

# Rules and Regulations Bachelor in Psychology 2022-2023

**Rules and Regulations for the Bachelor in Psychology 2022-2023, as referred to in Article 7.12b of the Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW)**

These Rules and Regulations have been determined by the Board of Examiners of the Faculty of Psychology and Neuroscience, Maastricht University on 23 June 2022

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# Rules and Regulations Bachelor in Psychology 2022-2023

## **Article 1**      **Scope of the rules and regulations**

1. These rules and regulations (R&R) apply to the education, exams and examination for the Bachelor's study programme in Psychology of the Faculty of Psychology and Neuroscience (FPN).
2. The R&R apply to all students who are registered for the Bachelor study programme.
3. For cases regarding exams not covered by these R&R "The Rules of Procedure for (Course) Examinations at Maastricht University (<https://www.askpsy.nl/exams-procedure>) apply.
4. The R&R are each year adjusted and enacted by the Board of Examiners.

## **Article 2**      **Definitions**

The definitions contained in the Act (WHW) and in Article 1.1 of the Education and Examination Regulations (EER) of the programme apply.

## **Article 3**      **Board of Examiners**

The Board of Examiners (BoE) sees to the execution of the Regulation for the bachelor's examination and its parts, taking into account the Act and the EER concerning the organisation and scope of the examinations of the psychology study programme of FPN. The Board of Examiners will designate examiners to conduct the interim examinations. In particular cases the Board of Examiners can annul decisions taken by the examiners, when, e.g., a student has not complied with the admission requirements for a part of the examination which the student has taken.

### *Article 3.1*      *Appointment and composition of the Board of Examiners*

1. The dean of FPN installs the Board of Examiners and appoints its members based on their expertise in the field of the degree programme.
2. The Board of Examiners is led by the chair(s).
3. The composition of the Board of Examiners is such that it reflects the programmes well as possible.
4. At least one member is an external member, who is not involved in education in the programme.
5. The Board of Examiners is supported by the secretaries.

### *Article 3.2*      *Working method of the Board of Examiners*

1. The Board of Examiners meets every month with the full committee.
2. The chairs and secretaries are in charge of the daily management. They meet weekly to discuss non-standard requests, appeals, the topics and the agenda of the plenary meeting, and any other relevant business that comes up.
3. The meetings of the Board of Examiners are not public due to the confidential nature of matters discussed.
4. In the event that a request or complaint submitted to the Board of Examiners involves an examiner who is a member of the Board of Examiners, the examiner concerned will abstain from deciding on the request or complaint as stated in art. 7.12b.4 of the WHW.
5. The Board of Examiners may delegate clearly defined duties [to (sub-)committees].
6. The secretaries to the Board of Examiners take standard decisions based on the EER, the R&R and/or the jurisprudence of the Board of Examiners. Non-standard requests are discussed during the weekly meetings of the chair(s) and the secretaries.
7. Only complete and correctly submitted requests and complaints will be accepted for processing.
8. The Board of Examiners decides upon a request or complaint within 20 working days after the request

or complaint was submitted. In special circumstances this term can be extended by another 20 working days.

#### **Article 4 Examiners**

1. Members of the academic staff, who are entrusted with providing education of an educational component/course, are as examiner responsible for the assessment of the educational component/course.
2. The Board of Examiners appoints examiners who are qualified to set examinations. The main requirement is that the person is the holder of a UTQ. However, if the person has not yet obtained the UTQ certificate, this person will work under the supervision and responsibility of a mentor until the person has obtained the UTQ.
3. While in principle examiners have to belong to the academic staff of the UM, upon request, the Board of Examiners can appoint other members of the academic staff and experts from outside the programme as examiner.
4. The Board of Examiners can decide to withdraw an appointment as examiner if the examiner does not adhere to laws and R&R of the Board of Examiners, or if the assessment skills of the examiner (e.g., to construct an exam, to examine, and/or to grade an exam) has repeatedly proven to be of insufficient quality.

#### **Article 5 Proof of Having Passed a Course/Module**

A student can have a course/module registered as passed if the following requirements have been met:

- a. the attendance requirements for the tutorial meetings as stated in article 7, paragraph 1 in the R&R.
  - A student who arrives after the official starting time of the meeting or leaves before the ending time of the meeting can be considered not to have attended.
  - For admission to the course exam, a student must have met the attendance requirements as stated in article 7, paragraph 1 in the R&R.
  - If a student has not complied with the attendance obligation, the grade of the exam will be declared invalid.
- b. if applicable, a satisfactory assessment and 100% attendance for the practical training. A student who arrives after the official starting time of the practical training can be considered not to have attended;
- c. at least a sufficient assessment for the final course exam. A course exam is passed when a grade of 6.0 or higher has been obtained;

#### **Article 6 Compensation**

A grade of 5.0 which has been obtained for the final course exam can be compensated with a grade obtained for another final course exam that was 8.0 or higher.

- A grade of 4.5 or lower cannot be compensated.
- A student can compensate once during the whole bachelor programme
- Grades for Skills trainings, the Research Practical, Electives (see art. 3.7 of the EER) and the Bachelor's thesis cannot be compensated or used as compensation.
- The statistics parts (Methods & Techniques, Statistics I, Statistics II and Statistics III) cannot be compensated, but can be used to compensate with.
- Once a request for compensation has been submitted and granted, it cannot be reversed.
- A course with an insufficient grade can only be compensated when the following requirements are met:
  - a. the attendance requirement has been fulfilled,
  - b. all practical parts have been passed if applicable, and
  - c. both courses have at least the same number of credits (courses of 5 or 6 ECTS are considered equal with regard to compensation). Of note, a course worth 3 ECTS can be compensated with a course of 6 ECTS (but not the other way round).

Requirements a and b apply to the compensated course, as well as to the course used to compensate with.

#### **Article 7 Attendance Obligation**

1. In principle there is an attendance obligation of 100% with respect to the tutorial group meetings. However, students can miss a certain number of meetings. More specifically,
  - For courses/modules of 7 or more tutorial meetings, two meetings can be missed;
  - For courses/modules of 5 to 6 tutorial meetings, one meeting can be missed;
  - For courses/modules of 4 or less tutorial meetings, no meeting can be missed and so all meetings need to be attended.
2. Practical trainings have an attendance obligation of 100% and all training sessions need to be attended. However, in the circumstance that not more than 1 practical meeting has been missed, it could be possible to make up for the missed meeting (see article 12 (2)).
3. For each course/module, attendance in the tutorial group meetings and the practical training sessions will be registered by the tutor on the attendance form.
4. When a student has not complied with the attendance obligation, the relevant part will not be registered as having been passed.
5. If attendance has been met in a given academic year, this will be valid for the remainder of the study, even if the exam is not passed in that year. However, an individual attendance arrangement based on personal circumstances is only valid once the exam is passed during the relevant academic year.

#### **Article 8 Grade Point Average**

1. A weighted grade point average (GPA) is calculated across all parts of the examination which are assessed on a ten-point rating scale with the exception of the elective courses and, if applicable, the honours programme. Scores will be weighted according to the number of course credits (see also article 3.6 of the EER).
2. An insufficient grade can be included in the GPA. An insufficient grade can be on a provisional transcript, because a-resit still has to be taken or it can be on a final transcript because the grade has been compensated (see article 6).
3. On a provisional transcript, an exam that has not been taken will not be included in the GPA. In that case, the number of credits obtained will be reported in relation to the number of credits that could have been obtained in the form of a progress rate.
4. At a final transcript, a GPA will only be registered when at least 60 credits have been obtained for courses/modules included in the GPA as stated in paragraph 1.

#### **Article 9 Cum Laude / Summa Cum Laude Pass**

1. The pass 'cum laude' is attached to the bachelor's examination if each of the following requirements have been met:
  - a. a GPA of at least 8.00 for all parts of the examination which are graded on a ten-point rating scale with the exception of elective courses and the honours programme (if applicable). Furthermore, all assessments must have been passed on the first attempt and not been compensated. A no grade (NG) which has been assigned when the booked exam has not been attended, will not be considered as a first attempt;
  - b. weighting of course grades occurs according to credits obtained in each course (see also article 3.6 of the EER);
  - c. Bachelor's thesis: a grade of at least 8.0.
  - d. All courses/modules need to be passed within three years after the student started the Bachelor's programme.

Cum laude will not be awarded if more than 20 credits are exempted. A student whom the Board of Examiners has found guilty of fraudulent acts within the meaning of Article 16, and therefore had a test result declared invalid, shall not be eligible for the attribution of Cum Laude.

2. The pass ‘summa cum laude’ is attached to the bachelor examination, if each of the following requirements have been met:
  - a. a GPA of at least 9.00 for all parts of the examination which are graded on a ten-point rating scale with the exception of elective courses and the honours programme (if applicable). Furthermore, all assessments must have been passed on the first attempt and not been compensated. A no grade (NG), which has been assigned when the booked exam has not been attended, will not be considered as a first attempt;
  - b. weighting of course grades occurs according to credits obtained in each course (see also article 3.6 of the EER);
  - c. Bachelor’s thesis: a grade of at least 9.0.
  - d. All courses/modules need to be passed within three years after the student started the Bachelor’s programme.

Summa cum laude will not be awarded if more than 20 credits are exempted. A student whom the Board of Examiners has found guilty of fraudulent acts within the meaning of Article 16, and therefore had a test result declared invalid, shall not be eligible for the attribution of Summa Cum Laude.

#### **Article 10      Extra electives**

1. In addition to the 24 ECTS for electives, the student can take extra electives at FPN, at other UM faculties, or at other universities in the Netherlands.
2. It is only possible to take three extra electives at FPN. However, the following conditions apply. Firstly, a maximum of 3 extra electives may be taken at FPN on top of the regular electives and secondly, this is only possible provided that there is sufficient capacity for 3<sup>rd</sup> and 4<sup>th</sup> year students.
3. It is possible to take extra electives at other UM faculties or at other universities in the Netherlands, given that the following requirements are fulfilled:
  - the elective should be at the level of second year bachelor or higher;
  - the content should not overlap, or only overlap minimally with mandatory courses of the FPN bachelor programme;
  - the content should be related to the objectives of the FPN bachelor programme;
  - the student should be in the 3<sup>rd</sup> or 4<sup>th</sup> year of the bachelor programme. Of note, to take course at another UM faculty, a student is only admissible if studying nominally or when a single component of the bachelor programme has to be completed in order to graduate.

#### **Article 11      Exemption**

1. Request for exemption from taking an exam or undergoing another part of the examination on the basis of what has been determined by the Act will be submitted to the Board of Examiners. The request must be submitted at least 20 working days before the start of the requested course/module. Written proof in English or in Dutch must be submitted to support the request. Only official certified translations in English or Dutch will be processed.
2. The Board of Examiners makes a substantiated decision within 20 working days after having received the request. The Board of Examiners is entitled to extend this period by an additional period of 20 working days. The student will be informed about the Board of Examiners’ decision in writing.
3. A request for exemption will only be considered if it has been submitted by a student who is enrolled at FPN and who has fulfilled the study programme’s financial requirements.
4. The number of ECTS of the course that is being proposed to act as exemption must be equal to or greater than the to be exempted course.

#### **Article 12      Re-sits**

The following re-sit arrangements apply to students who, in the first instance, have not passed a part of the bachelor’s examination. The relevant re-sits are available only to students who have complied with the attendance requirement.

### 12.1 Exams

The student who failed a course assessment will get one opportunity to re-sit that exam per academic year. If a student passed the initial assessment, the student cannot re-sit the exam. In the case of a re-sit of a failed final grade, the highest grade counts.

### 12.2 Practical and Skills Training

A student who has missed a practical or skills meeting or obtained an unsatisfactory assessment for a practical/skills assignment is offered one re-sit per academic year. If not more than one practical or skills meeting has been missed, it will be possible to make up for the missed meeting. For some practical or skills training an extra meeting will be scheduled, whereas for others a catch-up assignment needs to be done. A student will only qualify for a re-sit when the practical coordinator was notified on time about the absence. A student who has been assigned to a practical or skills meeting, or who has registered for such a meeting but could not participate, has to notify the practical coordinator within one week after the missed meeting. A student who did not register or who failed to notify the practical/skills coordinator in time does not qualify for a re-sit of the practical or skills training.

An exception is made for the SPSS practical that is part of the Statistics courses. For those, the same procedure will be applied as for courses/modules (see article 5, paragraphs a and b in the R&R).

When a practical or skills training has to be concluded with a report, this has to be turned in before the deadline. There will be one chance to redo the report per academic year. This will consist of rewriting the relevant report. A report can be rewritten only when it has been turned in before the deadline and a serious attempt has been made, but has failed (see article 12, paragraph 3 in the R&R).

### 12.3 Written assignment

There will be one chance to redo written assignments (including the bachelor's thesis) per academic year. This will consist of rewriting the relevant written assignment. A written assignment can be rewritten only when it has been turned in before the deadline and the student adhered to the guidelines, but has failed.

## Article 13 Extra exam or other format of exam

1. In special cases the Board of Examiners may decide to grant a student a different format of exam and/or an extra exam opportunity in addition to the regular exam and re-sit. This decision will only be taken if it is based on exceptional demonstrable personal circumstances of a student, which would cause disproportionate study delay. Special personal circumstances of the student in question that can be considered are:
  - a. handicap or (chronical) illness;
  - b. pregnancy or given birth (also for partner);
  - c. special family circumstances (that necessitate for example informal care);
  - d. top sport status;
  - e. membership of the board of a student organization of some size with full jurisdiction, a study programme committee, education board, the faculty board, the faculty council or the university council;
  - f. administrative or social activities that in the opinion of the institutional management are also in the interest of the institution or of the education that the student follows;
  - g. insufficient studyable education.
2. Students whose bachelor's graduation would be delayed more than 6 months because of failing one module/course, may be granted the opportunity to take an extra exam at the end of period 1 or at the end of period 5 in addition to the regular exam and re-sit. The criteria for obtaining an extra exam are:
  - a. participation in all exams (regular and re-sit) of this course is required;
  - b. it should be a compulsory course (electives are excluded);
  - c. an extra exam is only offered once.

For more detailed information see the Procedure Extra Exam at AskPsy.nl

#### **Article 14 Non -regular exam inspection**

Students who for valid reasons have not attended the regular exam inspection can request a non-regular exam inspection within two weeks after the regular exam inspection. Requests to the Board of Examiners must be motivated and include evidence why the exam inspection was missed. Requests will be processed within 20 working days.

#### **Article 15 Appeal procedure**

An appeal against a decision as stated in Article 7.61 of the Dutch Higher Education and Research Act (WHW), including but not limited to decisions on grades and decisions of the Board of Examiners, must be submitted to the Board of Appeal for Examinations (CBE) within 6 weeks after publication of such a decision. The appeal can be submitted to Maastricht University, Student Services Centre, attn. Complaints Service Point (CSP), PO Box 616, 6200 MD Maastricht. The appeal must be signed, dated, and include the name and address of the petitioner. It should also include the grounds on which the appeal is based and, if possible, a copy of the decision being appealed.

#### **Article 16 Fraud including plagiarism and fabricating and/or falsifying survey or interview answers or research data**

In this article – which is related to article 5.16 of the EER – it is, in accordance with article 7.12b (3) of the Act explained in more detail, how the Board of Examiners acts under article 7.12b (2) of the Act (WHW).

1. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student, in any exam or exam component has committed fraud, including:
  - a. has had any unauthorised aids/devices, resources, text or notes at the student's disposal, or has used aids and/or (communication) devices that were not explicitly allowed, or that were explicitly forbidden in the exam instructions and/or Rules of Procedures for Exams;
  - b. has communicated or tried to communicate with another student, without permission from an invigilator, examiner, or Board of Examiners member;
  - c. has copied or attempted to copy from another student, or has provided the opportunity to copy;
  - d. has collaborated on a graded assignment, paper or practical, whereas this was not explicitly allowed;
  - e. has posed as someone else or let someone else pose as the student;
  - f. has misled, or at least attempted to mislead or provided the opportunity to mislead an invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam.
  - g. has used an obfuscation method in submitted work that is likely to have the effect that plagiarism checking tools do not work optimally;
  - h. has disregarded the instructions of the invigilator or the instructions for the exam (component) such that an unfair advantage might have been obtained;
  - i. has performed actions or omissions which make it impossible in whole or in part to properly evaluate the student's knowledge, understanding and skills.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has committed fraud, including:
  - a. has falsified the information on mandatory attendance, participation or effort obligation; or had some else falsify that information; or has signed off on attendance, participation or effort obligations when it was not (fully) met;
  - b. has falsified exam results;
  - c. has falsely obtained, or attempted to, access to an exam;
  - d. has misled an examiner relating to exam (components), registration, or grading;
  - e. has facilitated another student to engage in fraud;
  - f. has fabricated and/or falsified survey or interview answers or research data.
3. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this



- article if it establishes that a student has committed plagiarism in any exam, part or component, including:
- a. using or copying the student's personal or other people's texts (including code), data, ideas, other materials or thoughts without adequate reference to the source;
  - b. presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as the student's own;
  - c. not clearly indicating in the text (including code), for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;
  - d. paraphrasing the content of the student's own or other people's texts without adequate reference to the source;
  - e. copying video, audio or exam material, software and program codes from others without adequate reference to the source and thus passing them off as the student's own;
  - f. copying work from other students and thus passing it off as the student's own;
  - g. submitting a text that has been previously been submitted for a different component/module, or is similar to a text that has been previously been submitted by oneself or by others, unless explicitly allowed;
  - h. submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as the student's own.
4. During the exam inspection students are not allowed to have communication devices and/or other electronic devices at their disposal, neither to take the exam and answer key outside the room where the inspection takes place nor to copy these documents in any form. Also, students are not allowed to make any modifications to the exam. When the exam inspection is virtually, it is not allowed to make screenshots or record the inspection. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student did not adhere to these rules.
  5. In case of fraud/plagiarism in group assignments, all students in the group are in principle responsible for fraud/plagiarism unless it is clear that only one student has committed fraud. In that case, only the student in question will be penalized.
  6. In the event that the Board of Examiners suspects that a student has committed fraud in any way in any exam or exam component, the Board of Examiners shall be entitled to start the following procedure: the (acting) chair of the Board of Examiners opens an inquiry into the established facts, and may call in an expert to do so. After this inquiry has been closed, but within 15 working days after fraud has been reported to the Board of Examiners by the examiner(s), the chair will inform the members of the Board of Examiners, and give the student and the examiner(s) the opportunity to each state their case. The student may have an adviser accompany the student. If the Board of Examiners established that a student has committed fraud, the Board will declare the relevant exam/assessment and/or attendance registration null and void (label 0) and can impose a measure set down in paragraph 7. The Board of Examiners will inform the student involved, the examiner and the education office regarding this measure and the reason on which the measure is based. This procedure shall take place in accordance with Article 7.12b of the Act (WHW).
  7. In the cases referred to in paragraphs 1 to 6 the Board of Examiners can declare the results of the relevant exam or part in question invalid, as well as impose the following disciplinary measures:
    - a. a reprimand;
    - b. cancel the attendance of the course;
    - c. exclusion from the re-sit in the academic year in which fraud or plagiarism was committed;
    - d. exclusion from participation or further participation in one or more exams in the programme for a period of at most one year;
    - e. in serious cases of fraud, the Board of Examiners can propose to the UM's Executive Board that the student(s) concerned be permanently deregistered from the programme;
  8. Repeat offenses of fraud are considered an aggravating circumstance and may result in more severe sanctions. This also includes fraud in components/modules that were taken at other faculties or institutions of higher education. For this reason, UM Boards of Examiners can inform each other if

- fraud and/or plagiarism has been established in an exam (component) at another Faculty.
9. Before the Board of Examiners imposes an appropriate disciplinary measure, or makes a proposal to the Executive Board, the student in question is given the opportunity to be heard.
  10. If fraud is established, this is included in the student's dossier.
  11. If, after investigation, it is ultimately determined that the student concerned did not commit fraud, the names will be removed from the correspondence about the alleged fraud and the correspondence will not be included in the student's dossier.
  12. The Board of Examiners does not grant exemptions on the grounds of study results obtained elsewhere while the student was excluded from participating in the programme's exams because fraud was committed.
  13. A student who was excluded from participation in exams, or whose exam was declared invalid for a component/module due to fraud, is not eligible for an extra exam opportunity for those components/modules.

#### **Article 17 Irregularity**

If, according to the Board of Examiners, one or more exam components or an entire exam have not been taken the prescribed manner or if an exam component has not been conducted properly, the Board of Examiners can declare the exam or the relevant exam component(s) invalid, even in cases when the student is not accountable, in order to secure its legal duty as stated in article 7.12b (1)(a) of the Act.

#### **Article 18 Amendments**

1. Amendments to these R&R shall be determined by the Board of Examiners by means in a separate decision.
2. No amendments will be made to these R&R, unless it may reasonably be assumed that the interests of the students will not be harmed as a result.

#### **Article 19 Hardship clause**

The Board of Examiners is authorised to deviate from these regulations in individual cases if strict adherence to these regulations would result in inequitable circumstances for the student.

#### **Article 20 Implementation and Date of Taking Effect**

1. The Board of Examiners will decide in all cases that have not been foreseen by the R&R.
2. These R&R take effect in the academic year 2022-2023.

**Thus enacted by the Psychology Board of Examiners at its meeting of 23 June 2022**

# Appendix with the Rules and Regulations Bachelor in Psychology

## Appendix 1 Regulations Bachelor's Thesis

1. The bachelor's thesis is an individually and independently written report.
2. Guidelines for the format and length of the bachelor's thesis are presented in the Handbook Writing Skills that can be found on the student portal/AskPsy.nl.
3. Changing the subject and supervisor is not permitted anymore after the supervision has taken effect and / or the student has received feedback. Only in case of special circumstances, a change of supervisor or subject can be requested from the Board of Examiners via AskPsy.nl (request form).
4. The bachelor's thesis is written in two steps. For the first deadline, a complete first version (i.e. conform guidelines and including all subparts – from abstract to reference list, see handbook writing skills for more details) has to be submitted via Dors Web app (DWA). The supervisor provides feedback on this version. At this stage, no grade will be provided – the grading is done after the second complete version was turned in (i.e. second deadline). However, note that the quality of the first version will be reflected in the final grade given by the supervisor. This second and final version will be independently assessed by two staff members “(i.e. the supervisor and the second assessor). Assessment consists of giving a grade and substantiating it by means of feedback (i.e. explaining to the student what aspects of the written product were sufficient or insufficient and, in case of the latter, why).
5. The student needs to upload the final version of the bachelor's thesis before the deadline via Dors Web app (DWA). Assessment forms have to be filled in, signed and submitted by the supervisor and second assessor via Dors Web app (DWA), within 20 working days after the deadline of the final version.
6. The bachelor's thesis is assessed on the basis of the criteria that are described in the Handbook Writing Skills. Only one of the aspects may be deemed insufficient in order to receive a pass for the bachelor's thesis.
7. The bachelor's thesis is graded by averaging the grades given by the supervisor and the second assessor. Both grades, based on all aspects, must be at least 6.0 and the difference between the grades of the supervisor and the second assessor may not be more than 2.0 points. If the grades of both supervisors differ by more than two points, the supervisors will discuss the grading amongst each other in the presence of an impartial person (the bachelor's thesis coordinator). New grades will be awarded by both assessors based on the heard arguments. If all grades are sufficient and deviate up to 2 points maximum, the final grade is the average of the two grades.
8. If the final grade of the bachelor's thesis, either given by the supervisor or the second assessor, is less than 6.0 the regulation for re-sits applies. In case one of the grades was insufficient, both supervisors will grade the re-sit version again.