



## Announcements of Justus Liebig University Giessen

**7.35.03 No 6**

**7.36.03 No 6**

Special Regulation for the Bachelor's and Master's programmes in Vocational Education and Training

### Special Regulation for the Bachelor's and Master's programmes in Vocational Education and Training in Faculty 03 – Social Sciences and Cultural Studies of 6 August 2008

#### Version information

Eleventh amended version: passed in the Faculty Council of Faculty 03 on 27 January 2016; approved by the President's Office on 5 April 2016; enters into force in the winter semester 2016/2017.

#### Tabular presentation of the version information

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Fifth amendment resolution	Faculty 03: 22.06.2011 and 12.07.2011	Senate: 13.07.2011	President's Office: 19.07.2011	25.07.2011
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Tenth amendment resolution	Faculty 03: 11.02.2015 Teacher Training Centre (ZfL): 12.02.2015	Senate: 11.03.2015	President's Office: 24.03.2015	Winter semester 2015/16
Eleventh amendment resolution	Faculty 03: 27.01.2016 Teacher Training Centre (ZfL): 10.02.2016	Senate: 09.03.2016	President's Office: 05.04.2016	Winter semester 2016/17

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Supplementing the applicable version of the General Regulations for modular and multi-stage study programmes (AIB) at JLU of 21 July 2004 (Official Gazette p. 3154), Faculty 03 – Social Sciences and Cultural Studies of Justus Liebig University Giessen (JLU) has adopted the following Special Regulation.

## **Article 1 (Articles 1(1), 5(1), 6(1) and 12(1) of the General Regulations)**

1. The group of study programmes in Vocational Education and Training (BBB) comprises:
  - Bachelor's programme in Vocational Education and Training with a professional specialisation in Agricultural Science/Nutrition and Home Economics (BBB Ba A/EH);
  - Bachelor's programme in Vocational Education and Training with a professional specialisation in Metal Engineering/Electrical Engineering (BBB Ba ME);
  - Master's programme in Vocational Education and Training with a professional specialisation in Agricultural Science/Nutrition and Home Economics (BBB Ma A/EH);
  - Master's programme in Vocational Education and Training with a professional specialisation in Metal Engineering/Electrical Engineering (BBB Ma ME).
2. The Bachelor's BBB programmes lead to first professional qualifications (undergraduate degrees), last six semesters and are worth 180 credit points; the Master's BBB programmes lead to further professional qualifications (first postgraduate degrees), last four semesters and are worth 120 credit points.
3. The BBB Ba A/EH and BBB Ma A/EH or BBB Ba ME and BBB Ma ME study programmes are each worth 300 credit points and meet the criteria granting recognition of the Master's degree by the Hesse State Ministry of Education. They are therefore considered equivalent to the First State Examination for teachers of the relevant subjects at vocational schools and grant access to the probationary period in that field.
4. The BBB Ba A/EH and BBB Ma A/EH or BBB Ba ME and BBB Ma ME study programmes together comprise:
  - one vocational subject worth 90 credit points;
  - the practical placement in the vocational subject worth 12 credit points;
  - one general educational subject, with the exception of Music or Art, in accordance with Annex 4, worth 96 credit points including a period of teaching practice in accordance with the module descriptions and by analogy with the study schedule in Annex 2 of the "Study and Examination Regulations for the training programme for high school teachers at Justus Liebig University Giessen of 23 August 2006" (StPO L3, published in the Announcements of JLU (MUG) 7.83.00) in compliance with the Hessian Teacher Training Act (HLBG) of 29 November 2004, the Regulation concerning the Implementation of the Hessian Teacher Training Act (HLbG-UVO) of 16 March 2005 and the "General Regulations for modular and multi-stage study programmes at Justus Liebig University Giessen" (AIB) of 21 July 2004, updated on the basis of the applicable versions (HLbG of 28 September 2011, HLbGDV of 28 September 2011, AIB of 11 April 2013, with grades being calculated in accordance with Article 29 of the General Regulations. In individual teaching subjects there may be divergent study schedules, which are published in Annexes 1 and 2;
  - the basic modules in the foundational subjects of Educational Psychology, Sociology and Political Science in accordance with StPO L3, worth a total of 27 credit points;
  - occupational, vocational and commercial education (vocational education), including Educational Science, worth 35 credit points;
  - the school and vocational education course worth 12 credit points;
  - the Bachelor's thesis worth 12 credit points;
  - the Master's thesis worth 16 credit points.
5. The Bachelor's programmes are worth at least 180 credit points and comprise:
  - one vocational subject of the student's choice worth 90 credit points in accordance with Annex 1. The modules for M and E are run by the Giessen site of the Technische Hochschule Mittelhessen (THM);
  - an internship in the vocational subject worth 12 credit points;
  - one general educational subject worth, as decided by the student, at least 18 and no more than 27 credit points in accordance with Annex 1;
  - the foundational subjects worth, as decided by the student, at least 9 and no more than 18 credit points in accordance with Annex 1;
  - vocational education worth 18 credit points in accordance with Annex 1;

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- the school and vocational education course worth 12 credit points;
  - a thesis module worth 12 credit points.
6. The Master's programmes are worth at least 120 credit points and comprise – depending on the credit points gained in the study components in the Bachelor's programme pursuant to Article 5 and taking account of the total scope of the study components pursuant to Article 4:
- continuation of the general educational subject begun in the Bachelor's programme and worth at least 57 and no more than 66 credit points in accordance with Annex 1 together with a period of teaching practice in a vocational school worth 12 credit points;
  - the foundational subjects worth at least 9 and no more than 18 credit points in accordance with Annex 1;
  - vocational education worth 17 credit points in accordance with Annex 1;
  - a thesis module worth 16 credit points.
7. If the total credit points in the Bachelor's programme slightly exceeded the credit points for modules, these credit points count towards the Master's programme. Each student must have taken a Bachelor's and a Master's programme that are together worth 300 credit points.
8. The modules are described in Annex 2.

### **Article 2 (Article 2 of the General Regulations)**

On successful completion of the Bachelor's programme, Faculty 03 at Justus Liebig University Giessen shall award the degree of Bachelor of Education (BEd) and on successful completion of the Master's programme the degree of Master of Education (MEd).

### **Article 3 (Article 3(1) of the General Regulations)**

1. For each Bachelor's programme, a previous practical vocational placement that is the equivalent of 52 weeks of full-time work is required, in accordance with the professional subject orientation selected. Certificates are issued by the Internship Committee.
2. Criteria for admission to the individual general educational subjects, the type of certification and the type and date of certification during the study programme are set forth in Annex 3. In accordance with the rules in Annex 3, certification must be provided before or during the Bachelor's programme.

### **Article 4 (Article 4 of the General Regulations)**

1. Bachelor's degrees that have been acquired at universities in Germany and abroad and whose structure is in line with Article 1(5) and that include evidence of a previous practical vocational placement in accordance with Article 3(1) meet the criteria for the Master's programme in Vocational Education in accordance with Article 1(1).
2. If, in accordance with Article 1(4), full evidence of overall skills cannot be provided on the basis of previous studies and the possible scope of the Master's programme in Article 1(6), the skills acquired in the previous studies will count towards the relevant Bachelor's programme in accordance with Article 1(5).
3. No admission examination is held.
4. If a Bachelor's degree has been acquired in study programmes that are not covered by these Regulations, evidence must be provided that the criteria pursuant to Article 3(2) for the Master's programme have been fulfilled.

### **Article 5 (Article 5(2) of the General Regulations)**

If a module description stipulates that participation in one module is dependent on another module, it is sufficient for students to have registered for the examination in the module in question and not to have withdrawn from the module in accordance with Article 23(1) of the General Regulations.

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### **Article 6 (Article 9(1) of the General Regulations)**

Students must take part in practical placements in accordance with Article 1(5) or (6). Further details are stipulated in the module descriptions for the internship modules and the Internship Regulations (Annex 5).

### **Article 7 (Article 10(1 and 3) of the General Regulations)**

1. The type of examination (during or at the end of a module) is, in each case, specified in the module descriptions (Annex 2).

2. In the case of intra-module examinations or end-of-module examinations comprising several parts, failed part examination or parts of examinations may be offset by correspondingly better examination results in other part examinations or parts of examinations, provided that this is not explicitly precluded in the module description.

3. The duty of students to attend the tuition sessions is covered by the rules in the Study and Examination Regulations for the general educational subjects, the foundational subjects and the Special Regulations for the corresponding study programmes in the vocational subject.

### **Article 8 (Article 10(1) of the General Regulations)**

The grading procedure is stipulated in the module descriptions (Annex 2). The examination performance shall be evaluated in accordance with Articles 28 and 29 of the General Regulations.

### **Article 9 (Article 11(1), fourth sentence, of the General Regulations)**

Students are given intensive supervision by the study programme adviser to ensure that the combination of modules from the programme components is in accordance with Article 1(5) or (6) and can be completed within the standard period of study. Individual use of the possibilities afforded is subject to approval by the Chair of the Examination Board, who may delegate standard decisions to specific academic advisers.

### **Article 10 (Article 13 of the General Regulations)**

The study programmes may only be started in the winter semester.

### **Article 11 (Article 16 of the General Regulations)**

1. The Examination Board for the Bachelor's BBB Ba A/EH programme comprises

- the holder of the professorship in Vocational Education who is seconded by Faculty 03;
- two professors seconded by Faculty 09;
- one professor seconded by Faculty 03 or Faculty 06 to cover the foundational subjects on an alternating basis, starting with Faculty 06;
- one professor seconded by Faculty 03, 04, 05, 06, 07 or 08 to cover the general educational subject on an alternating basis, starting with Faculty 04;
- the research assistant seconded by Faculty 03;
- two students seconded by Faculty 03.

2. The Examination Board for the Bachelor's BBB Ba ME programme comprises

- the holder of the professorship in Vocational Education who is seconded by FB 03;
- two professors seconded by Faculty 03 Mechanical and Energy Engineering and Faculty 02 Electronic Engineering and Information Technology at the Technische Hochschule Mittelhessen;
- one professor seconded by Faculty 03 or Faculty 06 to cover the foundational subjects on an alternating basis, starting with Faculty 06;
- one professor seconded by Faculty 03, 04, 05, 06, 07 or 08 to cover the general educational subject on an alternating basis, starting with Faculty 04;
- the research assistant seconded by Faculty 03;

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- two students seconded by Faculty 03.
3. The Examination Board for the Master's BBB Ma A/EH programme comprises
- the holder of the professorship in Vocational Education who is seconded by Faculty 03;
  - two professors in Educational Science who are seconded by FB 03;
  - one professor seconded by Faculty 03, 04, 05 or 06 to cover the humanities subject on an alternating basis, starting with Faculty 04;
  - one professor seconded by Faculty 07 or 08 to cover the general science subjects on an alternating basis, starting with Faculty 07;
  - the research assistant seconded by Faculty 03,
  - two students seconded by the Faculty.
4. The Examination Board for the Master's BBB Ma ME programme comprises
- the holder of the professorship in Vocational Education who is seconded to Faculty 03;
  - two professors in Educational Science who are seconded by Faculty 03;
  - one professor seconded by Faculty 03, 04, 05 or 06 to cover the humanities subject on an alternating basis, starting with Faculty 04;
  - one professor seconded by Faculty 07 or 08 to cover the general science subjects on an alternating basis, starting with Faculty 07;
  - the research assistant seconded by Faculty 03;
  - two students seconded by the Faculty.

### **Article 12 (Article 20(1) of the General Regulations)**

1. In the Bachelor's programme the thesis must be written in the vocational subject, a combination of the vocational subject and occupational, vocational and business education or in the field of occupational, vocational and business education.
2. When students register for the thesis module in the Bachelor's programmes, they must present the following documentary evidence:
  - The practical placements (internships) in the vocational subject and vocational educational must have been completed;
  - The criteria for studying the general educational subject must be fulfilled;
  - In the vocational subject, students must have completed 3/4 of the modules successfully, as per the study schedule. In all other modules there must have been a first examination attempt;
  - In the general educational subject, the foundational subjects and vocational education, students must have attended in all (rounded down) 2/3 of the required modules; half these modules must have been completed successfully and in the other half, with the exception of one module, there must have been a first examination attempt.

Exceptions are determined by the Examination Board.

3. In the Master's programme, the thesis must be written in occupational, vocational and business education, in the general educational subject or in a combination of occupational, vocational and business education and the general educational subject.
4. When students register for the thesis module in the Master's study programmes, they must provide the following documentary evidence:
  - The practical placement (internship) in the general educational subject must have been completed;
  - The criteria for studying the general educational subject must be fulfilled, unless documentary evidence was provided for the Bachelor's programme;
  - In the general educational subject, the foundational subjects and vocational education, students must have attended in all (rounded down) 3/4 of the required modules; half these modules must have been completed successfully and in the other half, with the exception of one module, there must have been a first examination attempt.

Exceptions are determined by the Examination Board.

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### **Article 13 (Article 20(3) of the General Regulations)**

Students must present their transcripts of records when registering for a thesis module.

### **Article 14 (Article 25(2) of the General Regulations)**

An oral examination shall last at least 15 minutes and no more than 30 minutes per examinee.

### **Article 15 (Article 25(5), second sentence, of the General Regulations)**

A written examination shall last no less than 45 minutes and no more than 120 minutes.

### **Article 16 (Article 26(1) of the General Regulations)**

The thesis is part of a thesis module.

### **Article 17 (Article 26(4) of the General Regulations)**

Subject to application by the examinee and approval by the Examination Board, the thesis may be written in English provided that its evaluation can be ensured.

### **Article 18 (Article 26(5) of the General Regulations)**

1. The thesis in the Bachelor's programme shall be issued by the Examination Board at the end of the fifth semester at the earliest. The time allowed for writing the thesis is 10 weeks. Exceptions are determined by the Examination Board.
2. The thesis in the Master's programme shall be issued by the Examination Board at the end of the third semester at the earliest. The time allowed for writing the thesis is 12 weeks. Exceptions are determined by the Examination Board.

### **Article 19 (Article 26(6) of the General Regulations)**

The thesis topic may be rejected once within a period of up to four weeks following its issue.

The criterion for rejecting the thesis topic is that unforeseen difficulties in gathering material have arisen and have been documented. Following rejection, a new topic shall be issued immediately and may not be rejected.

### **Article 20 (Article 30(2), second sentence, of the General Regulations)**

A pass is obtained in the Bachelor's or Master's programme if a pass is obtained in all compulsory modules in the study schedule within the time frame stipulated in Article 1(5) and (6) and studies worth 180 credit points in the Bachelor's programme or 120 credit points in the Master's programme have been completed. Study components are balanced out in accordance with Article 1(7).

### **Article 21 (Article 31(1) of the General Regulations)**

1. The professional placement does not count towards the overall grade for the Bachelor's study programme.
2. The weighted grade for the thesis module in the Bachelor's study programme is calculated by multiplying the grade by 24. For the Master study programme, the grade is multiplied by 36.
3. The overall grade for the Bachelor's study programme is calculated as follows:
  - a) A total result is calculated for the vocational subject modules in accordance with Article 1(5), first indent. To that end, the grades for all modules to be graded are multiplied by the credit points allocated to the module (weighted module grades) to give the total of the weighted module grades.
  - b) A total result is calculated in the modules for the general educational subject, the foundational subject, occupational, vocational and business education and the general professional placement, in accordance

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with the third, fourth, fifth and sixth indents of Article 1(5). To that end, the grades for all modules to be graded are multiplied by the credit points allocated to the module (weighted module grades) to give the total of the weighted module grades.

- c) The weighted grade for the thesis module is calculated in accordance with paragraph 2 above.  
d) The results of (a), (b) and (c) are added together and the total divided by the total number of credit points (in accordance with Article 1(7)).

4. The overall grade for the Master's study programme is calculated by adding together the weighted module grades and the weighted grade of the thesis module in accordance with paragraph 2 above and dividing the result by the total number of credit points (in accordance with Article 1(7)).

### **Article 22 (Article 33, second sentence, of the General Regulations)**

On request to the Examination Board, records relating to a module examination may be viewed within a period of six months from the end of the examination.

### **Article 23 (Article 34(4) of the General Regulations)**

1. The Examination Board shall announce the examination dates and repeat examination dates no later than at the start of the semester.
2. Failed examinations must generally be repeated in the first examination cycle following the failure. Registration is made through the Examination Board, which also announces the date of the examination.
3. In exceptional cases, the Chair of the Examination Board can make appropriate rules.

### **Article 24 (Article 34(4) of the General Regulations)**

1. A study component in accordance with Article 1(5) and (6) has been conclusively failed if, after all retake opportunities have been exhausted, a compulsory module has been conclusively failed. This means that studies of the component in question cannot be continued.
2. If paragraph 1 above applies, students have one opportunity to choose a vocational subject or taught subject that they have not previously studied instead of the failed subject. If the taught subject is part of the Master's programme, students must make up the missing components from the Bachelor's programme.

### **Article 25 (Article 39(1) of the General Regulations)**

Modules for the Bachelor's and Master's study programmes will be available for the first time in the winter semester 2008/09. In the summer semester 2009 modules for the second semester will be run, in the winter semester 2009/10 modules for the first and third semesters and so on.

### **Article 26 (Article 40 of the General Regulations)**

This Regulation shall enter into force on the day following publication.

Giessen, 22 September 2008  
Prof. Dr. Klaus Fritzsche  
Dean of Faculty 03 – Social Sciences and Cultural Studies