

BASIC INFORMATION FROM THE EXAMINATIONS OFFICE ON MODULAR DEGREE PROGRAMS

Explanation of terms: module – course – examination

In general, each module consists of one or more courses and an examination. Students register for the course(s) (seminar, lecture, field trip, tutorial, etc.) via KU.Campus. When registering for courses, students can see the corresponding module description on KU.Campus, which provides information on the types of courses in the module (e.g. lecture and seminar), the types of examinations for the module (e.g. written examination and/or written assignment), how the examinations are assessed (graded or pass/fail), and the number of ECTS credits that are awarded for successfully completing the module.

If students want to take the examination for a course that they have completed, they must also register for this examination via KU.Campus during a specific period. The grade for the examination or confirmation that the examination was passed can only be entered if it can be proven that the student registered for the examination. If the student did not register for the examination, the result will not appear in the list of grades, even if the examiner confirms the student's grade elsewhere.

If students register for an examination but do not attend it, they will be given the grade 5.0 for this examination.

Several different courses that students may choose between are often offered for a single module. Each module may only be completed once, unless it is explicitly stated in the examination and study regulations that the module may be chosen multiple times – this is indicated with the note '*Mehrfachwahl möglich*' (may be chosen multiple times). A separate information sheet on modules that may be chosen multiple times is available from the Examinations Office.

A module has been completed once the corresponding examination has been passed. Even if the same module is offered again concurrently or at a later date with a course with entirely different content, the module may not be taken a second time for the same degree program after it has already been passed once. Students should therefore check which module a course belongs to before registering for each course. Some courses may belong to multiple modules.

ECTS credits

ECTS credits (usually 5 or 10) are only awarded for the completion of full modules, not for courses. A break-down of ECTS credits for individual courses is not possible. Only modules that have been passed in full will be listed in the final academic record and transcript.

Final academic record

After successfully completing a modular degree program, graduates receive a final academic record with details of all of the modules that they completed. The titles of the modules as given in the examination and study regulations and the corresponding ECTS credits and grades are documented in the final academic record. The final academic record does not contain the titles of courses or examinations.

Certificate, diploma supplement, and transcript of records

In addition to the final academic record, graduates receive a certificate stating the type of degree awarded (e.g. Bachelor of Arts), a diploma supplement (description of the degree program), and a transcript of records. The transcript of records includes the titles of examinations in addition to the names of the modules also listed in the final academic record.