

**Examination Board guidelines on
recognising competencies acquired outside the university
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**

On 8 May 2019, the Senate of Bucerius Law School (BLS) — Hochschule für Rechtswissenschaft — issued the following guidelines on how to recognise competencies acquired outside the university. These guidelines serve to supplement the examination regulations for the undergraduate law 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 process of crediting competencies acquired outside the university towards the degree programs.

§ 2 Competencies acquired outside the university

- (1) ¹The term competencies acquired outside the university means all learning outcomes and knowledge (theoretical and factual), all cognitive and practical skills, and the assumption of responsibility and self-reliance acquired not within the scope of university study but through non-university contexts and learning. ²These competencies are divided into two groups:
1. formally acquired competencies, and
 2. non-formally acquired competencies.
- (2) ¹Formally acquired competencies are acquired in formal learning environments (e.g. in schools or institutions of further education) and officially conferred through certificates (e.g. graduation and examination certificates). ²Cases in which non-formally acquired competencies are officially certified, as occurs within the IT further training system, constitute special cases. ³In such cases, the competencies a student has acquired through real-life business processes undergo review, documentation and examination using specific procedures and methods; they are then certified within the scope of a widely recognised vocational qualification. ⁴In terms of the practical aspects of crediting competencies towards a degree program, competencies certified in this way can be treated as formally acquired competencies.
- (3) ¹Non-formally acquired competencies are acquired within formal learning environments (e.g. in vocational schools or institutes of further training or adult education) but are not formally conferred via certificate (e.g. final reports/examination reports). ²Such competencies must be corroborated through the presentation of

documents attesting to their acquisition (e.g. study and work materials, descriptions of content).

§ 3 Credit transfer procedure

- (1) Students can have competencies acquired outside of their university study credited towards their degree program if such competencies are equivalent to the qualification objectives of the respective module.
- (2) Competencies acquired outside of university study are credited towards degree programs in an individualised procedure.
- (3) ¹Students must submit an informal application to the Examination Board for the individual crediting procedure. ²In this application, they must specify the examinations (modules) which are to be credited. ³ECTS points can only be credited for entire modules; parts of a module examination cannot be credited. ⁴Competencies acquired outside of university study can comprise no more than 50 percent of the points awarded in the degree program. ⁵The final thesis is excluded from the crediting procedure.
- (4) ¹When submitting their applications, students must include all pertinent documents confirming acquisition of the respective competencies, for example operational documents, work samples, work references, certificates, etc. ²They are also required to enclose a written document reflecting on how the competencies acquired relate to the qualification objectives of the module in question, and take part in a biographically oriented interview.
- (5) ¹The application to have competencies credited must be submitted within one month of the date on which the trimester began in which the comparable course/seminar takes place. ²The application is to be processed within two months of its submission. ³If the student has already taken an examination in the course/seminar specified in sentence 1, then crediting is no longer possible.
- (6) ¹The student submitting the application is responsible for proving that the competencies acquired have the applicable equivalence. ²The Examination Board is entitled to commission an expert with the task of evaluating equivalence. ³Such expert can be a member of staff responsible for the respective module or a lecturer in that module.
- (7) ¹Once equivalence has been reviewed, the competencies isolated through the crediting procedure and the qualification objectives of the respective program module which is to be credited undergo a final equivalence assessment. ²In this process, the significance of the competencies in question must undergo comprehensive evaluation as to their relevance for the achievement of the degree program objectives.
- (8) ¹In the final equivalence assessment, equivalence is deemed to exist if an overlap of at least 50 per cent is established between the qualification objectives stipulated for the degree program module in question and the competencies identified via the individualised credit transfer procedure. ²Where equivalence is deemed to exist, the corresponding competencies are credited towards the module in the form of ECTS

points. ³In such an event, the student must no longer complete this module as part of the degree program. ⁴If an overlap of less than 50 percent is established, then the competencies in question cannot be credited towards the module as ECTS credit points; the student must therefore complete the module as part of his/her degree program.

- (9) ¹The Examination Board resolves on whether the competencies can be credited towards the degree program or not. ²Its decision will be communicated to the student in an appropriate form. ³Where it has been decided that the competencies acquired cannot be credited, the decision will be issued together with information on the available legal remedies.
- (10) The Examination Board can assign the task of recognising the competencies in question to its Chairperson or to another professorial Board member.

§ 4 Effective date

These guidelines take effect on 8 May 2019.