

**Examination Board guidelines on
recognising academic coursework and examinations
for the undergraduate law program with the qualifications
“Bachelor of Laws” (LL.B.) and First State Examination [“Erste Prüfung”]
and the postgraduate master’s degree program
“Law and Business”
at Bucerius Law School — Hochschule für Rechtswissenschaft.
Issued on 8 May 2019
(last amended on 30 May 2019)**

On 8 May 2019, the Senate of Bucerius Law School (BLS) — Hochschule für Rechtswissenschaft — issued the following guidelines on how to recognise academic coursework and examinations. These guidelines serve to supplement the examination regulations for the program with the qualifications "Bachelor of Laws" (LL.B.) and "Erste Prüfung" (hereinafter referred to as "LL.B. Examination Regulations") and the examination regulations for the postgraduate master's program "Law and Business" (hereinafter referred to as "MLB Examination Regulations").

§ 1 Purpose

These guidelines govern the recognition of coursework and examinations from other programs attended in Germany or abroad.

§ 2 Recognising academic coursework and examinations and crediting them towards the programs

- (1) ¹The recognition procedure enables students to have previous coursework and examinations credited towards examinations of their degree program. ²The equivalence agreements as approved by the German Conference of Education Ministers and Rectors of Universities [Kultusminister-und Hochschulrektorenkonferenz] and the arrangements pertaining to equivalence agreements apply to the individualised recognition procedure.
- (2) ¹Students wishing to make use of the recognition procedure must submit an informal application to the Examination Board. ²In this application, they must specify the coursework and examinations (modules) to be recognised.
- (3) ¹The application for recognition must be submitted within one month of the date on which the trimester began in which the comparable course/seminar takes place or the coursework is performed. ²If the student has already taken an examination in the course/seminar specified in sentence 1, then recognition is no longer possible.
- (4) In the bachelor's degree program – and where recognition pertains to the area of studium generale, business and economics, or foreign languages – the Examination Board may require the degree program management to conduct a preliminary assessment pursuant to subsection 6, after which the Examination Board shall reach its decision on recognition.

- (5) ¹The recognition procedure for performed coursework, including practical work activities and examinations, from a higher education institution in the Federal Republic of Germany or the European Union are recognised without an equivalence test concerning the requirements; with regard to third countries, assessment shall be conducted pursuant to subsection 6. ²The student submitting the application is responsible for providing evidence of the coursework performed and its contents.
- (6) ¹Coursework, practical work activities or examinations from other degree programs will be recognised if the corresponding learning objectives, in particular in terms of content, scope and requirements, do not differ significantly from the learning objectives of the bachelor's or master's degree program. ²In order to assess whether significant differences exist, the application must be accompanied by documentation proving the student's attendance of the degree program in question and providing additional information as to the content, scope and requirements of what the student seeks to have recognised. ³The burden of proof with regard to the performance and the content lies with the student making the application; the burden of proof with regard to the existence of fundamental differences concerning the requirements lies with the university.
- (7) ¹The Examination Board shall resolve on the recognition or non-recognition. ²Its decision is to be communicated to the student in an appropriate form. ³If recognition cannot be granted, the decision will be issued together with information on the available legal remedies.
- (8) If recognition is granted, the grades – insofar as the pertinent grading systems are identical – are to be taken and included in the calculation of the overall grade as stipulated in the Examination Regulations. ²Otherwise, the grade conversion process must be based on grade frequency. ³The applicant is responsible for furnishing corresponding evidence (e.g. by providing a frequency table).
- (9) The Examination Board can assign the task of recognition to its Chairperson or to another professorial Board member.

§ 3 Effective date

These guidelines take effect on 8 May 2019.