between Ko1 and K10 shall require the prior knowledge specified in Section 7.1.3 (a). Selection of K11 or K12 as a minor shall require the prior knowledge specified in Section 7.1.3 (b). Selection of K13 as a minor shall require the prior knowledge specified in Section 7.1.3 (c).

- (2) ¹The programmes shall require students to study a minor. ²The examination regulations for minors in bachelor's programmes shall govern these minors in further detail. ³The major may be complemented with any one of the minors listed in Section 3.1.2.
- (3) ¹Students may change their selection of minor until they commence their second semester of study, if studying full-time, or until they commence their fourth semester of study, if studying part-time. ²After this time, students may only change their minor by special request to and after receiving permission from the board of examiners, provided it can still be assured that the students will successfully complete their programme. ³Sentence 2, above, shall also apply in the event that students permanently fail the assessment for their minor.
- (4) ¹Mandatory for the programme shall be the completion of a project in a career-related field lasting eight weeks in total. ²Students shall be explicitly encouraged to undertake longer lasting projects or further projects beyond the provisions of these examination regulations

on a voluntary basis. 3Students shall normally organize the timing of their project independently so that it takes place during breaks in teaching and meets the requirements of their programme and project provider.

Section 4

Board of examiners

- (1) 1The board of examiners shall administer the examination procedures based on these by-laws and take all necessary decisions, apart from those for specific examinations and their grading. 2The board shall comprise one member acting as chair and three further members; at least three of the members shall be professors and each member, including the chair, shall have a representative who may substitute for them. 3The members of the board of examiners and their representatives shall be elected by the faculty council of the Faculty of Languages and Literature from among the professors (within the meaning of Article 2(1)(1) of the Bavarian Higher Education Employment Act – BayHSchPG) and research associates at the Faculty of Languages and Literature for a term of five years. 4The board of examiners shall elect from among themselves a chair and a representative who may substitute for said chair.
- (2) 1The board of examiners shall meet quorum when all members have been summoned in writing with at least three days' notice and the majority of members are present and eligible to vote. 2The board shall pass resolutions based on the majority of votes cast in meetings. 3It shall not be permitted to abstain from voting, cast secret ballots or vote by proxy. 4Should a vote result in a tie, the chair shall have the casting vote.
- (3) 1The chair of examiners shall ensure that the provisions of these by-laws are upheld. 2The chair shall issue summons to attend meetings of the board of examiners and preside over all discussions held and resolutions passed by the board of examiners. 3The chair shall be authorized to take decisions solely instead of with the board of examiners if those decisions cannot be postponed. 4In such cases, the chair shall inform the other members of the board of examiners of such decisions immediately and by no later than the next meeting. 5Furthermore, if these by-laws do not provide otherwise, the board of examiners may assign to the chair individual tasks that are usually the responsibility of the board of examiners; such assignment may be revoked. 6The chair may delegate tasks to members of the board of examiners.
- (4) The board of examiners shall regularly report to the faculty council on developments relating to assessment and study times and provide advice regarding reforms to these by-laws.

- (5) 1The board of examiners shall issue the notices required under these by-laws in writing, giving reason and information about appeal procedures. 2The president shall issue notices regarding decisions on objections after they are heard by the board of examiners.

Section 5

Examiners and co-examiners

- (1) 1Any person empowered to conduct examinations by the Bavarian Higher Education Act or Regulations for Examiners in Higher Education (Hochschulprüferverordnung – HSchPrüferV), as amended, may become an examiner. 2Any member of the University of Bayreuth who has successfully obtained an academic degree in a corresponding or comparable discipline shall be permitted to be called on as a co-examiner.
- (2) 1Should a university member with examiner privileges leave the University of Bayreuth, the board of examiners may, at that member's request, resolve that the member continue as an examiner for a reasonable period of time. 2The member shall normally retain his or her examiner privileges for up to three years.
- (3) 1Unless otherwise decided by the chair of the board of examiners, the faculty member who is teaching a course shall simultaneously act as examiner for that course's assessment. 2Should the teaching faculty member not qualify for examiner privileges under these by-laws, the chair of the board of examiners shall appoint an examiner at the beginning of each semester.

Section 6

Exclusion due to personal involvement and duty of confidentiality

- (1) Article 41(2) of the Bavarian Higher Education Act shall determine who is excluded from the board of examiners' discussions and votes and from a role as examiner.
- (2) Article 18(3) of the Bavarian Higher Education Act shall determine the duty of confidentiality imposed on members of the board of examiners, the examiner, co-examiners and other persons tasked with examination-related matters.

Section 7

Admission to the programmes and examinations

- (1) Admission to the bachelor's programmes shall require the following:

1. A qualification for entry into higher education within the meaning of Articles 42 et seq. of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz – BayHSchG), dated 23 May 2006 (page 245 of the Government Gazette, BayRS 2210-1-1-K) in conjunction with the Regulations for Admission to Higher Education Facilities of the Free State of Bavaria and State-Recognized, Independent Facilities (QualV), dated 2 November 2007 (page 767 of the Government Gazette, BayRS 2210-1-1-3-UK/WFK), as amended, or an equivalent foreign qualification for entry into higher education; furthermore, persons qualifying through their professional experience shall be subject to the University of Bayreuth By-Laws for Discipline-Specific University Admission for Working Applicants Who Do Not Possess a School-Based Qualification for Entry into Higher Education though Qualify through Professional Experience – Admission By-Laws (Satzung über den fachgebundenen Hochschulzugang für beruflich qualifizierte Berufstätige ohne schulische Hochschulzugangsberechtigung an der Universität Bayreuth – Hochschulzugangssatzung), dated 1 July 2011 (AB UBT 2011/026), as amended

2.
 - a) For the bachelor's programme in African Verbal and Visual Arts (Languages, Literatures, Media and Art):
 - aa) Evidence of German language proficiency at level A1 of the Common European Framework of Reference for Languages for applicants who did not obtain their qualification for entry into higher education in German; students shall have until the end of their second semester of study to submit this evidence
and
 - bb) Evidence of English language proficiency at level B2 of the Common European Framework of Reference for Languages for applicants who did not obtain their qualification for entry into higher education in English

 - b) For the bachelor's programme in Languages, Literatures, Art and Media in Africa:
Evidence of German language proficiency at level B2 of the Common European Framework of Reference for Languages for applicants who did not obtain a German-language qualification for entry into higher education or first degree enabling admission to the programme

3. Minor:
 - a) When selecting a minor numbered between Ko1 and K10 as per Section 3.1.2: evidence of German language proficiency at level B2 of the Common European Framework of Reference for Languages for applicants who did not obtain their qualification for entry into higher education in German

- b) When selecting a minor numbered K11 or K12 as per Section 3.1.2: evidence of English language proficiency at level B2 of the Common European Framework of Reference for Languages for applicants who did not obtain their qualification for entry into higher education in English
 - c) When selecting the minor numbered K13 as per Section 3.1.2: evidence of French language proficiency at level B2 of the Common European Framework of Reference for Languages for applicants who did not obtain their qualification for entry into higher education in French
- (2) Enrolment in a bachelor's programme in Languages, Literatures, Media and Art in Africa or African Verbal and Visual Arts (Languages, Literatures, Media and Art) shall render students eligible for admission to their examinations.

Section 8

Recognition of prior learning

- (1) Article 63(1) and (2) of the Bavarian Higher Education Act shall govern the recognition of prior learning.
- (2) 1If prior learning is recognized, the grades shall be recognized too – to the extent that the grading systems are comparable – and factored into students' final grades. 2Should the grading system originally used for the prior learning not correspond to the grading system set out in Section 16, the grades from the other institution shall be converted using the modified Bavarian Formula:
$$x = 1 + 3 \cdot (N_{\max} - N_d) / (N_{\max} - N_{\min})$$
with x being the converted grade, N_{\max} the best achievable grade, N_{\min} the lowest passing grade and N_d the grade achieved; this formula shall consider only the grades' first decimal digit after the decimal point and not adjust grades to the brackets defined in Section 16. 3If the grading system for the prior learning is incomparable, the word "passed" shall instead be put on record and the grades not factored into the final grade. 4The board of examiners, in consultation with the relevant special representative, shall decide whether the requirements for such recognition have been met. 5Should an application for recognition of prior learning be rejected, the student concerned shall have four weeks, counted from delivery of the rejection notice, to request that the University Governing Board review the decision. 6If requested as above, the University Governing Board shall advise the board of examiners on how to proceed with the application.
- (3) Students must submit applications for recognition of prior learning to the board of examiners as soon as possible after enrolment and in any case before communication of the result of the last possible repeat examination for the relevant module.

Section 9

Examination dates and announcement of examination dates and examiners

- (1) ¹Written and oral examinations shall be held once per semester. ²The examination periods shall generally encompass the last week of teaching and up to four weeks of the following university break. ³A further examination date may be set for the commencement of the following semester.
- (2) ¹The examination dates shall be set by the relevant examiner and normally announced to the wider university at the beginning of the semester. ²The examiner may change at short notice only if there are compelling reasons to do so.
- (3) Students must register for each individual examination by the announced deadline using the procedure specified by the board of examiners.

Section 10 Components of assessment

- (1) Assessment in the bachelor's programmes shall comprise the following:
 1. For the major: (a) the pieces of module assessment listed in the addendum, and (b) the bachelor's thesis
 2. For the minor: the examination regulations for minors in bachelor's programmes shall govern the relevant pieces of module assessment
- (2) The purpose of assessment shall be to attest to students' achievement of the competence outcomes for each module.

Section 11 Forms of assessment

- (1) ¹Students shall be assessed in the form of written examinations, oral examinations, module papers, presentations and project reports. ²The addendum lists the possible forms of assessment for the modules. ³Assessment for the major shall be in either English or German, depending on the programme.

- (2) 1Assessment grades shall be announced using the procedure specified by the board of examiners. 2Individual notices shall not be sent out. 3Students shall be required to inform themselves of the by-law provisions that pertain to repetition of assessment; it shall be their responsibility to obtain their assessment results in time and by themselves.
- (3) 1If a piece of assessment is graded by multiple examiners, the grade for it shall be the average of those given by said examiners; only the first digit past the decimal point shall be factored in for this, with all other digits being disregarded without rounding.
- (4) 1The duration of written examinations shall be 90 minutes. 2The relevant examiner shall decide what aids are allowed. 3A record of each examination shall be prepared. 4The invigilator shall confirm the accuracy of this record with his or her signature. 5The record shall document all incidents that may be of relevance when determining the results of the examination.
- (5) 1Should candidates arrive late at an examination, they shall not be able to make up the time lost. 2It shall be permitted to leave the examination venue with the permission of the invigilator. 3The time and duration of the absence shall be annotated on the examination script.
- (6) 1Written examinations shall normally be graded by the relevant examiner appointed by the chair of the board of examiners. 2The relevant examiner shall determine the grades for individual examinations in accordance with Section 16. 3Grades shall be made available no later than four weeks after each examination is written. 4If an examination is graded "fail", that examination shall also be marked by a second examiner. 5The marked copy of the written examination shall remain in the assessment record.
- (7) 1For oral examinations, the duration of an examination shall be twenty minutes, varying in line with the requirements of the associated course. 2Oral examinations shall be held by two examiners or, alternatively, one examiner accompanied by one co-examiner. 3If required for the subject, oral examinations may be held in French or Swahili; the examiner shall announce any such requirement. 4An examiner or the co-examiner shall maintain a record of each oral examination, documenting: the venue, time and duration of the examination, the subject matter and result of the examination, the names of the examiners or examiner and co-examiner, the candidate's name and any unusual incidents. 4The record shall be signed by the examiners or by the examiner and co-examiner. 5The examiners or examiner and co-examiner shall determine grades for oral examinations in accordance with Section 16.
- (8) 1For oral examinations, students who, preferably, will be taking the same examination within the next two semesters shall, space permitting, be permitted to attend examinations as audience members. 2If requested by the candidate, audiences shall not be permitted. 3Examination results shall not be discussed or communicated in public.

- (9) 1Module papers of ten or fifteen pages shall be written once teaching of the underlying course ends. 2The competent examiner shall specify the topics for these papers, taking into consideration candidates' suggestions. 3Students shall have five weeks to complete a module paper of ten pages' length or seven weeks for a module paper of fifteen pages' length; the addendum specifies the various lengths for module papers. 4Topics for module papers must be of such a level that the papers can be completed by the given due date. 5Should candidates seek an extension for reasons not of their own fault, they may request to have the chair of the board of examiners postpone their due date by a maximum of one week after consulting the supervisor. 6If candidates can provide a medical certificate evidencing their inability to complete a module paper due to illness, that module paper's due date shall be postponed in line with the duration of the illness as specified on the medical certificate. 7The written paper and an electronic copy of the module paper must be submitted to the lecturer or member of teaching staff by no later than two weeks prior to commencement of the next semester's teaching. 8Should a module paper not be submitted in time, it shall be graded "fail". 9The examiner shall grade module papers in accordance with Section 16. 10If a module paper is graded "fail", that paper shall also be marked by a second examiner. 11A marked copy of each module paper shall remain in the assessment record.
- (10) 1For presentations, candidates shall discuss and decide the topic, nature of the accompanying paper, length and scope with the relevant lecturer or member of teaching staff. 2Presentations may be between 15 and 30 minutes in length, depending on the workload. 3If presentations are to be graded, such grading shall be based on the accompanying written paper. 4The examiner shall grade presentations in accordance with Section 16.

Section 12

Bachelor's thesis

- (1) By completing a bachelor's thesis for a major, candidates shall demonstrate that they have mastered the fundamental aspects of academic work in their discipline and can independently apply them to a topic that is limited in scope.
- (2) ¹The chair of examiners shall appoint an examiner as supervisor and assessor, taking into consideration the candidate's wishes. ²Topics for the bachelor's thesis shall be issued by an examiner (per Section 5.1) in the corresponding discipline at the Faculty of Languages and Literature via the chair of the board of examinations. ³Topics for the bachelor's thesis may only be issued to candidates when they have earned at least 120 credit points in the programme. ⁴The date the topic is issued shall be put on record. ⁵It is advisable to prepare and write the bachelor's thesis during the sixth semester of study (when studying full-time) or after the tenth semester of study (when studying part-time).
- (3) ¹The bachelor's thesis shall be integrated into the programme of study, comprising a workload equivalent to 360 hours. ²Candidates studying full-time shall have fifteen weeks between being issued a topic and submitting their bachelor's thesis; candidates studying part-time shall have 30 weeks. ³In cases where candidates miss their due date for reasons not of their fault, the candidate may request to have the chair of the board of examiners postpone their due date by a maximum of three weeks, if the candidate is studying full-time, or six weeks, if the candidate is studying part-time, after consulting the supervisor. ⁴If a candidate can provide a medical certificate evidencing his or her inability to complete the thesis due to illness, the due date shall be postponed in line with the duration of the illness as specified on the medical certificate. ⁵Should a module paper not be submitted in time, it shall be graded "fail".
- (4) ¹The bachelor's thesis may be submitted in English, German or, if required for the discipline, French. ²The bachelor's thesis shall end with a statement from the author declaring that the work is his or her own, that no sources or aids were used apart from those cited and that the work has not previously been submitted to obtain an academic degree.
- (5) ¹The thesis shall be submitted to the Examinations Office by the relevant due date. ²The relevant due date shall be put on record.

- (6) 1Three word-processed, paginated and bound copies of the bachelor's thesis shall be submitted. 2The bachelor's thesis shall include a table of contents and bibliography. 3An additional, electronic copy shall be submitted too.
- (7) 1Candidates may decline a topic once by notifying the board of examiners within the two weeks following issue thereof. 2Section 12.1 to 12.6 shall apply in corresponding measure to the issue of and work on a new topic.
- (8) 1The chair of the board of examiners shall forward the thesis to the assessor in charge. 2If the thesis is marked as "fail", it shall be marked again by another assessor appointed from among the examiners specified in Section 5. 3The assessor's report/marks shall be made available within two months of submission of the thesis. 4Each assessor shall advise the board of examiners about whether to accept or reject the thesis and shall simultaneously finalize grading using one of the grades listed in Section 16.
- (9) 1Should assessors award differing grades, the grades shall be averaged and that average shall be used to calculate the final grade. 2Only the first digit after the decimal point shall be factored in for this; all other digits shall be disregarded without rounding.
- (10) Should the bachelor's thesis be graded as "fail", the chair of examiners or his or her deputy shall communicate this to the candidate.
- (11) A copy of the bachelor's thesis shall remain in the assessment record.

Section 13

Credit point system

- (1) 1A record of credit points earned for module assessment shall be kept at the Examinations Office for each student enrolled in the programme. 2Each credit point shall be identical to the credit points under the European Credit Transfer System (see addendum). 3One credit point shall comprise 30 hours of work.
- (2) The credit points for each module are listed in the addendum.

Section 14

Consideration of special circumstances

- (1) ¹Upon request, the protective rights provided in Sections 3, 4, 6 and 8 of the Protection of Mothers Act (Mutterschutzgesetz – MuSchG) of 20 June 2002 (BGBl I p. 2318), as amended, the time periods stipulated in the Parental Allowances and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz – BEEG) of 5 December 2006 (BGBl I p. 2748), as amended, and the time periods specified under Section 7(3) of the Home Care Leave Act (Pflegezeitgesetz – PflegeZG) of 28 May 2008 (BGBl I pp. 874, 896), as amended, for the care of a close relative requiring care within the meaning of Sections 14 and 15 of Book XI German Social Code (Sozialgesetzbuch, Elftes Buch – SGB XI) of 26 May 1994 (Federal Gazette pp. 1014, 1015), as amended, shall be upheld with respect to dates and deadlines. ²The relevant documentation shall be kept; any changes in requirements shall be communicated without delay.
- (2) ¹Upon request, periods of study during which – for reasons outside of the student's control – it was not possible to pursue studies, or only possible to a very limited extent, shall not be counted towards deadlines. ²The relevant documentation shall be kept; medical certificates must be presented in the event of illness. ³Any changes in requirements must be communicated without delay.

Section 15

Consideration of the special needs of persons with disabilities

¹The special situation of candidates with disabilities shall be given adequate consideration in order to ensure that those persons are afforded equal opportunity. Upon written request by the candidate, the board of examiners shall determine the form in which a disabled candidate may meet his or her assessment requirements or shall grant an extension of the period for completing his or her work or another type of compensation for disadvantages depending on the documented degree of inability to complete a piece of assessment. ³As evidence of inability to sit the examination, the candidate shall provide a medical certificate stating that he or she is either entirely or partially unable to complete a piece of assessment in the intended manner due to a long-lasting or permanent disability. ⁴Applications shall be attached to the registration form for the assessment piece. ⁵If applications are submitted only at a later point in time, they shall apply only to future pieces of assessment.

Section 16

Grading of assessment

- (1) The following scale of grades shall be used to grade individual pieces of assessment; decimal values shall enable a more precise evaluation of performance in pieces of assessment:

“Excellent” (excellent performance)	= 1.0 or 1.3
“Good” (performance exceeding average requirements considerably)	= 1.7 or 2.0 or 2.3
“Satisfactory” (performance meeting average requirements)	= 2.7 or 3.0 or 3.3
“Pass” (performance that meets requirements despite shortcomings)	= 3.7 or 4.0
“Fail” (performance that does not satisfy requirements due to significant shortcomings)	= 5.0

- (2) ¹Should the assessment for a module comprise multiple pieces of assessment, the module grade shall be calculated based on the mean of the grades that are factored into credit point earnings. ²Only the first digit after the decimal point shall be factored in for this; all other digits shall be disregarded without rounding. ³Module grades shall be:

For an average up to and including 1.5	= excellent
For an average from 1.6 up to and including 2.5	= good
For an average from 2.6 up to and including 3.5	= satisfactory
For an average from 3.6 up to and including 4.0	= pass

Section 17

Final grade

- (1) ¹The final grade shall be calculated based on the average of the grades for modules in the major, excluding the bachelor's thesis; the average of the grades for modules in the minor and the grade for the bachelor's thesis, at a ratio of 3:1:1. ²Only the first digit after the decimal point shall be factored in for this; all other digits shall be disregarded without rounding.
- (2) Should candidates successfully complete the programme, their final grade shall be “outstanding” if their average grade is up to 1.2, “excellent” if their grade is up to 1.5, “good” if their grade is up to 2.5, “satisfactory” if their grade is up to 3.5 and “pass” if their grade is up to 4.0.

- (3) The chair of examiners shall calculate candidates' final grades; these calculations shall be clearly identifiable on their certificate or in records attached to their certificate.
- (4) ¹In addition to the certificate, candidates shall receive an ECTS grading table in line with the ECTS Users' Guide dated 6 February 2009. ²This table shall specify the percentage of graduates of the programme who have completed their studies with the same grade during a comparable time period for each final grade level defined in Section 17.2. ³The reference group for this shall be drawn from the programme's graduates over the previous eight semesters, though no fewer than 30 graduates. ⁴The date of the last piece of assessment shall be used to determine which semester students complete their studies. ⁵If the minimum number of graduates is not met, the reference group shall be expanded by a further semester until this minimum number is met. ⁶Should the programme not have existed long enough to meet the minimum number of semesters required for the reference group, an ECTS grading table shall be issued as soon as the minimum number of programme graduates has been met. ⁷Students graduating the programme before the minimum number of graduates has been reached may request to receive an ECTS grading table later once the minimum number of graduates has been reached at the end of a semester. ⁸The semester during which students graduate shall also be included in their reference group. ⁹The size of the relevant reference group and the time period drawn on for it shall be reported.

Section 18

Completion of the bachelor's programme

- (1) Students shall only complete the bachelor's programme successfully if all their grades for the bachelor's thesis and each module's assessment are at least "pass" and they have earned all of the 180 credit points required.
- (2) ¹If candidates have not earned the number of credit points specified in Section 18.1 by the end of their eighth semester of study, if studying full-time, or their sixteenth semester of study, if studying part-time, for reasons of their own fault, they shall be deemed to have provisionally failed their programme. ²Pieces of assessment that have been completed punctually and successfully shall not need to be repeated.
- (3) ¹Should candidates – for reasons of their own fault – not successfully complete the outstanding pieces of assessment within a year of the deadline set out in the first sentence of Section 18.2, or if the options for repeating examinations have previously been exhausted, said candidates shall be deemed to have permanently failed their programme. ²The deadline shall not be postponed by cancelling enrolment or taking a leave of absence. ³A notice, within the meaning of Section 4.5 in conjunction with Article 41 of the Bavarian Administrative Procedures Act (Bayerisches Verwaltungsverfahrensgesetz – BayVwVfG),

as amended, shall communicate students' permanent failure of the programme. ⁴The board of examiners may grant students an extension of the deadline if they apply before the deadline specified in sentence 1 for exceptional reasons not of their own fault.

- (4) If students permanently fail the assessment for their minor, they may apply to the board of examiners to change minor (see Section 3.3).

Section 19

Repetition of module assessment

- (1) Any piece of assessment that is failed initially may be repeated once.
- (2) ¹A maximum of two pieces of assessment that a student has passed may be repeated voluntarily to improve that student's grade. ²Any further voluntary repetition of a piece of module assessment or of the bachelor's thesis shall not be permitted if the student achieved a passing grade for it.
- (3) ¹A second repetition shall be permitted only for three pieces of assessment. ²Should a student still not pass a piece of assessment after repeating it twice, that student shall be deemed to have failed the programme permanently. ³Students may repeat their piece of assessment in an oral format even if the previous assessment was written; this shall be the decision of the examiner.
- (4) ¹Should students fail their bachelor's thesis, they may repeat the thesis with a new topic. ²It shall not be possible to repeat the bachelor's thesis twice.
- (5) Measures shall be taken to organize study such that it is usually possible to repeat a failed piece of assessment or bachelor's thesis within a period of six months.

Section 20

Documentation of non-award of bachelor's degree

Should candidates permanently fail their bachelor's thesis, they shall, for two weeks, have the option to receive a written document stating the grades achieved in their individual modules and the pieces of assessment that are still outstanding.

Section 21

Access to assessment records

- (1) Once the procedures for a piece of assessment conclude, candidates shall be able to request access to their pieces of assessment, to the assessor comments relating to that assessment and to the examination records.
- (2) ¹Such requests shall be made by no later than one month after issue of the candidates' certificate. ²If candidates are prevented from meeting the deadline specified in sentence 1 for no reason of their own, Article 32 of the Bavarian Administrative Procedures Act (Bayerisches Verwaltungsverfahrensgesetz) shall apply.

Section 22

Shortcomings in the assessment process

- (1) Should there prove to have been errors in the process for a piece of assessment, with these errors impacting on the results for that piece of assessment, affected candidates may request or an official body may order that the piece of assessment be repeated.
- (2) Errors in the assessment process or an inability to complete a piece of assessment occurring before or during that assessment must be communicated to the chair of the board of examiners or the examiner without delay, usually prior to the announcement of that assessment piece's results.
- (3) Orders under Section 22.1 shall not be issued after the sixth month following completion of the piece of assessment.

Section 23

Non-attendance, withdrawal, cheating and violation of regulations

- (1) ¹Candidates who have registered for an examination may cancel their registration without giving reason if they do so by no later than the date announced by the board of examiners. ²Candidates shall be deemed to have failed the examination if they – for reasons of their own fault – are not present at the time for which they are registered or cancel their registration after the date specified in sentence 1.
- (2) ¹The reasons for non-attendance or, unless Section 23.1 sentence 1 applies, cancellation of registration must immediately be reported in writing to the board of examiners and substantiated. ²The same shall apply to any inability to participate in an examination occurring before or during the examination. ³A medical certificate must be submitted if this inability is due to illness.

- (3) Existing pieces of assessment shall be recognized if candidates do not attend or cancel their registration for examinations for reasons not of their own fault.
- (4) ¹Should candidates attempt to influence the result of an individual examination by cheating or using unauthorized aids, the relevant examination shall be graded "fail". ²Candidates who considerably disrupt the orderly proceedings of an examination may be excluded from the remainder of the examination by the relevant examiner or invigilator; in this case the relevant examination shall be graded "fail".

Section 24 Invalidity of the bachelor's degree

- (1) If a candidate has cheated for a piece of assessment and this fact only becomes known after issuing the degree certificate, the board of examiners may subsequently adjust the relevant grades correspondingly and declare that the candidate has partly or fully failed the bachelor's programme.
- (2) ¹If, after issuing the degree certificate, it is later found that candidates did not meet the prerequisites for admission to examinations and those candidates had no intention of cheating, this error shall be resolved by letting those candidates pass the bachelor's programme. ²Should candidates have deliberately brought about their admission through deceit, the board of examiners shall decide whether to cancel the administrative acts that were based on the breaches of regulations, taking into consideration the general principles of administrative law.
- (3) Candidates shall have the opportunity to make a statement before such decision.
- (4) Candidates shall return incorrect documentation of the examination result and, if applicable, receive a corrected replacement.

Section 25 Award of the bachelor's degree and certificate

- (1) ¹A diploma and certificate shall be issued for having passed the bachelor's programme within four weeks of all module assessment being completed. ²The diploma shall include the name of the programme and minor. ³It shall be signed by the dean and feature the university's seal. ⁴In receiving the diploma, graduates shall obtain the right to use the academic degree of "Bachelor of Arts" after their surname.
- (2) ¹The certificate shall include the name of the programme and minor, final grade, subject grades for the major and minor, all module assessment with grades and credit points for

each and the topic and grade for the student's bachelor's thesis. ²The chair of the board examiners shall sign the certificate. ³The date on the certificate shall be the date on which the last piece of assessment was submitted. ⁴An English translation of the diploma and a diploma supplement shall be issued in addition to the preceding documents; the chair of the board of examiners shall sign the diploma supplement. ⁵An ECTS grading table, as defined in Section 17.4, shall be issued alongside the certificate.

- (3) The academic degree of "Bachelor of Arts" may be revoked in accordance with Article 69 of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz – BayHSchG).

Section 26

Academic advising for students

- (1) General academic advising for students shall be provided by Student Advising at the University of Bayreuth.
- (2) The relevant programme advisor shall provide advice on questions pertaining to the bachelor's programmes in Languages, Literatures, Art and Media in Africa and African Verbal and Visual Arts (Languages, Literatures, Media and Art), i.e. course planning, organizing study, selecting classes and assessment.
- (3) ¹The programme advisor shall, throughout the course of the semester, provide an academic advice session for all students in the bachelor's programmes in Languages, Literatures, Art and Media in Africa and African Verbal and Visual Arts (Languages, Literatures, Media and Art). ²Course advice in particular should be utilized:
1. By new students
 2. When changing specialization
 3. After failing a piece of assessment
 4. If programme progress falls significantly short of 30 credit points per semester, if studying full-time, or 15 credit points per semester, if studying part-time
 5. If changing major, programme or university
 6. Before selecting specializations or elective compulsory courses

7. Before changing from the bachelor's programme in African Verbal and Visual Arts (Languages, Literatures, Media and Art) to the bachelor's programme in Languages, Literatures, Art and Media in Africa or vice versa
8. Before switching from full-time study to part-time study or vice versa

Section 27

Effective date

- (1) ¹These by-laws shall take effect on 6 July 2017. ²They shall apply to students commencing these programmes as of the winter semester 2017/2018. ³Other students shall plan their studies based on the previous examination regulations for the programme in African Languages, Literatures and Art at the University of Bayreuth, dated 5 September 2006 (AB UBT no. 2007/050), most recently amended by the by-laws dated 5 August 2009 (AB UBT no. 2009/047).
- (2) The examination regulations for the programme in African Languages, Literatures and Art at the University of Bayreuth, dated 5 September 2006 (AB UBT no. 2007/050), most recently amended by the by-laws dated 5 August 2009 (AB UBT no. 2009/047), shall become ineffective subject to the provision in Section 27.1, sentence 3.*)

*) The amendment by-laws provide the following for the effective date:

These by-laws shall take effect on 26 September 2018.

Addendum: Modules, credit points and assessment

The following is a listed overview of module categories, the modules in each and the associated pieces of assessment for the bachelor's programmes in Languages, Literatures, Art and Media in Africa and African Verbal and Visual Arts (Languages, Literatures, Media and Art):

The following types of courses are used for the modules in these programmes: seminars, advanced seminars, tutorials and projects.

MAJOR:

(Module) category: compulsory courses Module	Contact hours	Credit points	Assessment
C1 (Initial Course in Language 1)	4	5	Written examination
C2 (Basic Course in Language 1)	4	5	Written examination
C3 (Intermediate Course in Language 1)	4	5	Written examination
C4 (Advanced Course in Language 1)	4	5	Written examination
C5 (Initial Course in Language 2)	4	5	Written examination
C6 (Basic Course in Language 2)	4	5	Written examination
C7 (Languages in Application)	1	5	Oral examination
C8 (The Linguistic Landscapes of Africa)	2	5	Presentation and oral examination
C9 (Methods in Art Studies and Media Studies)	4	10	Presentations
C10 (Methods in Linguistics and Literary Studies)	4	10	Presentations
C11 (Writing for Special Purposes)	2	5	Module paper of approximately 10 pages
C12 (Current Trends in Research)	2	5	Module paper of approximately 10 pages
Total for (module) category C	39	70	

(Module) category: elective compulsory courses Module			
E1 (Field of Specialization 1)	2	5	Oral examination
E2 (Field of Specialization 2)	2	5	Oral examination
E3 (Field of Specialization 3)	2	5	Oral examination
E4 (Advanced Seminar 1)	2	8	Presentation and module paper of approximately 15 pages
E5 (Advanced Seminar 2)	2	8	Presentation and module paper of approximately 15 pages
E6 (Advanced Seminar 3)	2	8	Presentation and module paper of approximately 15 pages
Total for (module) category E	12	39	
C13 Project		10	Project report of approximately 10 pages
C14 Bachelor's Thesis		12	
TOTAL	51	131	

Minor*)

(Module) category Modules	Contact hours	Credit points	Assessment
Minor		49	
TOTAL		49	

*) Credit points in the minor shall be distributed based on the relevant examination regulations for the minor.