

General Study and Examination Regulations

Bard College Berlin

§1 Legal Validity

These General Study and Examination Regulations are designed to set the parameters for the degree programs offered at Bard College Berlin. They regulate the structure of programs, the formats and procedures for evaluation, as well as the rights and responsibilities of the college, its students and teaching staff. The specific requirements of each program of study are outlined separately. Members of the college are recommended to consult in addition the Berlin University Law (BerLHG), which forms the legal basis for all of its regulations.

§2 Admission to Study

Admission to studies is regulated by §10 and §11 of the Berlin University Law. The admissions process is set out in the admissions regulations for each program.

§3 Programs of Study

Bard College Berlin offers degree programs at undergraduate level leading to the award of the qualification Bachelor of Arts (B.A.). The programs are liberal arts degrees which allow specialization in particular fields or interdisciplinary fields, within the context of an exploration of wider areas of knowledge and artistic activity. Each of the degrees shares certain elements: an introductory program, a core program, foundational and advanced components, modules in civic and social engagement, an elective component, and a Senior Thesis. The college places particular emphasis on small-group teaching in seminar or (in courses in the area of artistic practice) workshop format. In addition, students can expect academic advising from professors or academic staff throughout their program of study.

§4 Overview of B.A. Structures

- (1) The B.A. programs at Bard College Berlin set a standard period of full-time study comprising 8 semesters.
- (2) Each program is modular and comprises 256 ECTS. In general, 32 ECTS are to be earned each semester. One credit point corresponds to a total student workload of 30 hours of preparation, class time, and independent work.
- (3) A module comprises 8 ECTS and can be completed in one semester.

(4) A Module Handbook is published for each academic year with information on the modules, their learning outcomes and assessment structure, along with a full course list keyed to the Handbook.

(5) The BA programs consist of the following components:

a) Core Component

The core modules constitute the central shared component of the programs. They are organized chronologically, beginning with ancient philosophy, considered the progenitor of "Western" literature, mathematics, and culture, and ending with Modernism in the early 20th century. Each course is based on central concepts or key texts, focusing on two or more specific disciplines, although all courses provide a background in the foundational works, debates, and problems of the arts and humanities, and the social and natural sciences.

b) Foundational Component

Foundational Components provide essential knowledge and skills in a field of study or in interdisciplinary areas of scholarly or artistic activity.

c) "Moderation"

Moderation is a requirement for each degree program that allows students to enter the advanced phase of their studies. The requirement consists of an oral examination at the end of the second year of study, in which the student's major interests and areas of specialization are discussed. In preparation for the examination, students must submit a short essay covering the first two years of study and an essay detailing plans for the final two years, as well as an essay or documentation of a work of art that the student believes represents their best work to date. The moderation panel will include a review of material from the core program and introductory modules. Moderation panels consist of at least two faculty members. Upon successful completion of the moderation exam, students are eligible to participate in the advanced component.

d) Advanced Components

The advanced courses serve both to deepen the skills acquired in the introductory courses and to prepare and accompany the academic or combined academic and artistic thesis.

e) Elective Component

Electives provide the opportunity to take additional courses in the chosen major or to acquire fundamental knowledge of other areas of study. Students may complete an internship (in conjunction with the internship course) as part of the elective component. The prerequisites and requirements of electives are determined by the module to which they belong.

f) Senior Core Colloquium

The Senior Core Colloquium is the final seminar of the B.A. in the student's chosen specialization and related areas. The seminar takes place in the first semester of the fourth year of study. It addresses the main methodological approaches and issues relevant to the research and creative work in the thesis (technical, conceptual and archival aspects).

g) BA Senior Thesis Module

The BA thesis in the fourth year concludes the program. It consists of an individual project that serves as preparation for the BA thesis and includes regular meetings with the project advisor (to discuss project planning, research, or the creation of an artistic project), and a final B.A. thesis project, the documentation of which is submitted in the second semester of the fourth year and presented to a public audience in lecture format or as part of an exhibition or performance.

§5 Course and Semester Structure

- (1) Each semester has an instructional period of 14 weeks.
- (2) Teaching formats for the modules are small seminar courses. Artistic practice courses take place as small workshop sessions in studios or spaces for theater and performance. Courses are organized either as 90-minute sessions held twice a week or as weekly three-hour sessions.
- (3) Courses offered jointly with other institutions may be organized as block seminars in overlapping semester periods.
- (4) The courses are usually designated 8 ECTS. Independent study (an individually-designed course that is completed by a student under the supervision of a professor) and courses taught in cooperation with another college or university may be assessed with fewer credit points, depending on duration and workload.
- (5) Language classes consist of 270 minutes of seminar time per week, usually divided into three 90-minute sessions.
- (6) In addition to seminar and lecture sessions, students may schedule additional sessions with course instructors or with their advisor.
- (7) "Blended" learning courses (seminars in which a portion of participants attend online) are planned each semester for a select number of courses offered to students throughout the Bard international network of colleges and universities.
- (8) Bard College Berlin reserves the right to reschedule courses and exams online in general emergencies where cancellation of in-person classes is recommended or legally mandated. In such a case, the regulations on the conduct of examinations in digital form come into effect.

- (9) Seminars in blended learning format can be introduced in general emergency situations that do not allow participating students to travel or which require compliance with legally mandated "social distancing" requirements.

§6 German requirement

- (1) Students must provide proof of German language level B1 CEF by the end of the 2nd year of study, unless otherwise specified in the regulations for their program. This requirement can be met either by successfully completing courses up to and including B1 level at Bard College Berlin or by passing a test at an official German language testing center. For transfer students who enroll at Bard College Berlin only from the 2nd year of their B.A. program, confirmation can be provided by the end of the 4th year.
- (2) If students do not provide this documentation, graduation cannot be guaranteed, unless a reason can be cited in connection with circumstances or obstacles mentioned in §20.

§7 Assessment and Examinations

- (1) Assessment at Bard College Berlin is continuous throughout all modules. Seminar performance is assessed on the basis of skills required in the various areas as well as the transdisciplinary goal of promoting excellence in written and oral communication.
- (2) The Study and Examination Regulations of the individual degree programs provide for the following examination formats:

Written exams

Written examinations include the following assignments: brief analyses of academic, literary, or philosophical texts and works; thesis-like papers related to course material; and independently researched academic papers prepared in consultation with a supervisor. Courses set a maximum word limit of 5000-7000 for written work.

Oral exams

At Bard College Berlin, significant emphasis is placed on course participation and contributions to class discussion. Participation usually counts for 30% of the seminar grade. Evaluation of participation may include presentations in the seminar. The written or artistic final project must also be presented to a public audience.

Tests

Quantitative modules in the social sciences include mid-semester and end-of-semester tests. Tests are of 60 to 90 minutes duration.

Preparation and presentation of a work of art

Artistic Practice modules provide for the production and presentation of an artistic project in the respective field.

- (3) The Module Handbooks of the respective degree programs contain detailed information about the examination structure in each module.
- (4) In consultation with module instructors, coursework may take a variety of forms.
- (5) Failed examinations may be repeated twice. The repeat examination should be taken at the latest at the beginning of the semester following the examination. The interests of the individual student must be considered when determining the time of the repeat examination.
- (6) Only Professors, Academic Staff, and guest lecturers of Bard College Berlin are authorized to set and assess examinations.
- (7) The Bachelor thesis must be assessed by at least two examiners. Course-related examinations are generally assessed by only one examiner. Any examinations that represent the final attempt to pass a module must be assessed by at least two faculty members.
- (8) In the event of a recommended or legally required conversion to online learning in an emergency situation, exams will be held in online formats.

§8 Overview of Grading and Requirements

- (1) The following table will be used for grading coursework:

| Grade | GPA | Range | Corresponding German Grade |
|-------|-----|-------------|----------------------------|
| A | 4.0 | 3.86 - 4.00 | 1.0 - 1.3 (very good) |
| A- | 3.7 | 3.46 - 3.85 | 1.7 |
| B+ | 3.3 | 3.16 - 3.45 | 2.0 (good) |
| B | 3.0 | 2.86 - 3.15 | 2.3 |
| B- | 2.7 | 2.46 - 2.85 | 2.7 |
| C+ | 2.3 | 2.16 - 2.45 | 3.0 (satisfactory) |
| C | 2.0 | 1.86 - 2.15 | 3.3 |
| C- | 1.7 | 1.36 - 1.85 | 3.7 |
| D | 1.0 | 0.51 - 1.35 | 4.0 (sufficient) |

| | | | |
|---|-----|-------------|--------------------|
| F | 0.0 | 0.00 - 0.50 | 5.0 (insufficient) |
|---|-----|-------------|--------------------|

- (2) A minimum grade of D is required to pass an examination module.
- (3) Students who achieve a grade point average below a C in any semester will be invited to a hearing of the Examination Board. The Board may set a deadline for the student to improve the GPA. If it has not improved by the end of the deadline, the Examination Board may decide to remove the student from the register.
- (4) 75% of ECTS earned are to be differentiated into grades; the rest are assessed pass / fail.
- (5) The overall grade is calculated from the sum of the graded modules.
- (6) The final grade is arrived at according to the following ECTS grading scale:

| Class | Percentage in the reference group |
|-------|-----------------------------------|
| A | The best 10% |
| B | The next 25% |
| C | The next 30% |
| D | The next 25% |
| E | The next 10% |

§9 Examination Board

- (1) An Examination Board is formed each academic year to ensure that the requirements for obtaining credit points are met and to make the final decision in cases of doubt.
- (2) The Examination Board is appointed by the Academic Senate and consists of the Dean, the Registrar, a student representative and at least three professors. A professorial majority must be guaranteed. The decision is made by majority vote.
- (3) The term of office of the professorial members of the Examination Board is one year. Reappointment is possible.
- (4) The Examination Committee appoints a chairperson from among its members. The chairperson must be a full-time faculty member at Bard College Berlin.

- (5) The Audit Committee may revocably delegate its decision-making authority in whole or in specific matters to the Chair, who shall report to the Board on the decisions made.
- (6) The meetings of the Examination Board are not public and are strictly confidential.

§10 Special Provisions for the B.A. Thesis

- (1) The thesis is an independent academic work or artistic project related to the student's field of study.
- (2) The concept and objectives of the final project are determined under the guidance of a supervisor in the course of the B.A. final project module.
- (3) The student submits the title and / or documentation of the areas of artistic activity addressed in the project, as well as the name of the advisor and second reviewer, to the Examination Board for approval at the end of week 13 in the first semester of the fourth academic year. Late submission of the final project will not be accepted unless it is due to a reason beyond the student's control.
- (4) The student will receive a confirmation of the registration of the title within one week.
- (5) The final project must be completed by 3:00 p.m. on the Friday of week 10 in the second semester of the fourth year of study. Three copies of the written components must be submitted to the Examination Board. An additional electronic copy must be submitted by the same deadline. Final thesis public presentations or exhibitions will then be held.
- (6) Late submission of the thesis will result in a failing grade.
- (7) Each written copy must be accompanied by a statement signed by the student indicating that the work was prepared independently and without recourse to sources other than those cited in the thesis.
- (8) The scope and component of theses for the various B.A. programs are specified in the respective Study and Examination Regulations.

§11 Transfer of Credit Points from other Universities

- (1) Credits from another university will be transferred except in cases where comparability of learning outcomes and standards cannot be established. Comparability is established when there are no significant differences in learning outcomes or standards.
- (2) Up to 50% of BA credits can be transferred from non-university sources where relevant to module requirements.
- (3) The courses and assessed coursework taken during an exchange program are specified in advance in a learning agreement.

- (4) The award of academic credits can only take place upon written application from the student. This application must be submitted to the Chair of the Examination Board with the relevant documents. The Examination Board decides on the awarding of credits.
- (5) If coursework is transferred, the grades received will be applied and included in the final grade if the grading systems are comparable. If the grading systems are not comparable, the work will be graded "pass."

§12 Requirements for the Awarding of a Bachelor of Arts Degree

A Bachelor of Arts degree is awarded when:

- (1) All modules have been successfully completed
- (2) The candidate can demonstrate knowledge of German at level B1 of the Common European Framework of Reference for Languages in accordance with the provisions of §6.
- (3) The bachelor thesis receives a grade of at least D.

§13 Cases of Non-Compliance with Regulations

- (1) A failed course may be repeated during the course of study.
- (2) It is not possible to repeat passed assignments or exams to improve a grade.
- (3) A graded course assignment is considered failed if the student fails to appear for an examination without good reason or if the student withdraws from the examination after it has begun without good reason. The same applies if written course work is not submitted within the prescribed deadlines.
- (4) The student must complete assessed coursework independently and without the help of third parties. If a student attempts to influence the result of his/her course work by deception or use of unauthorized aids, the course work in question may be graded "fail" and the Examination Committee may decide to remove the student from the register following an assessment of the nature and extent of the deception.
- (5) If a student incorporates a literary or academic work or ideas of a third party in whole or in part into a written paper, the citation must be marked accordingly. This also applies to material taken from electronic media. If quotations are not marked as such, the complete or partial reproduction of literary or academic works and ideas of a third party as one's own work is considered plagiarism (intellectual theft). The same applies to the submission of the same written work for another course or examination.
- (6) In the case of plagiarism, the coursework in question will be graded "fail" and the Examination Board may decide to remove the student from the register following an assessment of the nature and extent of the plagiarism.

§14 Certificate and Transcripts

- (1) Students who have passed all examinations and completed the 256 ECTS credits of the B.A. program receive the Bachelor of Arts degree
- (2) The Bachelor degree is awarded no later than two months after submission of the thesis, unless exceeding this deadline is necessary for the completion of other coursework or examinations required by the examination regulations.
- (3) A certificate is issued on the awarding of the bachelor's degree.
- (4) In addition, a transcript listing the achievements in the individual modules and a Diploma Supplement are issued in German and in English.

§15 Removal from the Student Register and Leaves of Absence

- (1) After the awarding of the bachelor degree, the student is removed from the register at the end of the semester of graduation.
- (2) The student will be removed from the register if they have passed all examinations or irrevocably failed any such that they cannot be awarded the B.A.
- (3) Violation of the rules and regulations established by the university may result in termination of the student's contract and consequent removal of the student's name from the register.
- (4) Bard College Berlin may grant a student a formal leave of absence if a written request is made and a good reason (e.g., parental leave, illness, childcare, responsibility for close relatives in need of care) is provided.

§16 Subsequent Invalidation of the Bachelor's Examination or Withdrawal of the Bachelor's Degree

- (1) If a student has cheated in coursework or examinations and this fact only becomes known after the final certificate has been issued, the Examination Board may subsequently correct the grades for the course in which the student cheated and declare the examination failed in whole or in part.
- (2) The erroneous certificate and diploma supplement will be confiscated and reissued if necessary.
- (3) If the final Bachelor examination (thesis) is assessed as "failed" due to cheating, the Bachelor degree and the certificate will be revoked. The Examination Board is responsible for such a decision.

§17 Appeals procedure

- (1) Final decisions on negative rulings and other administrative decisions in connection with these Examination Regulations shall only be made after the student concerned has been invited to a

hearing. Decisions are to be justified in writing and accompanied by instructions on how to appeal.

- (2) Students who believe that their work has been wrongly assessed may request a re-evaluation from the lecturer concerned. If this is not granted, they may appeal in writing to the Examination Board, which will examine the matter, hear the parties concerned and make a decision.

§18 Regulations on Part-Time Study

- (1) Part-time study may be approved upon application to the Examination Board.
- (2) As a rule, the application to study in part-time form must be submitted before the start of the semester. Unless the student has specified a shorter duration in the application or at the time of reenrollment, study in part-time form continues until otherwise agreed. The return to full-time studies upon application usually takes place at the beginning of the next semester.
- (3) The periods of study completed on a part-time basis will be counted toward the standard period of study.

§19 Regulations for the Welfare of Students who are Pregnant or Caring for an Infant

- (1) Pregnant students may not attend classes or exams 6 weeks prior to delivery and 8 weeks after delivery (12 weeks in the case of premature or multiple births) unless they specifically declare their willingness to do so in writing. This declaration can be revoked.
- (2) During pregnancy and, if applicable, during the subsequent breastfeeding period, students are not permitted to take part in courses and examinations after 8 p.m. or on Sundays and public holidays. This can be altered on the basis of an express declaration, revocable at any time.
- (3) Notification of pregnancy or notification of breastfeeding using the appropriate form is required by the Registrar's Office, especially if preferential registration for courses and / or leave of absence due to maternity leave is desired.

§20 Regulations for Accommodations in cases of Disability, Illness, or Childcare or other Family Responsibilities

- (1) Students with disabilities according to § 3 of the Disability Equality Act, or who have chronic illnesses, may complete equivalent study and examination work in another form or over an extended time period. This also applies to students who are responsible for the care of infants or children or for close relatives in need of care as defined by the Care Act.
- (2) Requests for accommodations must be submitted to the Office for Diversity, Equity and Inclusion at Bard College Berlin and will be approved by the Examination Board and communicated to instructors.

- (3) In order to enable long-term planning for students, accommodations remain in effect as long as they are not specifically revoked by the applicant.

§21 Legal validity

These study and examination regulations come into effect on the basis of a resolution of the Academic Senate on 7 March 2023.