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Examination regulations for the Bachelor's program
Digital Games at Technischen Hochschule Köln –
University of Applied Sciences

of February 22, 2016

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This is a translation of the original German document. For all legal purposes, only the German version of the examination regulations shall be considered binding.

Technology
Arts Sciences
TH Köln

Examination regulations
for the program
Digital Games
leading to the academic degree
Bachelor of Arts
of Cologne Game Lab
at the Faculty of Cultural Sciences
of Technische Hochschule Köln

of

February 22, 2016

By virtue of §§ 2 (4) and 64 (1) of the North Rhine-Westphalia Higher Education Act (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen - Hochschulgesetz* (HG)) of September 16, 2014 (*Gesetz und Verordnungsblatt NRW* (GV. NRW p. 547)), TH Köln - University of Applied Sciences has adopted the following examination regulations by statute:

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I. General information

§ 1 Applicability of the examination regulations; module catalog and study plan

- (1) These examination regulations are to administer full-time studies and examinations of the Bachelor's program "Digital Games" at Technische Hochschule Köln (University of Applied Sciences). After the first year of fundamental introduction, the program is divided into the specializations "Game Arts", "Game Design" and "Game Programming" from the third semester onwards.
- (2) Based on these examination regulations, Technische Hochschule Köln establishes a study plan (see annex 1) and a module catalog. The module catalog outlines the contents and structure of the program, taking developments in the fields of science and university teaching as well as profession-specific requirements into account. The study plan provides students with a guideline for adequately scheduling their studies.

§ 2 Objectives of the program; purpose of examinations; academic degree

- (1) The program leads to the Bachelor's examination, which is a first academic degree qualifying graduates to work in the designated profession.
- (2) Taking general study objectives (§ 58 of the North Rhine-Westphalia Higher Education Act (*Gesetz über die Hochschulen des Landes Nordrhein-Westfalen - Hochschulgesetz* (HG)) into account, the degree program, which leads to the degree "Bachelor of Arts" (§ 4), is designed to convey application-oriented topics of the discipline on the basis of scientific findings.
- (3) The objective of the program is to develop specific artistic-scientific and technical-practical knowledge and skills for the conception, planning, development and production of digital games and other nonlinear interactive audiovisuals, particularly in the three central subject areas of "Game Arts", "Game Design" and "Game Programming". In addition, there are historical-theoretical perspectives and aesthetic, economic and ethical orientations, which are conveyed primarily in "Media and Game Studies". Beyond the practical training, graduates should have a critical understanding of the most important theories, principles and methods in the field of digital games and be able to react independently to future technical, aesthetic and economic changes.
- (4) The module examinations, the Bachelor's thesis and the final presentation of the Bachelor's project followed by an oral examination (§ 5) are intended to determine whether students have acquired the specialist knowledge required for a professional career and are able to work independently on the basis of scientific knowledge and methods.
- (5) Students who have passed the examinations listed in § 5 have completed an academic degree program, qualifying them to exercise work in the designated profession. Students who have passed said examinations are awarded the academic degree "Bachelor of Arts" in accordance with the regulations stated hereinafter.

§ 3 Admission requirements; aptitude test

- (1) To be admitted to this program, applicants need to prove that they hold the *Fachhochschulreife* (§ 49 (1) HG) or an equivalent qualification (§ 49 (2) to (4) HG).
- (2) Applicants qualified in vocational training are admitted on the basis of the Regulation on University Admission for Persons Qualified in Vocational Training (*Berufsbildungshochschulzugangsverordnung*) of March 8, 2010 (GV. NRW p. 160).

- (3) Applicants who possess the qualifications stated in subsections 1, 4 and 5 and have additionally acquired knowledge and skills in ways other than in university studies are to be admitted to a stage of the program that corresponds to the results of the placement test pursuant to § 49 (12) HG, unless regulations on the allocation of study places conflict with this provision. Details are stipulated in TH Köln's regulations on placement tests.
- (4) Another requirement is the successful completion of an examination in English to determine the artistic and academic aptitude required for the program. The process evaluates the overall suitability of candidates based on pre-defined assessment criteria (including the required English language skills) and consists of two stages:
 - 1) Submission of documents such as CV, letter of motivation, certificates, relevant work samples and written homework, usually within a period of one month
 - 2) An oral examination on site or, in the case of a very long journey from abroad or for other justifiable reasons, in the form of a video interview.

All applicants who have registered on the application platform on time, formally correct and are qualified will be assigned a homework for the first stage of the procedure. Only those who have fulfilled the formal and subject-related requirements in the first stage are invited to the oral examination in the second stage.

The selection procedure aims to assess the following aspects:

- 1) Practical media skills, knowledge and experience
 - 2) Individual interests, intrinsic motivation and personal ambition for an in-depth practical and theoretical media examination of nonlinear audiovisuals
 - 3) The practical media skills required to carry out creative project work independently and in a team
 - 4) The ability to participate in academic discourse on media theory
 - 5) Proficiency in written and spoken English
- (5) The examination board appoints one or more juries for the aptitude test from among the examiners, while maintaining the professorial majority. The juries make their decisions on the basis of the eligibility criteria in subsection 4. Based on the recommendations of these juries, the examination board makes the final decision on determining the applicants' aptitude for the program. Admission to the program or to the specialization chosen by the applicants is based on the qualifications determined. Applicants will be informed of the decision no later than the end of the lecture period of the semester preceding the intended start of their studies. Any existing admission restrictions remain unaffected.
 - (6) The result of the aptitude test is valid for the next possible admission date, i.e. usually the following winter semester.
 - (7) In exceptional cases, applicants who do not have the qualifications specified in subsection 1 may be admitted to the program if they have a special aptitude for the course of study or special artistic and creative talent and if they have a general education that meets the requirements of the university. The examination board makes the decision on this matter.
 - (8) Admission is to be denied if the applicant has irreversibly failed the Bachelor's, Diplom or other final examination in the program "Digital Games" within the jurisdiction of the German constitution or if he/she has lost the right to take examinations in this degree program. Admission is also to be denied if the applicant has irreversibly failed (or lost the right to take) a comparable examination of a degree program (within the jurisdiction of the German constitution) whose content has strong similarities to that of the program "Digital Games" and if said failed examination is equivalent to a mandatory examination of this program.

§ 4 Standard program duration; scope of the program; internationalization

- (1) The standard program duration is seven semesters. In compliance with the European Credit Transfer System (ECTS), students are awarded a total of 210 credits (§ 12). The standard program duration includes the examination period.
- (2) The program is divided into individual modules. Refer to § 23 and the study plan (annex 1) for details on the program structure.
- (3) In compliance with § 59 HG, students have the right to attend courses outside their chosen program.
- (4) Students are enrolled in the program's first semester in the winter semester of each year.
- (5) The fifth semester of the standard program duration includes a mobility window. Students can choose to complete either a semester abroad, a self-initiated project or an internship to deepen their knowledge and skills and put them to the test in practice. TH Köln supports students in their efforts to find a suitable place to study abroad or a suitable internship.

§ 5 Scope and structure of examinations; examination deadlines

- (1) A student's successful completion of the program is to be determined by the examinations taken throughout the program (module examinations) and a final examination (Bachelor's thesis, presentation of the Bachelor's project and oral examination). Group examinations are permissible.
- (2) Module examinations are to be held when the corresponding module has been concluded according to the curriculum. The study plan is to ensure that it is possible for the examinees to have taken all module examinations by the end of the seventh semester.
- (3) In accordance with § 26, students are to register for the final part of the Bachelor's examination (Bachelor's thesis registration request) by the end of the sixth semester.
- (4) Examination procedures are to make allowance for the legal provisions for maternity and parental leave periods as well as the leave for the nursing and care of spouses, registered partners, relatives in direct line of descent or brothers and sisters-in-law if they are in need of nursing or care.

§ 6 Examination board

- (1) The institute Cologne Game Lab establishes an examination board to be in charge of the organization of examinations and the arrangement of the duties entrusted to it by these examination regulations. The examination board shall be an independent body of the faculty and the institute.
- (2) The examination board is elected by the faculty council and is made up of seven persons:
 - a) chairperson and vice chairperson selected from the pool of professors
 - b) two additional members selected from the pool of professors
 - c) one member selected from the pool of research associates or instructors for special tasks
 - d) two members selected from the pool of students

- (3) Deputies are to be elected for all members of the examination board except for the chairperson and the vice chairperson. The members of the board employed in full-time positions at the university and their deputies have tenure of two years; the student members and their deputies have tenure of one year. Re-election is permissible.

§ 7 Rights and duties of the examination board

- (1) The examination board is responsible for the organization of examinations. It ensures that the examination regulations are complied with and that examinations are conducted properly. In particular, it decides on objections brought forward against decisions that were made in exam-related matters.
- (2) Moreover, the board reports to the faculty council on developments related to examinations and the duration of studies, if so requested. It gives advice on potential reforms of the examination regulations, the module catalog and the study plans. The examination board may transfer its regular duties to the chairperson of the examination board. This does not apply to decisions on objections.
- (3) The members of the examination board and a representative of the Executive Board have the right to be present during examinations. Exempt from this right are student members of the examination board who are to take the examination concerned during the same examination period.
- (4) Sessions of the examination board are not open to the public.

§ 8 Decisions by the examination board

- (1) The examination board has a quorum if, in addition to the chairperson or vice chairperson, a member from the pool of professors and at least two additional members eligible to vote are present. Decisions require a simple majority. In case of a tie, the chairperson has the casting vote. Student members and research assistants do not contribute to decisions on matters related to education and academics, particularly when it comes to the recognition or other evaluation of examinations and assessments or the appointment of examiners or co-examiners. Moreover, student members of the examination board do not participate in the debate and decision-making on matters related to examination topics or their own examinations.
- (2) All members of the examination board, their deputies, the examiners as well as co-examiners are to be sworn to official secrecy. If they are not employed in the German public service, they are to be sworn to secrecy by the chairperson of the examination board.
- (3) Negative decisions of the examination board or its chairperson are to be reported to the affected student immediately. Prior to any action, the affected student has to be granted the right to be heard.

§ 9 Examiners and co-examiners

- (1) The examination board appoints the examiners and co-examiners. A person may be appointed examiner if he or she holds at least the qualification that is to be determined by the examination or an equivalent qualification and – provided that no compelling reasons necessitate a divergence – has held an independent teaching position in the subject relevant for the examination. A person may only be appointed co-examiner if they have at least passed

the corresponding Bachelor's examination or a comparable examination or hold a comparable qualification (qualified co-examiner). Examiners are independent for examination purposes.

- (2) Students may also suggest an examiner to be their advisor for their Bachelor's thesis. If possible, a student's suggestion is to be taken into consideration.
- (3) The examination board is to ensure that examination duties are split as evenly as possible amongst the examiners. The chairperson of the examination board ensures that the students will be notified of the name of their examiners in advance. This shall happen at the same time as the registration for the examination, i.e. usually at least two weeks before the examination or before the topic of the Bachelor's thesis is assigned. Posting the information on the corresponding bulletin board or on an electronic examination management system is sufficient.

§ 10 Recognition of coursework and examinations

- (1) Coursework and examinations completed within the jurisdiction of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of April 11, 1997 (BGBl. II 2007, p. 712 - Lisbon Recognition Convention) are to be recognized upon request if it can be proven that they do not considerably differ from the coursework and examinations required. If the recognition of such examinations and coursework is denied, the university is to issue a substantiated notification on this matter. If it has been proposed to reject the recognition request, the Executive Board may be asked to review the decision.
- (2) Examinations and coursework completed in degree programs outside the jurisdiction of the Lisbon Recognition Convention are to be recognized analogous to subsection 1 upon request.
- (3) Achievements that are not part of a degree program may be recognized as examinations or coursework upon request if they are equivalent to the examinations and coursework required. Such achievements may only account for up to half of the total number of coursework or examinations required for the successful completion of the program.
- (4) For examinations and assessments that have been recognized, students are awarded the number of ECTS credits stated in the curriculum (annex 1). Non-graded examinations taken at other universities or in other programs are to be recognized in accordance with subsections 1 and 2. They are to be identified accordingly on the examination certificate and are not accounted for in the calculation of the final grade.
- (5) The examination board is the decision-making body in all cases laid out in subsections 1 to 4. In cases of doubt, it is to consult the examiners responsible for the individual courses.

§ 11 Evaluation of examinations

- (1) Examinations are to be evaluated in a differentiated and comprehensible manner by means of grades. Reasons for the evaluation are to be explained in writing upon request of the examination board. Grades for individual examinations are to be determined by the respective examiner.
- (2) Graded examinations as defined in subsection 1 are all module examinations of the program as well as the Bachelor's thesis, the presentation of the Bachelor's project and the final oral examination, unless otherwise specified in § 25 (1).
- (3) Some modules are not graded and are only evaluated as passed/not passed (see § 25)
- (4) If several examiners participate in an examination, they are to jointly evaluate the examination, provided that no other provisions are made hereinafter. If evaluations differ

from one another or in cases where a module examination consists of several components, the grade is the arithmetic average of the individual components pursuant to subsection 5.

(5) The following grades are to be used for the evaluation of examinations:

1.0/1.3	= excellent	= an outstanding achievement
1.7/2.0/2.3	= good	= an achievement well above average requirements
2.7/3.0/3.3	= satisfactory	= an achievement that meets average requirements
3.7/4.0	= sufficient	= an achievement that meets the requirements despite its shortcomings
5	= insufficient	= an achievement that does not meet the requirements due to substantial shortcomings

Grades 0.7, 4.3, 4.7 and 5.3 do not exist.

(6) Calculated grades that differ from the grades listed above are to be determined as follows.

up to 1.5	equals the grade	"excellent"
above 1.5 to 2.5	equals the grade	"good"
above 2.5 to 3.5	equals the grade	"satisfactory"
above 3.5 to 4.0	equals the grade	"sufficient"
above 4.0	equals the grade	"insufficient"

For the calculation of grades, only the first decimal is factored in; all other decimals are dropped without rounding.

(7) An examination is passed if it is graded "sufficient" or better.

(8) If the module examination is made up of two or more individual examinations, the module is considered to be passed if the weighted average of examination grades equals the grade "sufficient" (4.0), or if each module part is graded at least "sufficient". Further details are provided in the study plan and module descriptions.

(9) Examinations are to be evaluated and students notified of the results within six weeks of the examination. Posting the information on the corresponding bulletin board or on an electronic examination management system is sufficient. Students are to be notified of the results of their Bachelor's thesis within eight weeks.

§ 12 Credits in accordance with the European Credit Transfer System (ECTS)

(1) Credits are to be assigned to each component of the Bachelor's program, enabling recognition in accordance with the European Credit Transfer System (ECTS). Credits are a quantitative measure of the overall workload that averagely gifted students need to successfully complete a component of the program. This includes courses, preparation and follow-up work for a course, self-study as well as examinations and exam preparation.

(2) The student workload required to complete the Bachelor's program as detailed in the study plan amounts to 60 credits per academic year. One credit corresponds to a workload of 30 hours.

(3) Students only receive credits if they have successfully completed a module. This means that students are awarded the total number of credits for every graded module examination (as described in § 11 (2) and (6)) that has been passed or graded "sufficient" or better, irrespective of the grade received for the examination. A total of 210 credits are required to successfully complete the Bachelor's program.

- (4) An overview of the number of credits assigned to the individual modules and to the Bachelor's thesis is provided in the study plan (annex 1). More detailed information can be found in the module catalog.
- (5) Complying with § 10, credits obtained in accordance with the ECTS at other institutions of higher education within and outside the jurisdiction of the German constitution are to be recognized with no more than the number of credits assigned in the current program.

§ 13 Evaluation of examinations in accordance with the ECTS grading scheme

The certificate awarded to graduates in accordance with § 31 (1) is to indicate the relative position of the final grade according to the ECTS grading table. The reference group are the students enrolled in the program. All final grades awarded to members of the reference group over a course of at least two years are documented and the grade distribution in terms of percentage is calculated. According to § 32 (7), the grade distribution table is part of the Diploma Supplement.

§ 14 Retaking examinations; supplementary oral examination

- (1) Students may retake module examinations if they do not pass them or if the examinations are considered not passed. Students are required to retake an examination in the examination period that follows the failed attempt. If the examination is not retaken within one year after the failed attempt, students will lose the right to take this examination attempt. A second retake of the examination is to take place in the examination period that follows the first retake. If the second retake of the examination does not take place within one year after the failed second attempt, students will irreversibly lose the right to take examinations. Sentences 3 and 5 are rendered invalid if students provide evidence that they are not responsible for having missed the stipulated deadline. Times spent on a mandatory or optional semester abroad or internship and leaves of absence are not taken into account for the determination of the deadline for the retake (as per sentences 2 and 4), i.e. the deadline is extended by the amount of time spent on leave or on a semester abroad or internship.
- (2) Students who do not pass the Bachelor's thesis and the project presentation with final oral examination may retake each examination once. Module examinations may be retaken twice.
- (3) Students who did not pass a module examination that is made up of several individual components or a combination of different types of examination, only need to retake the component that they did not pass.
- (4) For module examinations that consist of several parts, the examination board can determine at the beginning of each semester that individual examinations can be supplemented by an additional oral examination if they are not passed. If an examinee does not pass the supplementary oral examination, they still have the full number of retake attempts as specified in subsection 2.
- (5) An examination graded at least "sufficient" may not be retaken.

§ 15 Absence; withdrawal from examinations; cheating

- (1) An examination is deemed "insufficient" (5.0) if a student fails to show up for an examination and is not able to present a good reason for their absence. An examination is also deemed "insufficient" if a student withdraws from it without good reason after the examination has

begun or if they do not submit the examination within the given time frame. Sentences 1 and 2 also apply if students fail to submit their Bachelor's thesis by the submission deadline.

- (2) Students who miss or withdraw from an examination must immediately report in writing to the examination board and present an explanation and appropriate evidence. In case of sickness, students are required to submit a comprehensible medical certificate confirming that they are incapable of taking the examination. If the examination board accepts the reasons given, the examinee is to be notified that he/she may again file a request to be admitted to the examination concerned.
- (3) If a student attempts to manipulate the result of their examination by cheating or by using non-permissible means, the examination concerned is to be graded "insufficient" (5.0). An examinee who disrupts the proper course of an examination may be expelled from an examination by the examiner or proctor, usually after prior warning. In such a case, the examination concerned is to be graded "insufficient" (5.0). The reasons for the expulsion are to be put on record. If the examinee is barred from retaking the examination, they may request the examination board to review this decision. This also applies to the decisions of an examiner or proctor in cases described in sentence 1. Possible penalties as set down in § 63 (5) HG are to be acknowledged.
- (4) Non-permissible means are all documents and resources not explicitly allowed to be used during the examination concerned. Students are required to mark other people's intellectual property (text passages, images, statistics, etc. by other authors from offline or online sources) adopted in their written papers or examinations as quotations. Whether an examination may be retaken in cases of alleged plagiarism may be subject to meeting certain conditions, such as the successful participation in a seminar or workshop on academic writing. In cases of severe plagiarism (copying of long text passages not marked as quotations) or in case of multiple or serious cheating attempts, the examination board may decide that the examination is deemed irreversibly failed.

II. Module examinations

§ 16 Objectives, length and type of module examinations

- (1) The program is divided into individual modules, each of which concludes with an examination. The content of a module may be taught in one or more courses with different methods of teaching and study. The courses of a module usually run for the duration of one semester or two semesters at the most. Pursuant to §§ 19 to 22, a module examination may be subdivided into several individual examinations of the same or a different type. The examinations are to determine whether students are proficient in the essential topics and methods taught in the modules and whether they are capable of independently applying the knowledge and skills acquired.
- (2) On the basis of the courses offered, the examination requirements are to be aligned with the learning outcomes defined for the individual module, which are outlined in the module catalog. Students may be required to be familiar with relevant contents of previous modules. The language of instruction and examination is usually English. Additional information is provided in §§ 23 to 25 and the module catalog.
- (3) The examination type depends on the requirements of the respective module. Admissible types of examination are written examinations of up to 180 minutes (§§ 19 and 20), oral examinations (§ 21) of 10 to 30 minutes per examinee, and other types of examination (§ 22) as well as combinations of the aforementioned types of examination.

- (4) A student's total workload for module examinations which are made up of a combination of several types of examination is not to exceed the typical workload that a single type of examination would generate.
- (5) In consultation with the examiners and considering the studiability of the program and the module description, the examination board is to determine the examination type and modalities for each module, usually at the beginning of each semester. If an examination within a module consists of several components or a combination of different types of examination, the examination board is also to specify how the individual components are weighted. Pursuant to § 11 (5), the overall grade is the arithmetic average of the individual evaluations, unless other weighting factors have been established.
- (6) The examination board determines the examination period for written and oral examinations in consultation with the examiners usually two months before the examination period. The examination period is uniform and binding for all students who intend to take the respective module examination. Posting the information on the corresponding bulletin board or on an electronic examination management system is sufficient.
- (7) In case of other examination types, the examiner determines the examination schedule before the start of the course and informs the examination board. The examiner is to announce the examination schedule within this period. Posting the information on the corresponding bulletin board or on an electronic examination management system is sufficient. § 18 (1), sentences 2 and 3 does not apply.

§ 17 Admission to module examinations

- (1) Students are to request their admission to examinations within the registration period determined by the examination board, using the electronic registration/withdrawal system provided by the Office of Student and Examination Services. Students may alternatively submit a written registration request to the Office of Student and Examination Services. Students are required to verify that their registration was properly recorded by consulting the appropriate registration lists. Only registered students may take part in an examination.
- (2) Students may only be admitted to an examination if they
 - a) are enrolled or registered at TH Köln as regular students
 - b) are cross-registered students pursuant to § 52 (1 and 2) HG and have neither taken nor registered for an examination in the subject concerned as regular students.
- (3) Students may be required to pass other module examinations in order for them to be admitted to a module examination; refer to § 25, the study plan (annex 1) and the module catalog for detailed information.
- (4) A change between the three specializations "Game Arts", "Game Design" and "Game Programming" is generally only possible until the end of the second semester and requires the approval of the examination board, which bases its decision on the recommendations of the professors concerned.
- (5) In cases of doubt, the examination board decides on admission to the module examination.
- (6) Admission is denied if
 - a) the examinee does not meet the requirements stated in subsections 1 to 3, or
 - b) the examinee has irreversibly failed a comparable examination in a degree program whose content has strong similarities to that of the program "Digital Games" or has

irreversibly failed a Bachelor's or other type of final examination in the same degree program within the jurisdiction of the German constitution.

In all other cases, admission is only to be denied if the examinee has, within the jurisdiction of the German constitution, lost the right to take examinations in the same program, e.g. due to having failed to meet a deadline for retaking examinations.

§ 18 Conducting module examinations

- (1) For the module examinations specified in §§ 19 to 21, one examination date per semester is usually scheduled. The examinations are to be held within the examination periods stipulated by the examination board and to be announced at the beginning of the semester or towards the end of the previous semester. No courses are to be held during the examination period.
- (2) Students are to be informed of the individual examination dates and their admission to the examinations at least two weeks prior to the examination concerned. Posting the information on the corresponding bulletin board or on an electronic examination management system is sufficient.
- (3) Upon request, students are to identify themselves with an government-issued photo ID.
- (4) If a student substantiates – by submitting a medical certificate or in a different manner - that they are not capable of completely or partly taking the examination or assessment in its intended form due to a permanent disability or chronic disease pursuant to § 3 of the German Act on Equal Opportunities for Disabled Persons (*Behindertengleichstellungsgesetz*), the chairperson of the examination board may extend the time frame allotted for writing an examination or the deadline for taking an examination. The chairperson may also allow the student to take an equivalent examination in a different form. If several equivalent ways for reasonable adjustments are considered suitable, the chairperson of the examination board is to decide on the type, date and duration of the examination at their discretion after having duly considered all circumstances. This provision also applies to assessments and admission tests. In exceptional cases, sentences 1 to 4 also apply to persons with temporary health impairments. Requests for reasonable adjustments are to be filed in time before the individual examination.
- (5) Examinations which conclude a program and retakes of examinations whose passing is a prerequisite for continuing a program are to be evaluated by a minimum of two examiners.

§ 19 Written examinations

- (1) In written examinations, students are to prove that – within a limited time frame and with limited resources – they are capable of identifying and correctly solving problems stemming from areas covered by the module using common scientific methods of their subject area.
- (2) A proctor is present during written examinations. The examiner decides whether students are allowed to use additional resources.
- (3) A written examination is normally drawn up by one examiner only. In specific cases, especially when a module examination covers several subject fields, the examination may also be drawn up by more than one examiner. In such a case, the examiners jointly determine how the individual components of the examination shall be weighted prior to the examination; each examiner evaluates the entire written examination irrespective of the individual components and their weighting. Due to the special character of a subject field, the examination board may alternatively determine that an examiner shall only evaluate that part of a written examination

that covers their subject field. In such a case, the examination is evaluated based on the previously determined weighting of the individual components. § 18 (5) remains unaffected.

- (4) Examinations held using electronic equipment are to be treated like written examinations.

§ 20 Written multiple-choice examinations

- (1) Written examinations may be completely or partly conducted as multiple-choice examinations. In multiple-choice examinations, students are asked to answer written questions under supervision by selecting the correct answers from a list of suggested solutions. Multiple-choice examinations may be held in modules suitable for this type of examination upon request by the examiners and with approval of the examination board.
- (2) The questions asked in examinations are to target the knowledge and skills taught in the module concerned and need to ensure reliable examination results.
- (3) It is the examiners' responsibility to determine the examination questions and the suggested solutions (examination exercises). It is to be recorded in writing which of the suggested solutions are accepted as correct answers.
- (4) The evaluation of a written examination is to include the following information:
 1. the number of questions asked and the number of questions answered correctly by the examinee
 2. the minimum number of questions required to be answered correctly in order to pass the examination
 3. in case the examination has been passed, the percentage by which the number of correctly answered questions exceeds the minimum requirements
 4. the grade obtained by the student
- (5) When evaluating examinations, examiners are to pay attention as to whether a frequent occurrence of wrong answers to a specific question might indicate that the question was worded incorrectly. If it is determined after the examination that individual questions or possible solutions are erroneous, the examination exercises concerned will not be factored in. This reduced number of exercises is to form the basis of the evaluation. Reducing the examination exercises shall not put students at a disadvantage.

§ 21 Oral examinations

- (1) With the exception of the cases defined in § 18 (5), oral examinations are held in the presence of an examiner and a qualified co-examiner (§ 9 (1)) or in the presence of several examiners (panel examination) as group examinations or individual examinations. If an examination covers several subject fields, each student is examined by only one examiner in each subject field unless § 18 (5) applies. Prior to grading the examination, the examiner is to consult with the co-examiner or the other examiners.
- (2) A written record of the essential topics and the results of the examination, in particular facts that are essential to the grading of the examination, is to be kept. The grade is to be reported to the students immediately after the examination.
- (3) Students enrolled in the same program are to be given the opportunity to be present at oral examinations as audience, provided that there is enough space and that no student has objected to this provision when registering for the examination. However, no audience is allowed during the examiners' consultation or during the announcement of examination results.

§ 22 Other types of examinations

- (1) Besides written and oral examinations, other types of examination may be chosen for module examinations, for example presentations, term papers, prototypes, blog entries, project reports, concepts, documentation or lab reports.
- (2) Other types of examination are usually evaluated by one examiner, unless § 18 (5) applies.
- (3) A term paper (e.g. a case study or research paper) is to determine whether the examinee is capable of independently completing a written technical assignment within a given time frame, using scientific and subject-related methods. The examiner determines the topic and length of the paper (e.g. number of pages of the main part) at the beginning of the semester. The grade given for the term paper is to be announced to the examinee eight weeks after the term paper was submitted at the latest.
- (4) An oral report (e.g. presentation, negotiation, mediation) is to determine whether the examinee is capable of independently solving and adequately presenting a practice-based assignment by means of verbal communication within a given time frame, using scientific and subject-related methods. The examiner determines the duration of the oral report at the beginning of the semester. Minutes are to be kept about facts that are essential for the grading of an oral report. The grade is to be announced to the examinee by the end of the semester at the latest.
- (5) Term papers and oral reports in the form of a joint team project may be treated as an examination if the individual student's contribution to be evaluated as an examination is clearly distinguishable and can be assessed accordingly. In order to verify the student's contribution, aspects such as passages, subject fields, page numbers (for term papers) or other objective criteria allowing for a clear distinction are to be indicated.

III. Progression of studies

§ 23 Specializations and mobility window

- (1) The first two semesters of the program "Digital Games" are organized as a "Studium Generale" (general education) in which students acquire basic knowledge and skills in all three areas of specialization: "Game Arts", "Game Design" and "Game Programming". From the third semester onwards, students specialize by deepening their expertise and acquiring specialized practical media experience. A change between the specializations is therefore generally only possible until the end of the second semester (cf. § 17 (4)).
- (2) The fifth semester of the standard program duration includes a mobility window. Students can choose to complete either a semester abroad, a self-initiated project or an internship to deepen their knowledge and skills and put them to the test in practice (cf. § 4 (5) and § 25).

§ 24 Modules and completion of the program, additional modules

- (1) In all compulsory modules (required modules and required electives), students are to take module examinations as described in §§ 19 – 22. The program's modules are listed in § 25; the corresponding types of examination can be found in the module catalog, unless individually determined by the examination board (§ 16 (4) sentence 1). Modules can be selected according to the study plan. Additional information is available in the module catalog.

- (2) The program schedule, the examination procedures and the study plan are to be set up in such a way that it is possible for students to have taken all examinations required according to § 5 (1) by the end of their seventh semester.
- (3) Students may take examinations in more modules than the ones needed to earn the required number of credits (additional modules). If a student selects more than the required number of modules from the catalog of required electives and concludes them by passing the respective module examination, these are also considered additional modules. In this case, those module examinations with the best grades are considered required examinations unless the examinee has specified differently prior to the first examination. The results of the remaining examinations may be listed on the examination certificate upon request of the examinee. However, they are not accounted for in the calculation of the final grade.

§ 25 Module examinations

- (1) Students are required to take the following module examinations; the participation requirements for the individual modules can be found in the current version of the module catalog:
 01. Game Development Basics 1 (10 ECTS; not graded)
 02. Basic Media & Game Studies 1 (5 ECTS; weighting of the grade: 3.85%)
 03. Collaborative Project 1 (10 ECTS; weighting of the grade: 7.69%)
 04. Reflection & Community 1 (5 ECTS; not graded)
 05. Game Development Basics 2 (10 ECTS; not graded)
 06. Basic Media & Game Studies 2 (5 ECTS; weighting of the grade: 3.85%)
 07. Collaborative Project 2 (10 ECTS; weighting of the grade: 7.69%)
 08. Reflection & Community 2 (5 ECTS; not graded)
 09. Mandatory Core Elective Module 1, either "Game Arts" or "Game Design" or "Game Programming" (10 ECTS; weighting of the grade: 7.69%)
 10. Basic Media & Game Studies 3 (5 ECTS; weighting of the grade: 3.85%)
 11. Collaborative Project 3 (10 ECTS; weighting of the grade: 7.69%)
 12. Reflection & Community 3 (5 ECTS; not graded)
 13. Mandatory Core Elective Module 2, either "Game Arts" or "Game Design" or "Game Programming" (10 ECTS; weighting of the grade: 7.69%)
 14. Intermediate Media & Game Studies 1 (5 ECTS; weighting of the grade: 3.85%)
 15. Collaborative Project 4 (10 ECTS; weighting of the grade: 7.69%)
 16. Reflection & Community 4 (5 ECTS; not graded)
 17. Elective Module Exchange & Practice, either "Internship" or "Exchange Semester" or "Self-Initiated Project" (25 ECTS; not graded)
 18. Reflection & Community 5 (5 ECTS; not graded)
 19. Mandatory Core Elective Module 3, either "Game Arts" or "Game Design" or "Game Programming" (10 ECTS; weighting of the grade: 7.69%)
 20. Intermediate Media & Game Studies 2 (7 ECTS; weighting of the grade: 5.38%)
 21. Collaborative Project 5 (10 ECTS; weighting of the grade: 7.69%)
 22. Reflection & Community 6 (5 ECTS; not graded)
 23. Mandatory Core Elective Module 4, either "Game Arts" or "Game Design" or "Game Programming" (6 ECTS; weighting of the grade: 4.62%)
 24. Bachelor's Project (12 ECTS; weighting of the grade: 9.23%)
 25. Colloquium/Presentation (5 ECTS; weighting of the grade: 3.85%)
 26. Reflection & Community 7 (5 ECTS; not graded)
- (2) Students who choose a semester abroad in the elective module "Exchange & Practice" complete modules worth 20 ECTS credits at the foreign university, document their achievements and experiences and present them on their return. The chairperson of the examination board decides on any exceptions to this regulation and the recognition of module examinations taken at a university abroad.

- (3) Students who choose an internship in the elective module "Exchange & Practice" determine in advance with their supervising professor how to record, document, reflect on and present their internship experience.
- (4) Students who choose a self-initiated project in the elective module "Exchange & Practice" determine in advance with their supervising professor how to record, document and reflect on their project work and present it at the end.

IV. Bachelor's thesis and presentation of the Bachelor's project including oral examination

§ 26 Bachelor's thesis; purpose, topic, examiners

- (1) The Bachelor's thesis consists of a practical media part and a theoretical media part. Students may determine the ratio of both parts of the project. However, neither part may account for less than 20% of the overall project. The Bachelor's thesis as a whole is to demonstrate that the examinee is capable of independently completing an assignment on a subject from their field of study within a given time frame by elaborating on subject-related specifics as well as on interdisciplinary contexts and by making use of artistic, practical and scientific methods. Interdisciplinary collaborations for Bachelor's theses are possible. Examiners from other faculties may be chosen as thesis advisors if the topic of the thesis so allows.
- (2) The topic of the Bachelor's thesis may be determined by any professor who may be appointed examiner in accordance with § 9 (1). This examiner may also be the thesis advisor. Upon request of the examinee, the examination board may also appoint an honorary professor or a qualified adjunct lecturer as thesis advisor in accordance with § 9 (1) if it has been determined that no professor of the faculty can function as thesis advisor for the intended topic of the Bachelor's thesis. If approved by the chairperson of the examination board, students may write their Bachelor's thesis at an institution outside the university if this institution provides sufficient advice and assistance. Students are to be given the opportunity to suggest topics for their Bachelor's thesis.
- (3) Upon request, the chairperson of the examination board is to ensure that an examinee is provided with a topic for the Bachelor's thesis in time.
- (4) A Bachelor's thesis may also be written as a team project if students' individual contributions to be evaluated are clearly distinguishable and can be evaluated accordingly and if it complies with the requirements stated in subsection 1. In order to verify a student's contribution, his or her passages, page numbers or other objective criteria allowing for a clear distinction are to be identified.
- (5) In general, the Bachelor's thesis is to be written in English. However, if endorsed by the chairperson of the examination board and the thesis advisor, it may also be written in German.

§ 27 Admission to the Bachelor's thesis

- (1) Students are admitted to the Bachelor's thesis if they meet the admission requirements stated in § 17 (2 and 5) and have, pursuant to § 12, obtained a total of 180 credits in the examinations required as per § 25.
- (2) The registration for the Bachelor's thesis is to be addressed in writing to the chairperson of the examination board and to be submitted to the Office of Student and Examination Services. Students are required to submit the following documents along with their registration

request, unless they have already done so:

- 1) proof of having met the admission requirements stated in subsection 1
 - 2) a statement on previous attempts to write a Bachelor's thesis or another final examination and on attempts to pass the Bachelor's examination
 - 3) a statement on which examiner is willing and able to prepare the topic of the Bachelor's thesis and to function as thesis advisor
 - 4) the suggested topic of the Bachelor's thesis and the chosen ratio of media practice to media theory
- (3) Students may revoke their registration for the Bachelor's thesis in writing up until the day the decision on admission is announced. In this case, the registration will not count as a failed attempt.
- (4) The chairperson of the examination board decides on the admission to the Bachelor's thesis. In cases of doubt, the decision lies with the entire examination board. Admission is denied if
- a) the student does not meet the requirements stated in subsection 1, or
 - b) the documents to be submitted are incomplete, or
 - c) within the jurisdiction of the German constitution, a final thesis written by the student has been evaluated as "insufficient" and may not be written again, or if the student has irreversibly failed one of the examinations stated in subsection 2 sentence 2 no. 2.

§ 28 Assignment of the topic and writing the Bachelor's thesis

- (1) The topic of the Bachelor's thesis is assigned by the chairperson of the examination board. The time of assignment is the day on which the chairperson of the examination board informs the student of the topic of the Bachelor's thesis assigned by the thesis advisor; the time of assignment is to be put on record.
- (2) Students have three months to write the Bachelor's thesis (day of assignment to the day of submission). The topic and assignment must be such that it is possible to complete the Bachelor's thesis within the given time frame. In exceptional cases, the chairperson of the examination board may extend the submission deadline by up to four weeks if the student concerned submits a request prior to the deadline stating the reasons for extending the deadline. The thesis advisor is to be consulted on this request. The text part of the Bachelor's thesis should comprise 20-40 pages if the focus is on media practice and 60-100 pages if the focus is on media theory.
- (3) Students may return a topic only once and only within the first two weeks of the assigned time frame. They are not required to state a reason for their withdrawal. If a student undertakes a second attempt to write a Bachelor's thesis in accordance with § 14 (2), the student is only permitted to return the topic of their thesis if they did not do so during the writing of their first Bachelor's thesis.
- (4) § 18 (4) applies accordingly.

§ 29 Submission and evaluation of the Bachelor's thesis

- (1) Students are to submit two hardcover copies of their Bachelor's thesis to the chairperson of the examination board, or to a location determined by the chairperson, by the deadline of submission. The practical part of the thesis must be attached to both copies on a data storage device (e.g. DVD or flash drive). These two data storage devices must also contain a digital version of the Bachelor's thesis in the format of a standard program (e.g. Word, PDF). The time of submission is to be put on record; if the thesis is submitted by mail, the decisive criterion is

the point of time when the thesis is submitted to the postal service. When submitting the thesis, students are required to declare in writing that they have written the thesis – in case of a team project their part of the thesis, which has been identified accordingly – without assistance and have used no other sources or resources than the ones indicated and stated in quotations.

- (2) The Bachelor's thesis shall be evaluated by two examiners. One of the examiners is to be the thesis advisor. The other examiner is appointed by the examination board. If § 26 (2) sentences 3 and 4 apply, the second examiner must be a professor. If the examiners' evaluations differ from each other and the divergence of both grades is less than 2.0, the grade for the Bachelor's thesis is the arithmetic average of the two grades. If there is a divergence of 2.0 or more, the examination board appoints a third examiner. In this case, the grade for the Bachelor's thesis is the arithmetic average of the two better grades. However, the Bachelor's thesis can only be graded "sufficient" or better if at least two of the grades are "sufficient" or better.
- (3) Students who pass the Bachelor's thesis are awarded 12 credits in accordance with § 12.

§ 30 Project presentation and final oral examination

- (1) The presentation of the Bachelor's project and the subsequent oral examination complement the Bachelor's thesis, are to be assessed independently and should take place within the specified examination periods. They aim to determine whether the student is capable of orally presenting and independently justifying the findings of the Bachelor's thesis, its scientific and methodological fundamentals as well as inter- and multidisciplinary contexts, and of assessing the thesis' significance for practice.
- (2) Students may only be admitted to the project presentation with subsequent oral disputation if they
 1. have passed all module examinations,
 2. are enrolled or admitted as students or auditors in accordance with § 52 (2) HG,
 3. have successfully participated in the final oral examination during the Bachelor's project, which, like the project presentation with subsequent oral examination, is part of the module "Colloquium/Presentation", and
 4. have obtained a grade of at least "sufficient" for their Bachelor's thesis.
- (3) Students are required to submit a written registration request for the presentation of their Bachelor's project with subsequent oral examination to the Office of Student and Examination Services. With their registration, they must also submit proof of having met the admission requirements stated in subsection 2, unless such proof has already been presented to the Office of Student and Examination Services. In accordance with § 27, students may register for the presentation and oral examination when they apply for admission to the Bachelor's thesis; in this case, students are admitted as soon as all required proof and documents have been submitted to the Office of Student and Examination Services.
- (4) The presentation of the Bachelor's thesis and the subsequent oral examination are usually conducted and evaluated by the examiners of the Bachelor's thesis. If § 29 (2) sentence 6 and 7 applies, the project presentation and oral examination are to be held by those examiners whose individual evaluations were used to calculate the grade for the Bachelor's thesis.
- (5) The presentation of the Bachelor's project should last at least 15 minutes and may not exceed 30 minutes. The subsequent oral examination lasts 30 minutes. The provisions for oral examinations (§ 21) apply accordingly.
- (6) The project presentation followed by an oral disputation can be repeated once.

V. Results of the Bachelor's examination

§ 31 Results of the Bachelor's examination

- (1) Students need to accumulate 210 credits to pass the Bachelor's examination. This requires that all required module examinations have been passed and that the Bachelor's thesis and the module "Colloquium/Presentation" have been evaluated as at least "sufficient".
- (2) Students have failed the Bachelor's examination if one of the examinations stated in subsection 1 has been irreversibly evaluated as "insufficient" or has not been compensated. Students are to be notified (in writing) of having failed the Bachelor's examination. This notification is to include information on legal remedies. After the student's removal from the student register, the chairperson of the examination board will, upon request, issue a certified document listing all examinations and coursework taken by the student and the respective grades, as well as the examinations missing in order for the student to pass the Bachelor's examination. This certification must include a statement that the student has irreversibly failed the Bachelor's examination. Upon request, the chairperson of the examination board will issue a document listing only the completed examinations and coursework and the respective grades.

§ 32 Examination certificate; final grade

- (1) Graduates are to receive an English certificate on the passed Bachelor's examination promptly, if possible within four weeks after the last examination. This examination certificate includes the grades and credits for all module examinations, the topic of the Bachelor's thesis, grades and credits for the Bachelor's thesis and the module "Colloquium/Presentation", the final grade for the Bachelor's examination and in case of transfer credits, the name of the institution where the examination was taken.
- (2) The final grade for the Bachelor's examination is the average of the grades for the module examinations, the Bachelor's thesis and the module "Colloquium/Presentation", which have been weighted by the corresponding credits. If a student has selected more than the required number of modules from the catalog of required electives and has passed them with a grade of at least "sufficient", only the grades of the modules the student determined as required electives at the time of admission to the examination, or those with the best grades, will be considered for the calculation of the final grade.
- (3) In accordance with § 24 (3), grades for additional modules are not accounted for in the calculation of the final grade.
- (4) The examination certificate is signed by the chairperson of the examination board and bears the date of the day on which the last examination was taken.
- (5) Graduates receive their Bachelor's certificate (*Bachelorurkunde*) in English along with the examination certificate. The Bachelor's certificate bears the same date as the examination certificate. The Bachelor's certificate certifies that the Bachelor's degree has been awarded in compliance with § 2 (5). The Bachelor's certificate also specifies the students' area of specialization.
- (6) The Bachelor's certificate is signed by the dean of the Faculty of Cultural Sciences and by the chairperson of the examination board and bears the seal of TH Köln.

- (7) In addition to the Bachelor's certificate and the examination certificate, graduates receive a diploma supplement in English, which corresponds to the guidelines and agreements of the German Rectors' Conference.

VI. Final provisions

§ 33 Inspection of examination papers

After having taken a module examination or having completed the Bachelor's thesis and the module "Colloquium/Presentation", the examinee is, upon request, to be granted access to the written examination concerned, of – if available – the examiners' records related to the written examination and of the examination records of an oral examination. Access to a Bachelor's thesis that was graded at least "sufficient" is to be granted only after the corresponding final presentation of the Bachelor's project and subsequent oral examination have taken place. Access to these documents can be requested from the chairperson of the examination board within one month of the announcement of the grade for the module examination or within one month of the delivery of the examination certificate or the certification on irreversibly failing the Bachelor's examination. The chairperson determines time and place of the inspection.

§ 34 Invalidity of examinations

- (1) If a student cheated during an examination and the cheating was detected only after the delivery of the examination certificate, the Bachelor's certificate or the certifications mentioned in § 31 (2) sentences 4 and 6, the examination board is entitled to retroactively amend the grades for those examinations during which the student cheated and to render the Bachelor's examination failed or partially failed.
- (2) If the requirements for admission to an examination were not met but the student did not attempt to cheat and if this matter was detected only after the delivery of the examination certificate, Bachelor's certificate or the certification mentioned in § 31 (2) sentences 4 and 6 were issued, this shortcoming is offset by the student's passing of the examination. If the student deliberately effected a wrongful admission, the examination board is to decide on the legal consequences with due regard to the Administrative Procedures Act (*Verwaltungsverfahrensgesetz*) of North Rhine-Westphalia.
- (3) If necessary, the incorrect examination certificate, the Bachelor's certificate and the diploma supplement or the incorrect document as per § 31 (2) sentences 4 and 6 are to be collected and reissued. A decision pursuant to subsection 1 is to be ruled out if five years or more have passed since the examination certificate or document as per § 31 (2) sentences 4 and 6 was issued.

§ 35 Entry into force; transitional regulations

- (1) These examination regulations enter into force as of September 1, 2014 and are to be published in Technische Hochschule Köln's official communication (*Amtliche Mitteilungen*).
- (2) These examination regulations apply to all students who enroll in the Bachelor's program "Digital Games" at Technische Hochschule Köln as of the winter semester 2014/15.
- (3) The examination regulations are published on the basis of the resolution of the faculty council of the Faculty of Cultural Sciences at Technische Hochschule Köln of January 28, 2016 and after legal review by the Executive Board of Technische Hochschule Köln on February 17, 2016.

Cologne, February 22, 2016

The President
of Technische Hochschule Köln
On behalf of the President

Prof. Dr.-Ing. Klaus Becker
Managing Vice President

Annex

- Study plan (as a graphical overview of modules)

SEMESTER 1

SEMESTER 2

SEMESTER 3

SEMESTER 4

SEMESTER 5

SEMESTER 6

SEMESTER 7

Game Development Basics 1 (10 ECTS)

Game Arts
Game Design
Game Programming

Game Development Basics 2 (10 ECTS)

Game Arts
Game Design
Game Programming

Core Elective 1:
Game Arts
(10 ECTS)

Core Elective 1:
Game Design
(10 ECTS)

Core Elective 1:
Game Programming
(10 ECTS)

Core Elective 2:
Game Arts
(10 ECTS)

Core Elective 2:
Game Design
(10 ECTS)

Core Elective 2:
Game Programming
(10 ECTS)

Internship
(25 ECTS)

or

Exchange Semester
(25 ECTS)

or

Self-Initiated Project
(25 ECTS)

Core Elective 3:
Game Arts
(10 ECTS)

Core Elective 3:
Game Design
(10 ECTS)

Core Elective 3:
Game Programming
(10 ECTS)

Core Elective 4:
Game Arts
(6 ECTS)

Core Elective 4:
Game Design
(6 ECTS)

Core Elective 4:
Game Programming
(6 ECTS)

Basic Media & Game Studies 1
(5 ECTS)

Basic Media & Game Studies 2
(5 ECTS)

Basic Media & Game Studies 3
(5 ECTS)

Intermediate Media & Game Studies 1
(5 ECTS)

Intermediate Media & Game Studies 2
(7 ECTS)

Collaborative Project 1
(10 ECTS)

Collaborative Project 2
(10 ECTS)

Collaborative Project 3
(10 ECTS)

Collaborative Project 4
(10 ECTS)

Collaborative Project 5
(10 ECTS)

Bachelor's Project
(12 ECTS)

Colloquium / Presentation
(5 ECTS)

Reflection & Community 1
(5 ECTS)

Reflection & Community 2
(5 ECTS)

Reflection & Community 3
(5 ECTS)

Reflection & Community 4
(5 ECTS)

Reflection & Community 5
(5 ECTS)

Reflection & Community 6
(5 ECTS)

Reflection & Community 7
(5 ECTS)

30 ECTS

30 ECTS

30 ECTS

30 ECTS

30 ECTS

30 ECTS

30 ECTS