

This is a translation of the regulatory text as promulgated in Official Bulletin No. 39 dated November 12, 2010

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Pursuant to a resolution taken by the Senate on October 20, 2010, the Presidential Board adopted on November 3, 2010 the renewal of the General Examination Regulations for Bachelor's and Master's Degree Programmes at the Georg-August-Universität Göttingen as promulgated in the Official Bulletin dated September 27, 2006 (Official Bulletin 23/2006, page 2073), last amended based on approval by the Presential Board on February 17, 2010 (Official Bulletin 6/2010, page 333) (Section 41 paragraph 1 sentence 2 of the Higher Education Act of Lower Saxony (NHG<sup>1</sup>) as promulgated in the Official Bulletin dated February 26, 2006 (Nds. GVBl.<sup>2</sup>, p. 69), last amended by Article 1 of the law dated June 10, 2010 (Nds. GVBl.<sup>2</sup> p. 242), Regulation 23 of the General Examination Regulations<sup>3</sup> as promulgated in the Official Bulletin dated September 27, 2006 (Official Bulletin<sup>4</sup> No. 23/2006, p. 2073); Section 37 paragraph 1 sentence 3 sub. 5 b) NHG). In the following, the amended Regulations are promulgated in their revised version:

**General Examination Regulations for Bachelor's and Master's Degree Programmes  
as well as other Academic Programmes  
at the Georg-August-Universität Göttingen**

**Table of Contents**

**Part I: Scope**

Regulation 1 Scope

**Part II: Structure and Completion of the Degree Programme**

Regulation 2 Academic Degree

Regulation 3 Structure and Length of the Degree Programme

Regulation 4 Module Catalogue, Study Regulations and Module Manual

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<sup>1</sup>Niedersächsisches Hochschulgesetz, NHG

<sup>2</sup>Niedersächsisches Gesetz- und Verordnungsblatt, Nds. GVBl.

<sup>3</sup>Allgemeine Prüfungsordnung, APO

<sup>4</sup>Amtliche Mitteilungen, AM

Regulation 5 European Credit Transfer and Accumulation System (ECTS) Credits

Regulation 6 Outline of the Degree Programme

Regulation 7 Orientation Modules in Bachelor's Degree Programmes

Regulation 8 Formal Specialisations [Studienschwerpunkte]

Regulation 8 a Key Competences

### **Part III: Examination Procedure**

Regulation 9 Examination Committee, Examination Office; Teaching Staff in Charge of Degree Programmes

Regulation 10 Examination Procedure

Regulation 10 a Examination Administration System

Regulation 11 Authorised Examiners

Regulation 12 Examiners and Co-examiners

Regulation 13 Recognition of Study Periods, Course- and Examination-Related Achievements

Regulation 14 Admission to Modules and Module Examinations

Regulation 15 Form of Examination-related Achievements

Regulation 16 Assessment of Examination-related Achievements, Formation of Grades

Regulation 16 a Repeatability of Examinations

Regulation 16 b Pass and definite Failure

Regulation 17 Final Transcripts, Degree Certificates and Other Certificates

Regulation 18 Default, Withdrawal, Cheating, Violation of Rules

Regulation 19 Invalidity of Examinations

Regulation 20 Appeals Procedure

Regulation 21 Safeguarding Provisions

Regulation 22 Inspection of Examination Records

### **Part IV: Final Provisions**

Regulation 23 Amendments

Regulation 23 a Opening Clause for Double and Joint Degrees

Regulation 24 Effective Date

### **Appendices**

Appendix 1: Commentary on the Allocation of Credits and Assessment of Students' Workload

Appendix 2: *Rescinded*

**The following appendices are not presented here, insofar as reference is made to the regulatory text published in the Official Bulletin.**

Appendix 3: Bachelor's / Master's Degree Certificate

## **Part I: Scope**

### **Regulation 1 Scope**

<sup>1</sup>This regulatory document contains the regulations governing all Bachelor's and Master's degree programmes at Göttingen University. <sup>2</sup>These Regulations apply to all cross-faculty degree programmes in conjunction with the supplementary Examination Regulations ; they also otherwise apply in conjunction with the Examination Regulations governing any one degree programme which incorporates these Regulations as an integral part in a corresponding section and furthermore contain supplementary regulations, and specifically those pertaining to a specific discipline or degree programme.

## **Part II: Structure and Completion of Degree Programme**

### **Regulation 2 Academic Degree**

(1) Upon successful completion of the respective course of studies, the University confers the following degrees:

- a) In the Bachelor's Degree Programme, the academic degree of
  - aa) "Bachelor of Arts/Baccalaurea Artium" or "Bachelor of Arts/Baccalaureus Artium" (abbreviated "B.A.") or
  - bb) "Bachelor of Science/Baccalaurea Scientiarum" or "Bachelor of Science/Baccalaureus Scientiarum" (abbreviated "B.Sc."),
- b) In a consecutive Master's degree programme, the academic degree of
  - aa) "Master of Arts/Magistra Artium" or "Master of Arts/Magister Artium" (abbreviated "M.A.") or
  - bb) "Master of Science/Magistra Scientiarum" or "Master of Science/Magister Scientiarum" (abbreviated "M.Sc.").
  - cc) "Master of Education" (abbreviated: "M.Ed")
- c) In any Master's degree programme derogating from b), a Master's degree as is more narrowly defined in the Examination Regulations.

(2) Each academic degree conferred by the University shall be documented by a degree certificate.

### **Regulation 3 Structure and Length of the Degree Programme**

(1) A degree programme consists of modules and a final thesis. A module is a substantively self-contained teaching and learning unit with a limited timeframe which is deemed completed successfully when the student has passed the module examination.

(2) The examination leading to successful completion of any degree programme (Bachelor's or Master's examinations) is composed of:

- a) Module examinations and
- b) The final thesis.

(3) <sup>1</sup>The study period required to successfully complete the course of studies including the final written paper and all examinations (standard period of study) amounts to

- a) Six semesters for a Bachelor's degree programme (180 credits),
- b) Four semesters for a consecutively earned Master's degree programme (120 credits),
- c) Two to four semesters in a non-consecutively earned or continuing Master's degree programme (60 – 120 credits),

<sup>2</sup>If the degree programme is organised appropriately, the standard period of study may be measured according to the corresponding number of years of study or may be fixed at a number that deviates from this.

(4) <sup>1</sup>The University ensures by virtue of its course offer that the standard period of study can be maintained, i.e. specifically that the modules required to obtain a degree, the associated module examinations and the final thesis can be completed within the scheduled scope and within the scheduled deadlines. <sup>2</sup>This does not apply for every course of studies possible or every combination of partial degree programmes [Teilstudiengänge] admissible; particulars may be specified in the examination regulations.

(5) <sup>1</sup>Unless prohibited by overriding regulations to the contrary, a student may request to complete their studies on a part-time basis. <sup>2</sup>The standard period of study shall be extended in proportion to such request. <sup>3</sup>All further details are set down in the Examination Regulations.

(6) <sup>1</sup>Course offerings can be structured, *inter alia*, with the help of any media in such a way that any corresponding studies can be learned by self-study. <sup>2</sup>Courses do not necessarily require personal attendance. <sup>3</sup>Courses from other universities may be imported and incorporated into the student's own curriculum.

#### **Regulation 4 Catalogue of Modules, Study Regulations and Module Manual**

<sup>1</sup>The module catalogue annexed to the Examination Regulations shall list the modules, including examination requirements, the nature and scope of the examinations, the grading system (grade or passed/failed) and the number of credits earnable, and shall include any admission requirements applicable to each module. <sup>2</sup>The number, nature and scope of modules to be acquired must be listed in a module overview. <sup>3</sup>Furthermore, the Examination Regulations may stipulate that and to what extent modules taken from the University's other

module catalogues may be selected. <sup>4</sup>Any and all provisions set down in sentence 3 have to be agreed by the exporting institution.

(2) <sup>1</sup>These Examination Regulations may be supplemented by Study Regulations governing the study curriculum within the purview of the Examination Regulations. <sup>2</sup>The Study Regulations set forth the contents and structure of a course of study based on the Examination Regulations, while giving due consideration to subject-specific developments, evolving higher education teaching methodology and the requirements of professional practice. <sup>3</sup>The degree programme rules and regulations state the study objectives, describe the study structure and itemize the study contents, while quantifying the time factor; they explain the study structure by means of a model study schedule and provide students with further useful information about their studies. <sup>4</sup>Where Study regulations are not provided, the regulations regarding study regulations apply accordingly for the examination regulations.

(3) <sup>1</sup>The Study Regulations contain a comprehensive description of all modules (Module Manual) which specifies the subject areas, the competences to be acquired, the students' workload and the maximum number of students who can be supervised during each examination period. <sup>2</sup>Insofar as a regulation of contents pursuant to section 1 is provided in the module manual, a catalogue of modules will not be provided.

(4) The module manual designates a person responsible for each module who shall be responsible for all aspects of the module relating to content and study organisation as governed by the Examination and Study Regulations while giving consideration to other responsibilities stated therein.

(5) If modules or module packages offered by a teaching unit or a central institution (hereinafter referred to both as "exporting institution") are attended by students from another degree programme or from a degree programme offered by another teaching unit, the following provisions of the exporting institution shall prevail without any exception; said provisions being set down in the Examination Regulations of the exporting institution or based on the Examination Regulations issued by the exporting institution:

- a) Official announcements
- b) Registration and de-registration for any module or module examination
- c) Types of examinations
- d) Number of repeats permitted
- e) Provisions specified in the module catalogue.

(6) Where a teaching unit, a faculty or a central institution is offering several degree programmes, partial degree programmes [Teilstudiengänge] or other courses, one catalogue of modules and/or module manual for the entire course offer of the teaching unit, faculty or

central institution may be provided. The decision is to be taken by the faculty council in case of a teaching unit or faculty, and by the senate in case of a central institution. A catalogue of modules pursuant to section 1 or a digital module directory pursuant to section 7 form part of the examination regulations, a module manual pursuant to sentence 1 forms part of the study regulations, insofar as the respective modules are set out in the compendium of modules within the examination regulations.

(7) Official promulgation of catalogues of modules and module manuals in a consolidated electronic version (digital directory of modules), compliant with the university charter, is sufficient.

### **Regulation 5 European Credit Transfer and Accumulation System (ECTS) Credits**

(1) As set down in these Regulations and in the Examination Regulations , the "European Credit Transfer and Accumulation System" (ECTS) shall be applied to demonstrate course- and examination-related achievements.

(2) Credits (abbreviated as "C") can be earned by passing a module examination or passing the final thesis, and said credits shall be the equivalent of ECTS credits.

(3) The number of credits that can be earned through a module is a product of the student's workload (ECTS workload) required to obtain the skills and key competences taught during a module and to successfully complete the module or the final thesis.

(4) As provided in the ECTS, one credit equals a student's workload of 30 clock hours (see Appendix 1).

(5) <sup>1</sup>The measure of a student's workload shall be regularly evaluated. <sup>2</sup>The evaluation results shall be used as deemed necessary to adapt credits earnable in a module.

### **Regulation 6 Outline of the Degree Programme**

(1) <sup>1</sup>The Examination Regulations divide the total amount of credits into 3 areas of study which include:

Area a) Specialised studies refers to competences acquired in a special field of knowledge [Fachstudium];

Area b) Professionalisation (incl. key competences [Schlüsselkompetenzen]);

Area c) The final thesis.

<sup>2</sup>Apart from that, studies may be divided in different segments.

(2) <sup>1</sup>Course and examination-related achievements have to be earned within the compulsory modules, elective-compulsory modules and elective modules. <sup>2</sup>Compulsory modules must be

taken by all students enrolled in a degree programme or, in case of a multi-disciplinary Bachelor's degree programme, by all students of a discipline they have opted for. <sup>3</sup>Elective-compulsory modules allow individual specialisations [Spezialisierungen] and other formal specialisations [Studienschwerpunkte]. <sup>4</sup>Elective modules enable students to further personalize their study curriculum. <sup>5</sup>The compulsory, elective-compulsory and elective modules are set down in the Examination Regulations.

(3) As a rule, a module is held within one semester and concludes with an examination at the end of the module (module examination).

(4) By passing the module examination, the students demonstrate that they have acquired the competences required for each module.

(5) <sup>1</sup>Module examinations from modules that are neither compulsory modules of the degree programme nor required for the degree can be taken as voluntary supplemental examinations. <sup>2</sup>The result of a supplemental examination will not be incorporated into the final transcript, if so requested; the result of a successful supplemental examination will be converted into an assessment of "pass", if so requested. <sup>3</sup>Unless otherwise stipulated in the Examination Regulations the result of a supplemental examination will not be included in the computation of the final grade. <sup>4</sup>The student may request that a module completed successfully by a voluntary supplemental examination be converted into a module for which credits are normally ascribed; also, the student may request that a completed module be converted into a voluntary supplemental examination.

(6) <sup>1</sup>If key competences form an integrative part of specific modules, the credits earned through them shall not be included in the computation of the final grade allocated to the specialised studies area [Fachstudium]. <sup>2</sup>If a module can be applied to different study areas of the degree programme, the Examination Regulations should define to which study areas the module is applicable.

### **Regulation 7 Orientation Modules in Bachelor's Degree Programmes**

(1) The Examination Regulations of a Bachelor's degree programme separately list compulsory modules that allow clear identification of the student's aptitude and propensities (orientation modules).

(2) Orientation modules are offered during the first year of study, and as a rule, during the first semester.

(3) In order to establish the student's aptitudes or propensities for particular profiles or a formal specialisation [Studienschwerpunkt] it is possible to earmark elective-compulsory modules for orientation modules.

(4) If the student has not passed the first repeat examination of an orientation module, admission to the second repeat examination is subject to the student's obligation to see a study counsellor.

### **Regulation 8 Formal Specialisations [Studienschwerpunkte]**

(1) <sup>1</sup>Elective-compulsory modules can be used to give shape to formal specialisations. <sup>2</sup>In order for a formal specialisation to be certified on a transcript, the conditions set down in the Examination Regulations must be fulfilled in terms of modules and credits.

(2) The Examination Regulations may provide ancillary conditions which restrict the possibility of freely combining various formal specialisations and further reduce the options for selecting modules outside the scope of the respective admission requirements.

(3) Each examination-related achievement and any credits earned for a module can only be counted towards one formal specialisation.

(4) <sup>1</sup>The degree programme can offer students proposals for sensibly designing their area of professionalisation (profiles). <sup>2</sup>All further details are set down in the Examination Regulations.

### **Regulation 8 a Key Competences**

<sup>1</sup>Within their area of professionalisation, students may complete 10 out of one hundred of the total number of credits required for the degree by taking the following modules:

- a) Modules offered by the Central Institute for Languages and Key Competences [Zentrale Einrichtung für Sprachen und Schlüsselkompetenzen, ZESS] in accordance with the "Examination regulations for studies offered by the Central Institute for Languages and Key Competences (ZESS) of the Georg-August-Universität Göttingen", in its currently amended form.
- b) Modules that are being opened for students of other degree programmes in the area of specialisation by the examination regulations of the institution offering the said modules;
- c) Modules denoted in a university-wide "Module Directory Key Competences" ["Modulverzeichnis Schlüsselkompetenzen"], to be determined by decision of the senate.

<sup>2</sup>The Examination Regulations may stipulate rules derogating therefrom.



### **Part III: Examination Procedure**

#### **Regulation 9 Examination Committee, Examination Office; Teaching Staff in Charge of Degree Programmes**

(1) <sup>1</sup>With a view to organising all examinations and to fulfilling all missions assigned by these Regulations and the Examination Regulations, the faculty responsible for the degree programme shall set up an Examination Committee; the members and deputies of said Examination Committee shall be appointed by the representatives of each group on the faculty council as set down in the Examination Regulations . <sup>2</sup>The academic staff group [Mitarbeitergruppe] and the students group [Studierendengruppe] shall appoint not less than one member to the Examination Committee. <sup>3</sup>One staff member from the Examination Office shall be an advisory member of the Examination Committee. <sup>4</sup>The Examination Office shall organise the examination procedure in line with the specifications set down by the Examination Committee. <sup>5</sup>The Examination Office shall keep examination records. <sup>6</sup>The Examination Committee shall elect a chairperson and deputy chairperson from their midst. <sup>7</sup>Pursuant to the Examination Regulations, it is possible to set up several Examination Committees with clearly delineated competencies with respect to one degree programme, especially if several faculties are responsible for such a degree programme. <sup>3</sup>All further details are set down in the Examination Regulations.

(2) <sup>1</sup>The Examination Committees support the deans of studies in their efforts to ensure that the legal regulations and rules set down in these Examination Regulations are observed and that all examination-related achievements can be delivered within the deadlines stipulated in these Regulations. <sup>2</sup>The Committee will regularly report to all the concerned faculties on the development of the examination-related achievements including the real time spans needed to finalize the final thesis and on the distribution of module grades and overall grades. <sup>3</sup>Said reports shall be published in an appropriate manner. <sup>4</sup>Further to the above, the Examination Committee shall make suggestions to the study committee responsible for the degree programme on how to reform the Examination Regulations as well as to the Senate committee responsible for teaching and studies as to how to reform these Regulations. <sup>5</sup>Furthermore, the Examination Committee shall make all decisions assigned to it under these and the Examination Regulations . <sup>6</sup>It may propose general regulations to govern the examination procedure. <sup>7</sup>Before being passed on to the Faculty Council, said proposals must be submitted to the competent study committee for review.

(3) <sup>1</sup>The members of the Examination Committee are entitled to be present when module examinations are taken. <sup>2</sup>This entitlement shall not extend to the process of conferring about, announcing or explaining grades.

(4) The meetings of the Examination Committee are closed to the public. <sup>2</sup>Its members and their deputies are subject to official secrecy. <sup>3</sup>If they are not state officials, the chairperson shall oblige them to secrecy.

(5) <sup>1</sup>The Examination Committee shall make resolutions by simple majority vote. At a parity of votes, the chairperson shall have the final vote. <sup>2</sup>A majority of Examination Committee members present shall constitute a quorum, including either the chairperson or deputy chairperson and another member from the professors group [Hochschullehrergruppe]. <sup>3</sup>Student members [studentische Mitglieder] only have an advisory vote with regard to the evaluation and recognition of examination-related achievements.

(6) <sup>1</sup>The members of the Examination Committee shall serve a two-year term; student representatives shall serve for one year. <sup>2</sup>Members can be reappointed. <sup>3</sup>If a member drops out prematurely, a successor shall be appointed for the remainder of their incumbency.

(7) <sup>1</sup>The Examination Committee may revoke prior decisions governing authority in matters relating to the management of study regulations and confer such authority to the chairperson of the Examination Committee; this does not apply, however, to decisions governing objections. <sup>2</sup>The minutes of Examination Committee meetings shall be recorded in writing. <sup>3</sup>They should include the main topics of discussion and any resolutions made by the Examination Committee .

(8) <sup>1</sup>Examination Committee resolutions must be conveyed forthwith in writing to the student concerned. <sup>2</sup>Incrimatory decisions must be substantiated and include information on legal remedies.

(9) The faculty council may, for one or several degree programmes or partial degree programmes [Teilstudiengänge], authorise a coordinator from the professors group or the academic staff group (Teaching Staff in Charge of Degree Programmes).

### **Regulation 10 Examination Procedure**

(1) Irrespective of the competence of the Examination Committee set down in Regulation 9 hereof, the Examination Office shall be in charge of the organisation of the examination procedure.

(2) <sup>1</sup>Examination periods, place and time of module examinations and of the final written paper shall be announced in a manner determined by the Examination Committee. <sup>2</sup>A period for registration and de-registration shall be scheduled for each examination period covering the written and oral examinations as well as the final thesis. <sup>3</sup>The examiners names shall be publicised no later than by the beginning of the registration period.

(3) <sup>1</sup>Form and scope of the module examination are determined in the catalogue of modules. <sup>2</sup>Inasmuch as alternative forms of examination and examination scopes are set down for a module in the module catalogue, the nature and scope of examination-related achievements must be clearly determined and made known in an appropriate manner at the beginning of the semester in which said module begins. <sup>3</sup>This shall be determined by the faculty council, whereas the Examination Regulations may stipulate regulations derogating therefrom. <sup>4</sup>If, given the nature of the course- and examination-related achievements to be obtained, neither the module catalogue nor the faculty council are able to set down in an abstract manner individual definitions regarding nature and scope, then said definitions shall be made by the examiner prior to the beginning of the examination; said definitions shall be binding and taken down for the record.

(3a) <sup>1</sup>Notwithstanding section 3, the determination of form and scope of the module examination is dispensable, if all alternative forms of examination and examination scopes referred to in the catalogue of modules are offered in each semester in which the module is offered. <sup>2</sup>If this is the case, students may choose which form of examination and examination scope they will complete. <sup>3</sup>Insofar as more than one module of a degree programme, partial degree programme [Teilstudiengang] or other courses offered shall be subject to the dispositions of sentence 1 and 2, the minimum number of each alternative form of examination that need to be overall completed, must be laid down in the examination regulations

(4) All examination-related achievements within a module including the grading procedure must be able to be completed no later than two weeks prior to the beginning of the registration periods scheduled for the subsequent examination period.

(5) The examiner shall notify the Examination Office of the results of an examination immediately, but no later than 3 workdays after the examination has been graded.

(6) Examinees shall be informed immediately by the Examination Office of the results achieved.

(7) <sup>1</sup>The Examination Committee may resolve that decisions made or other measures taken in accordance with these or the Examination Regulations, in particular, regarding registration and examination schedules, examination deadlines and examination-related achievements, be publically announced within the university or in an electronic examination administration system. <sup>2</sup>Data protection regulations shall be upheld.

### **Regulation 10 a Examination Administration System**

(1) Students are responsible for managing their examination data using the online electronic examination administration system, which enables them to register and de-register for module

examinations and to preview examination results electronically. The Examination Committee concerned is entitled to enact more detailed rules governing the implementation of the procedure.

(2) Students are obliged to regularly check the accuracy of their online accounts within the realm of their possibilities. Transmission errors should be contested immediately.

(3) Examiners are required to assist in recording examination results electronically. In addition, they are to keep a copy of their own grading lists and retain them for a period of at least eight years for control and documentation purposes.

### **Regulation 11 Authorised Examiners**

(1) <sup>1</sup>The faculty councils of those faculties involved with a degree programme or the commission charged with the responsibility under any regulation shall resolve to appoint the persons authorised to administer module examinations and deal with the final thesis for their respective area of responsibility. <sup>2</sup>Said examination authorisation may be restricted to examinations relating to particular study segments or formal specialisations [Studienschwerpunkte]. <sup>3</sup>It may be limited in time. <sup>4</sup>The list of persons authorised to administer examinations shall be updated at least once a year, transmitted to the Examination Office and announced to students in an appropriate manner.

(2) <sup>1</sup>Only those persons who have acquired at least the specialised qualification corresponding to the subject matter of the examination in question may be authorised to hold examinations.

<sup>2</sup>The appointment of examiners can include but is not limited to:

- a) University professors [Universitätsprofessorinnen und Universitätsprofessoren]
- b) Professors by special appointment [außerplanmäßige Professorinnen und Professoren]
- c) Limited-term substitute professors [Vertretungsprofessorinnen und Vertretungsprofessoren]
- d) Honorary professors [Honorarprofessorinnen und Honorarprofessoren]
- e) Associate professors and university lecturers [Privatdozentinnen und Privatdozenten]
- f) Untenured Lecturers [Lehrbeauftragte]
- g) Junior professors [Juniorprofessorinnen und Juniorprofessoren]
- h) Research assistants, fellows and academic teachers [wissenschaftliche Assistentinnen und Assistenten sowie akademische Räte]
- i) Postdoctoral research fellows [promovierte wissenschaftliche Mitarbeiterinnen und Mitarbeiter] as well as

- j) Lecturers hired for specific tasks [Lehrkräfte für besondere Aufgaben], lecturers [Lektorinnen und Lektoren]

<sup>3</sup>Unless a person is entitled to independent teaching, their appointment is only valid if they are qualified to fulfil the task and their activity as examiner is required to implement the examination process. <sup>4</sup>In well-founded exceptions, persons well versed in professional practice and training can be appointed as examiners in accordance with the purpose and unique nature of the examination. The Senate has the right to pass regulations in derogation therefrom. <sup>5</sup>Persons authorised to administer examinations must not necessarily be members or associated members [Angehörige] of Göttingen University.

(3) Those members of the university staff who contribute to the respective degree programme through their regular teaching work shall automatically be included in the list of persons authorised to administer examinations.

### **Regulation 12 Examiners and Co-examiners**

(1) <sup>1</sup>The Examination Committee shall appoint examiners and co-examiners from among the persons authorised to administer examinations. <sup>2</sup>Only persons who have acquired at least the specialised qualification corresponding to the subject matter of the examination in question may be appointed as co-examiners. <sup>3</sup>The chairperson of the Examination Committee can also be entrusted with the task of appointing examiners and co-examiners.

(2) Should an examination-related achievement or an examination-related partial achievement be earned within a course [studienbegleitend], academic staff do not require special appointment provided that they are authorised to administer examinations as set down in Regulation 11.

(3) <sup>1</sup>In case of a special appointment, the Examination Committee shall ensure that the respective examination candidate is notified of the examiners' names in due time. <sup>2</sup>Such notification shall be made concurrently upon admission to the examination, as a rule at least two weeks prior to the examination. <sup>3</sup>Announcement by posting notice physically or on the Internet shall be deemed sufficient.

(4) <sup>1</sup>Should a special appointment be required, the examination candidate may propose examiners to administer the examination. <sup>2</sup>The Examination Committee shall resolve to accept the proposal, unless there is good cause to the contrary, for example if it places an unreasonable burden on the proposed examiner. <sup>3</sup>The proposal shall not constitute any right or entitlement.

### **Regulation 13 Recognition of Study Periods, Course- and Examination-Related Achievements**

(1) The Examination Committee shall be responsible for the recognition of study periods, course- and examination-related achievements.

(2) <sup>1</sup>Study periods, examination prerequisites and examinations earned in the same degree programme or partial degree programme [Teilstudiengang] at a University or equivalent college of higher education within the area of application of the Basic Law shall be accepted without any equivalence examination. <sup>2</sup>This applies also to study periods, examination prerequisites and examinations earned in degree programmes, both domestic and abroad, that are rated as being equivalent to the degree programme in question.

(3) Study periods, course- and examination-related achievements must be recognised if they have been earned by a student within academic exchange or mobility programmes which are based on learning agreements concluded between Göttingen University, the student and another institution of higher education.

(4) <sup>1</sup>Study periods, course- and examination-related achievements earned within other degree programmes or outside of a university or college of higher education shall be recognised if their equivalence has been established; achievements earned in secondary education prior to the general qualification for university entrance are exempted from this rule. <sup>2</sup>Equivalence must be established, if the competences taught, the credits awarded, and examination requirements set down within a module are essentially equivalent to modules of the Göttingen University degree programmes. <sup>3</sup>Furthermore, equivalence must be established, whenever study periods, course- and examination-related achievements are essentially equivalent to the content, scope and requirements of the modules of the degree programme in question. <sup>4</sup>In this context, no schematic comparison should be made, but rather a comprehensive review and overall assessment be carried out with a view to establishing the importance of the learning outcomes in relation to the purpose of the examinations.

(4a) In recognition decisions, the university respects superior domestic and international agreements, particularly the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of April 11, 1997 (German Version: BGBl. 2007 II S. 712 / English Version: Council of Europe Treaty Series CETS No. 165).

(5) <sup>1</sup>When recognizing examination-related achievements, grades must be transferred and included in the computation of grades, inasmuch as the grading systems are comparable. <sup>2</sup>If the grading systems are not comparable, the annotation "passed" shall be added. <sup>3</sup>Any recognition of external examination-related achievements shall be noted in the final transcript.

(6) With respect to recognised examination-related achievements from module or submodule examinations, the number of credits conferred by a certifying body shall be transferred; should a certifying body not confer any credits, the number of credits conferred shall correspond to the module of the corresponding degree programme at Göttingen University.

(7) <sup>1</sup>If the conditions set down in paragraphs 2, 3 or 4 are fulfilled, a student has a legal entitlement to recognition. <sup>2</sup>The students must submit the documents required as proof of their credits, in particular, the certificate of the examinations passed and a detailed description of the module.

(8) <sup>1</sup>Study periods, course- and examination-related achievements are not recognised in continuative degree programmes, insofar as they were earned through undergraduate study programmes whose completion is an entry requirement for the continuative degree programme, and for whose completion these achievements were necessary. <sup>2</sup>Sentence 1 applies accordingly for any achievement earned before or outside of studies,

(9) Application for recognition is impossible if and when the module examination for a module that is sought to be replaced by a recognisable achievement is already begun.

#### **Regulation 14 Admission to Modules and Examinations**

(1) <sup>1</sup>Admission to examinations and the final thesis, as pursuant to the Examination Regulations, applies to students who have enrolled in the degree programme or partial degree programme [Teilstudiengang] in question, and have not forfeited their right to examinations in that degree programme or any degree programme or partial degree programme [Teilstudiengang] recognised by the University as equivalent. <sup>2</sup>Sentence 1 applies accordingly for guest students and, where a cooperation agreement to this end exists, students of other universities or colleges of higher education. <sup>3</sup>Examination regulations must lay down in the compendium of modules which modules may be taken within a degree programme or partial degree programme [Teilstudiengang]; admission prerequisites set down in the Examination Regulations for module examinations and for the final thesis must be satisfied. <sup>4</sup>If the prerequisites set down in sentence 1 are not fulfilled, admission cannot be granted. <sup>5</sup>Admission cannot be granted if an obligation to see a study counsellor as set down in the Examination Regulations has not been complied with. <sup>6</sup>Students shall be advised of any non-admission in an appropriate manner.

(2) <sup>1</sup>Students who have successfully passed a Bachelor's or Master's examination for the degree programme or partial degree programme [Teilstudiengang] or for a degree programme recognised as equivalent may not participate. <sup>2</sup>Without prejudice to the rule set down in

paragraph 1, sentence 1 shall not apply to the semester as defined by Regulation 16 b paragraph 1..

(3) <sup>1</sup>Students must be and remain enrolled within the respective university's degree programme or partial degree programme [Teilstudiengang] at the time an application for admission to an examination is submitted and during the entire final examination period. <sup>2</sup>Students shall be excluded from this rule who take an examination on the first date the examination is held for a course they attended during preceding semesters within the semester in which they transferred to another university. <sup>3</sup>At this point in time, the examinee must have already been enrolled at the other university. <sup>4</sup>Proof of enrolment has to be furnished.

(4) <sup>1</sup>One module may require other modules as an admission requirement. <sup>2</sup>Within a module, course-related achievements may be defined that must be successfully obtained as prerequisites for earning the credits ascribed to that module. <sup>3</sup>This does not apply to compulsory attendance in lectures. <sup>4</sup>Course-related achievements to be earned in a module can be defined as prerequisites for admission to the module, submodule, or module subexamination (examination prerequisite [Prüfungsvorleistungen]). <sup>5</sup>All further details are set down in the Examination Regulations.

(5) <sup>1</sup>If regular attendance and participation in a course is defined as a course-related achievement in terms of paragraph 4 sentence 2, students must attend each designated course. <sup>2</sup>Students may have up to two unexcused absences from courses taking place on a weekly basis within the lecture period; in courses taking place at different time intervals, unexcused absence is subject to the lecturer's discretion. <sup>3</sup>If participation requirements are not fulfilled, students will need to repeat the course in order to be admitted to the module examination, <sup>4</sup>Notwithstanding sentence 3, if the student registers for several courses that,

- take place at the same time,
- require compulsory attendance,
- are part of a compulsory or elective-compulsory modules and
- may not be replaced by another elective-compulsory module,

the person responsible for the module shall determine an appropriate course-related achievement as an alternative to missing attendance; accordingly this shall also apply to absence due to an illness, which is substantiated by a doctor's certificate. <sup>5</sup>Notwithstanding sentence 4, alternative course-related achievements are not an option in cases where attendance is mandatory in order to successfully complete course or examination related achievements that must take place during the time period of the course (Lehrveranstaltungsbegleitend) (e.g. laboratory course); in this case the course has to be



repeated as a whole. <sup>6</sup>The Examination Regulations may stipulate rules in derogation from the above.

### **Regulation 15 Form of Examination-related Achievements**

(1) <sup>1</sup>Examination-related achievements are composed of graded and ungraded module examinations and the graded final thesis. <sup>2</sup>If a module examination has not been graded, it shall be evaluated as "passed" or "failed". <sup>3</sup>Examination-related achievements must be graded unless otherwise stipulated in the module catalogue; the number of ungraded module examinations in a degree programme or partial degree programme [Teilstudiengang] must not exceed one third of allocated credits required in the respective degree programme or partial degree programme [Teilstudiengang].

(2) <sup>1</sup>Module examinations are given at the end of each module [studienbegleitend]. <sup>2</sup>These module examinations may take place as part of the course [Lehrveranstaltungsbegleitend]. <sup>3</sup>A module examination may, in exceptional cases, consist of subexaminations. <sup>3</sup>All further details are set down in the Examination Regulations.

(3) <sup>1</sup>Module examinations may be designed as a:

- a) Oral examination [mündliche Prüfung]
- b) Written examination [Klausur]
- c) Examination-like term paper [klausurähnliche Hausarbeit]
- d) Term paper [Hausarbeit]
- e) Presentation plus report or supplementary report [Präsentation und Referat oder Koreferat];
- f) Practical examination [praktische Prüfung] or
- g) Subject-specific forms of examination [fachspezifische Prüfungsformen].

<sup>2</sup>As a rule, examination-related achievements as defined in sentence 1 d), e) and f) are usually achieved during the courses. <sup>3</sup>Examinations as defined in sentence 1 e), f) and g) may also be repeated in the form of oral or written examinations.

(4).An examination may be conducted as an individual or a collective examination of several candidates. The student shall be enabled – both individually and in cooperation with others (teamwork) - to gain scientific insight, to document such insight, and to identify its relevance for society and professional application. The contribution of the student must fulfil all requirements of the examination and must be identifiable and assessable as an individual achievement.

(5) <sup>1</sup>Written examinations and suitable subject-specific forms of examination may be computer-based. <sup>2</sup>In this case, the following must be guaranteed:

- a) that electronic data is clearly and permanently attributed to candidates;
- b) that the work of a candidate may be perceived without the aid of assistive technology, if and when the use of such assistive technology is not the subject of the examination.

<sup>3</sup>The execution of the examination must be arranged in such a way that candidates are not more than insubstantially impaired by the manner of the examination and, notably, informed about the form of examination in a suitable manner before the beginning of the examination.

<sup>4</sup>Details for forms of examinations other than written examinations are to be laid down in the examination regulations.

(6) <sup>1</sup>Unless otherwise stipulated in these Regulations or the Examination Regulations, module examinations shall be graded by one examiner alone. <sup>2</sup>If an examination-related result as defined in paragraph 3 b), c) or d) is graded as "insufficient" or "failed", the student may request a second examiner be appointed to review the examination result. Such a request must be submitted no later than two weeks following notification of the examination result.

(7) The final thesis must always be graded by at least two examiners.

(8) <sup>1</sup>By their performance in an oral examination, examinees shall prove that they are able to grasp the interrelationships within the examination subject area and to structurally analyse special questions within these interrelationships. <sup>2</sup>As a rule, oral examinations will be held as a group or individual examination before at least two examiners or by one examiner in the presence of an expert observer. <sup>3</sup>Before grading, examiners shall discuss the grade to be conferred. <sup>4</sup>Observers are to be heard prior to grading. <sup>5</sup>At the end of the examination, the examinee shall be advised of the grade awarded and the reasoning behind the grading. <sup>6</sup>The duration of oral examinations shall be at least 15 minutes and not more than 45 minutes per examinee. <sup>7</sup>The senate may pass resolutions on regulations derogating therefrom. <sup>8</sup>All further details are set down in the Examination Regulations. <sup>9</sup>Essential topics of the examination and the grading of the examination shall be taken down for the record. <sup>10</sup>Room permitting, members of the university may attend an oral examination as spectators, provided that they prove to have a legitimate interest and none of the examinees objects. <sup>11</sup>The definition of legitimate interest includes but is not limited to the fact that the university member will take the same examination in the near future.

(9) <sup>1</sup>The written examination is designed to show that the examinee is able to perform assignments and work on problems under supervision within a limited period of time, using the methods conventional to the respective subject area. <sup>2</sup>The duration of a written examination shall not be less than 45 minutes and not exceed 240 minutes. <sup>3</sup>All further details are set down in the Examination Regulations. <sup>4</sup>The duration of the assessment procedure shall not exceed a period of four weeks.

(10) <sup>1</sup>In a written examination-like term paper, the same examination assignment will be put to all examinees. <sup>2</sup>The assignment of a written examination-like term paper can be composed of a single assignment or a series of smaller assignments ("essays"). <sup>3</sup>Every examinee has to deal with the examination assignment independently within the prescribed period of time. <sup>3</sup>All further details are set down in the Examination Regulations . <sup>4</sup>The duration of the assessment procedure shall not exceed a period of four weeks.

(11) <sup>1</sup>In a individually assigned term paper, the examinee shall demonstrate that they are independently able to acquaint themselves with a problem area in a short period of time after having received brief, subject-related instructions; that they are able to deal with this area independently while using the methods conventional to a respective subject area; and to present the corresponding results in the appropriate written form. <sup>2</sup>The assignment shall be designed in such a way that the time needed to deal with it does not exceed a period of four weeks. <sup>3</sup>The scope and time needed to deal with such a problem are set down in the Examination Regulations. <sup>4</sup>The closing date is to be determined in such a way that grading can be completed no later than two weeks prior to the beginning of the registration periods scheduled for the next examination period.

(12) <sup>1</sup>Any report, supplementary report or presentation shall be designed to show that the examinee, using the methods conventional to respective subject area, is capable of dealing with a topic or of solving a problem within a limited period of time; that they can present the results of their work in a convincing manner and discuss them with a technically knowledgeable expert audience (lecture). <sup>2</sup>In addition, the examinee may be required to independently prepare an analysis relating to a report or presentation that critically examines the subject matter or problem by way of a written elaboration. <sup>3</sup>Supplementary reports shall be designed to initiate a critical discussion of a report by stating content, criticisms and points of discussion. <sup>4</sup>The form of the presentation shall be graded along with the examinee's subject-related performance. <sup>5</sup>A record of the presentation shall be kept. <sup>4</sup>The turn-in date for the written version shall be scheduled in such a way that evaluation can be completed no later than two weeks prior to the beginning of the registration periods fixed for the next examination period.

(13) <sup>1</sup>A practical module examination consists of a series of practical exercises, experiments or programming tasks including written elaboration (e.g. experimental protocol). <sup>3</sup>All further details are set down in the Examination Regulations . <sup>4</sup>The duration of the assessment procedure shall not exceed a period of four weeks.

(14) The following provisions shall apply whenever a written examination is given based on a multiple-answer or single-answer selection process (multiple-choice procedure):

a) In a written or computer-based multiple-choice procedure (multiple-choice assignments), the candidate shall be expected to determine which of the answers presented as multiple-choice assignments are right or wrong. A multiple-choice assignment must offer at least four answers.

b) The multiple-choice assignments must be consistent with the knowledge required for the respective specialist area and enable reliable results to be obtained for an individual's performance.

c) Multiple-choice assignments shall be drawn up by at least two persons authorised to administer examinations. Said persons shall select the examination subject matter, work out the questions, determine how to weight the questions and which of the answers are considered correct prior to the examination.

d) Prior to evaluation of individual results, the person authorised to administer examinations shall review the multiple-choice assignments to see if they satisfy the requirements set down in subparagraph b). Said review shall specifically aim to determine if there is any conspicuous accumulation of mistakes by comparing the selected answers in conjunction with a comparison of other examination-related achievements. Should the review show that individual multiple-choice assignments are faulty, they must be left out when computing the individual result. When assessing written multiple-choice assignments according to e) and f), the reduced number of multiple-choice assignments or achieved points should be assumed. A lowering of the number of multiple-choice assignments or of points for a failed multiple-choice assignment must not be detrimental to any candidate. Once the individual results have been evaluated, the provisions set down in Regulation 20 shall apply accordingly.

e) A candidate has passed the examination if he or she has correctly answered 60 percent of the questions posed according to the multiple choice procedure (multiple-choice questions) or achieved at least 60% of all possible points, or if the number of questions correctly answered or points achieved by the candidate does not fall short of more than 22 percent of the average performance delivered by the examinees who have taken their examination for the first time within the standard period of study. In deviation from sentence 1, other Examination Regulations may set down other scores prerequisites for a passing grade.

f) Performance in an individual examination component shall be graded as follows:

If the candidate has answered correctly the minimum number of multiple-choice questions or of possible points necessary for a passing grade in the individual examination component according to e), then the grade is

"Excellent" [sehr gut] (1,0),	if at least 85 percent
"Excellent" [sehr gut] (1,3),	if at least 75 percent, but less than 85 percent,
"Good" [gut] (1,7),	if at least 67, but less than 75 percent
"Good" [gut] (2,0),	if at least 59, but less than 67 percent

"Good" [gut] (2,3),	if at least 50, but less than 59 percent
"Satisfactory" [befriedigend] (2,7),	if at least 42, but less than 50 percent
"Satisfactory" [befriedigend] (3,0),	if at least 34, but less than 42 percent
"Satisfactory" [befriedigend] (3,3),	if at least 25, but less than 34 percent
"Sufficient" [ausreichend] (3,7),	if at least 12, but less than 25 percent
"Sufficient" [ausreichend] (4,0),	if zero or less than 12 percent

of the multiple-choice questions exceeding the minimum ratio or the exceeding points have been answered correctly. The Examination Regulations may prescribe other scores as percentages. Where a candidate does not achieve the necessary minimum number according to letter e), the grade is one of "not sufficient" (5,0).

g) Each individual candidate's examination result shall be evaluated by the person authorised to administer examinations and the candidate shall be informed of the result. The following has to be indicated:

aa) The grade

bb) The passing grade

cc) The number of multiple-choice questions posed and the aggregate amount of those questions correctly answered by the candidate or the number of overall points achievable and the number of points achieved by the candidate

dd) The average grade of all candidates

ee) And the average grade of the candidates referred to as reference group under e);

h) Where only a part of the written examination consists of multiple-choice assignments, the examiner must determine together with the assignment which of the following modes of calculation of final results is to be used:

aa) Two partial grades are being calculated, whereby the relative weight of each partial grade has to be determined. The multiple-choice assignments are assessed according to letters a) – g) (partial grade 1), non multiple-choice assignments are assessed according to Regulation 16 paragraphs 1, 2 and 4 (partial grade 2). The overall grade is calculated as the arithmetic mean of the partial grades.

bb) Points are allocated for both multiple-choice assignments and non multiple-choice assignments. The examiner has to determine together with the assignment how many points are allocated to which task of the assignment. Letters a) – g) apply to the assessment of the written exam.

(15) <sup>1</sup>Provisions governing studies and examinations for individual degree programmes decreed by federal or local legislation shall not be affected. <sup>2</sup>This shall also apply if examinations held according to those provisions are taken by students from other degree programmes.

(16) <sup>1</sup>If the examinee submits a well-founded request, an examination may also be conducted in another language than that set down in the Examination Regulations . <sup>3</sup>The candidate's request shall not constitute any right or entitlement.

## Regulation 16

### Assessment of Examination-related Achievements, Formation of Grades

(1) <sup>1</sup>The grades awarded for individual examination-related achievements shall be determined by the respective examiners. <sup>2</sup>When evaluating examination-related achievements, the following grading scale shall be applied:

- 1 = Excellent [sehr gut] = outstanding performance;
- 2 = Good [gut] = well above average performance;
- 3 = Satisfactory [befriedigend] = average performance in every respect;
- 4 = Sufficient [ausreichend] = manages to fulfil the basic requirements despite deficiencies;
- 5 = Fail [nicht ausreichend] = does not fulfil the basic requirements because of substantial shortcomings;

(2) With a view to evaluating examination-related achievements in a more sophisticated fashion, it is possible to form interim values by decreasing or increasing a grade by 0.3; grades such as 0.7, 4.3, 4.7 and 5.3 shall not be permitted.

(3) <sup>1</sup>If an examination covers the results of performance in several examination components (submodule examinations or module subexaminations), then the grade shall be computed from the arithmetical mean (M) of the grades of the individually graded examination-related achievements. If individual examination-related achievements are allocated credits or weighted, then the grade shall be computed from the correspondingly weighted arithmetical mean of the grades of the individually graded examination-related achievements.

<sup>2</sup>Grades shall be as follows:

for M up to 1.5:	Excellent [sehr gut]
for M above 1.5 up to 2.5:	Good [gut]
for M above 2.5 up to 3.5:	Satisfactory [befriedigend]
for M above 3.5 up to 4.0:	Sufficient [ausreichend]
for M above 4.0:	Failed [nicht ausreichend].

<sup>3</sup>When computing a grade, only the first decimal place shall be taken into account, all other places after the decimal point shall be deleted without rounding up or down.

(4) <sup>1</sup>When determining a grade for an examination-related achievement that has been assessed by several examiners, the grade shall be computed from the arithmetical mean of

the individual examination grades. <sup>2</sup>The Examination Regulations may stipulate rules in derogation from the above. Where a second examiner is appointed pursuant to Regulation 15 paragraph 5 sentence 2, and where the difference is at least 2,0, or where one assessment is „not sufficient“ and the other „sufficient“ or better, a third examiner will be appointed by the examination commission to assess the examination-related achievement; this third assessment is to be considered the only grade for this examination. The third examiner may choose between the two previous assessments, or determine a new grade in between the two previous assessments.

(5) <sup>1</sup>The grade for the final written thesis shall be computed as the arithmetic mean of the grades awarded by the two examiners. <sup>2</sup>If the arithmetic difference between both grades is greater than 2.0 or one grade allocated is “not sufficient”, whereas the other grade is “sufficient” or better, a third examiner shall be appointed by the Examination Board concerned to assess the final written thesis, whose assessment is to be considered the only grade for this examination. <sup>3</sup>The examiner may uphold one of the previous grades or assign a grade in between the two grades originally assigned by the examiners. <sup>4</sup>The Examination Regulations may stipulate rules in derogation from the above.

(6) A grade may be determined for a formal specialisation [Studienschwerpunkt], pursuant to the examination regulations. When determining a grade for a formal specialisation [Studienschwerpunkt], all module examinations ascribed to that formal specialisation [Studienschwerpunkt] passed by the examinee shall be counted as individual examination-related achievements within the meaning of paragraph 3.

(7) <sup>1</sup>Grades for specialised studies, for the area of professionalisation and for further areas of competence, if any, that are listed in the respective profile of the relevant degree programme, shall each be computed as the arithmetic mean weighted on the basis of the credits from all the related modules. <sup>2</sup>Paragraph 3 shall apply accordingly.

(8) <sup>1</sup>The overall grade for a Bachelor's or Master's examination shall be computed as the arithmetic mean weighted on the basis of credits ascribed from the grades awarded for all related modules and from the grade for the final thesis. <sup>2</sup>Paragraph 3 shall apply accordingly. <sup>3</sup>A degree may be awarded "with Honours". All further details are set down in the Examination Regulations.

(9) The Examination Regulations may stipulate that individual successfully passed module examinations will not be taken into account for the computation of grades according to paragraphs 6, 7 and 8 or be converted to ungraded examinations; all further details are set down in the Examination Regulations. The overall number of module examinations not taken into account or ungraded, as well as the number of regularly ungraded module examinations

must not exceed one third of allocated credits in the respective degree programme or partial degree programme [Teilstudiengang].

(10) Derogating from section 1, credit points according to the Verordnung über eine Noten- und Punkteskala für die erste und zweite juristische Prüfung of 03.12.1981 (BGBl. I S. 1243), last amended by the Gesetz of 19.04.2006 (BGBl. S. 866) may be used for the grading of module examinations at the Faculty of Law. Where this is the case, points achieved (P) will be converted to grades according to section 1 and 2. The grade is:

- for P at least 13                      very Good [sehr gut] (1,0)
- for P equals 12                      very good [sehr gut] (1,3)
- for P equals 11                      good [gut] (1,7)
- for P equals 10                      good [gut] (2)
- for P equals 9                      good [gut] (2,3)
- for P equals 8                      satisfactory [befriedigend] (2,7)
- for P equals 7                      satisfactory [befriedigend] (3)
- for P equals 6                      satisfactory [befriedigend] (3,3)
- for P equals 5                      sufficient [ausreichend] (3,7)
- for P equals 4                      sufficient [ausreichend] (4)
- for P equals 3 or less not sufficient [nicht ausreichend] (5).

(11) <sup>1</sup>An examination is deemed to have been passed if it has been graded with a 4.0 or higher or – if the performance is an ungraded examination – it has been graded as "passed".

<sup>2</sup>A module examination is deemed to have been passed if all of its submodule examinations have been passed. <sup>3</sup>The regulations adopted by the Senate may require that all module subexaminations must be passed for a module examination to be passed.

### **Regulation 16 a Repeatability of Examinations**

(1) Failed examinations or examinations that qualify as failed may be repeated twice in accordance with the following provisions.

(2) Module examinations that belong to compulsory modules or elective-compulsory modules, and qualify as prerequisites for participation in other modules, must be offered each semester.

(3) <sup>1</sup>Should module examinations be composed of several submodule examinations, only those submodule examinations may be repeated that have been graded "not sufficient" or "failed". <sup>2</sup>Should module examinations be composed of several module-part examinations, module-part examinations, that have been graded "not sufficient" or "failed", may be repeated once in order to improve the grade; the provision of paragraph 1 applies accordingly, insofar



as the module-part examination has been graded “not sufficient” or “failed” in a further examination.

(4) A Master's thesis that was graded or qualifies as “not sufficient” may only be repeated once.

(5) <sup>1</sup>The Examination Regulations may stipulate a free trial time period in which module examinations that are taken during this period and graded as “not sufficient” or “failed” are not recorded (free trial [Freiversuch]). <sup>2</sup>In the event that the module examination was graded as passed or better, the Examination Regulations may stipulate whether the examination may be repeated within this free trial time period[Freiversuch] in order to improve the grade.

(6) The Examination Regulations may stipulate rules in derogation from paragraphs 1 - 3.

### **Regulation 16 b Pass and Failure**

(1) <sup>1</sup>The Bachelor's and Master's examinations have been successfully completed if all credits required for the degree programme have been earned and all required module examinations have been passed in accordance with the Examination Regulations . <sup>2</sup>The course of studies is complete at the end of the semester in which the last required examination was passed.

(2) <sup>1</sup>The right to undergo examinations expires if,

a) within the respective degree programme or partial degree programme [Teilstudiengang] or another degree programme in a closely related discipline at the University of Göttingen or another university in Germany or abroad,

aa) a compulsory module has been failed or qualifies as failed,

bb) a Master's thesis was twice failed or qualifies as failed, or

cc) compulsory-elective modules or elective modules may no longer be successfully completed as required; or if

b) the right to be examined has expired within a degree programme in a closely related discipline at the University of Göttingen or another university in Germany or abroad.

<sup>2</sup>Under these circumstances, the Bachelor's and Master's examination qualifies as failed. The Examination Regulations may provide for other circumstances under which the right to examination has expired, particularly if required examination-related achievements have not been fulfilled within a fixed time period for which the student may be held accountable.

(3) Notification concerning the failure of the Bachelor's and Master's examination shall be submitted to the candidate in writing and include instructions on the right of appeal.

## **Regulation 17 Final Transcripts, Degree Certificates and Other Certificates**

(1) <sup>1</sup>The examinee shall receive immediately, if possible within four weeks, a final transcript of the Bachelor's or Master's examination that was successfully completed. <sup>2</sup>Depending on the completed study profile, the said transcript shall include:

- The grades for the selected partial degree programmes [Teilstudiengänge] (Fächer)
- The topic of and grade for the final thesis.
- The overall grade
- Voluntary supplemental examinations required under Regulation 6 paragraph 5
- All successfully completed modules including the credits awarded for them and the module grades.

<sup>3</sup>The final transcript shall bear the date of the day on which the last examination result was achieved. In addition it may bear the date of issue <sup>4</sup>Said final transcript shall be signed by the chairperson of the Examination Committee concerned. <sup>5</sup>Further details may be set down in the Examination Regulations.

(2) Upon issuance of the final transcript, the examinee shall receive the Bachelor's or Master's degree certificate (cf. Appendix 3) bearing the date of the final transcript. <sup>2</sup>Said degree certificate shall certify the degree awarded. <sup>3</sup>Said degree certificate shall be signed by the dean of the faculty responsible for the discipline in which the Bachelor's or Master's thesis has been delivered and by the chairperson of the competent Examination Committee and shall bear the seal of Göttingen University.

(3) <sup>1</sup> Upon issuance of the final transcript, the examinee shall receive a final transcript supplement "Transcript of Records" in English.

(4) Upon issuance of the final transcript, the examinee shall receive a transcript supplement "Diploma Supplement" in English in accordance with the "Diploma Supplement" as published by the German Rector's Conference (HRK). The "Diploma Supplement" will also entail a ECTS grading table which provides a tabulation of the percentage distribution of overall grades achieved by graduates in the specified period; this period must be determined at not less than two and not more than five years; the group of comparison are the graduates of the degree programme completed; both the group of comparison and the period of reference must be indicated.

(5) The final transcript supplements issued as defined in paragraphs 3 and 4 shall be signed by the chairperson of the Examination Committee.

(6) Prior to issuance of the final transcript, other certificates proving passed examinations shall be delivered to the examinee, if he or she so requests.

(7) Students who have completed their studies shall receive the final transcript supplements as set down in paragraphs 3 and 4 upon presentation of corresponding proof (as a rule, the certificate of unenrolment).

### **Regulation 18 Withdrawal, Default, Cheating, Violation of Rules**

(1) The examination candidate may withdraw from a module examination within a fixed period (de-registration).

(2) <sup>1</sup>If admission to an examination that has to be taken within a period set down in the Examination Regulations is refused on grounds for which the candidate is responsible (e.g. lacking proof of university enrolment) or should the examination candidate miss the examination date, the examination shall be graded as "not sufficient" (5.0) or "failed", unless the Examination Committee accepts the good cause put forward. <sup>2</sup>The same applies if performance in a written examination is not achieved within the prescribed processing period. <sup>3</sup>The Examination Committee must immediately be advised in writing of good cause which has to be presented in a substantial and convincing manner. <sup>4</sup>If the examination candidate withdraws or defaults due to illness, the examination candidate must furnish a medical certificate stating the probable duration of the illness which prevented them from taking the examination unless the illness is obviously manifest. <sup>5</sup>If good cause is given, a new examination date shall be scheduled. <sup>6</sup>If the provisions of the respective Examination Regulations place limits on the extension of the processing period for a term paper or a final thesis, a new topic shall be issued insofar as the extended processing period has been exceeded for good cause; in this case, the examination shall be deemed as not having been attempted. <sup>7</sup>Any previously obtained examination-related achievements shall be taken into account. <sup>8</sup>The examinee must be informed if the facts are not deemed to be good cause and this non-acceptance must be substantiated.

(3) The provisions set down in paragraph 2 shall apply accordingly, if the examinee chooses to withdraw after starting or in case of medical incapability unrecognised by the candidate himself or herself also after ending their performance in the examination.

(4) In the event of a long-lasting or recurrent illness, the Examination Committee has the right to request a medical certificate from a medical practitioner employed by the university or a medical certificate issued by a public health officer [amtsärztliches Attest]. Sentence 1 applies accordingly where the examination is the last possible attempt of a module examination.

(5) <sup>1</sup>If an examination candidate should attempt to influence the awarding of course-related achievements or examination-related achievements by cheating or using unauthorised resources or by subsequently influencing an examiner to their advantage or the advantage of

a third party, the corresponding course-related achievements or examination-related achievements shall be deemed as receiving the grade "not sufficient" (5.0) or "failed". <sup>2</sup>The consequences set down in sentence 1 may also be applicable if an examination candidate is carrying unauthorised resources on their person after the assignment has been handed out. <sup>3</sup>The respective examiner or supervising personnel can exclude an examination candidate who has infringed upon the Examination Regulations or grossly violated such regulations in any other way from continuing to obtain the course-related achievements or examination-related achievements. In such a case, the corresponding course-related achievements or examination-related achievements shall be deemed to have been graded "not sufficient" (5.0) or "failed". <sup>4</sup>In the event of a serious violation, the Examination Committee may exclude the examinee from earning any further course-related achievements or examination-related achievements. In particular, a repeat infringement shall be considered a serious violation as defined in sentence 1. <sup>5</sup>In less serious cases, imposition of sanctions may be refrained from. <sup>6</sup>Should a suspicion be entertained that unauthorised resources have been sneaked into the room, the examination candidate is obligated to cooperate in elucidating the facts and to surrender said resources. Should the examination candidate refuse to do this, the corresponding course-related achievements or examination-related achievements shall be deemed to be graded as "not sufficient" (5.0) or "failed". <sup>7</sup>Before a decision is taken thereon, the person concerned shall be heard.

(6) <sup>1</sup>Pursuant to paragraph 4, the Examination Committee is obligated to review decisions pursuant to section 2 and 5 at the request of the examinee within a period of one month. <sup>2</sup>Incriminating decisions must be communicated immediately to the examinee, substantiated and include information on legal remedies.

### **Regulation 19 Invalidity of Examinations**

(1) If an examinee has cheated during an examination and if this does not become known until after the final transcript has been issued, the Examination Committee has the right to correspondingly correct the grades in question obtained by the examined party and declare the final examination or any portion thereof as "failed".

(2) <sup>1</sup>If the prerequisites for admission to an examination were not fulfilled, without the examined party having the intention to conceal this and if this fact does not become known until after the final transcript has been handed over, said deficiency shall be remedied by the student successfully passing the examination. <sup>2</sup>Should such an admission have been obtained illegitimately with intent, the Examination Committee may decide to rescind administrative acts made in contravention to the law, giving due consideration to the legal regulations.

(3) Prior to the decision, the examined party shall be given the opportunity to explain the matter to the Examination Committee.

(4) <sup>1</sup>The incorrectly issued examination transcript and the supplement certificate shall be revoked and, reissued in revised form as appropriate. <sup>2</sup>Together with said documents, the Bachelor's or Master's degree certificate shall also be revoked whenever the examination has been declared "failed" on account of cheating. <sup>3</sup>Paragraph 1 and paragraph 2 sentence 2 cannot be applied to decisions taken five years after the date of the final transcript.

### **Regulation 20 Appeals Procedure**

(1) <sup>1</sup>Decisions of rejection and other incriminatory administrative decisions made under the various Examination Regulations must be substantiated, include information concerning legal remedies and be notified to the student. <sup>2</sup>An appeal can be lodged against the decision one month after notification of an examination-related decision concerning the evaluation of an examination result (submodule examination, module examination, or Bachelor's or Master's thesis) obtained within the scope of these Regulations.

(2) <sup>1</sup>Examination results are posted via the electronic examination administration system, unless otherwise stipulated in related legal provisions, in these General Examination Regulations or the Examination Regulations of the respective degree programme. <sup>2</sup>Notification regarding examination results has occurred on the third day following activation through the electronic examination administration system, unless the candidate has had prior access to the results. As such, students are required to use the electronic examination administration system.

(3) Unless such appeal is remedied, the Examination Committee shall pass a ruling thereon, giving due consideration to the procedure set down in paragraph 3.

(4) <sup>1</sup>If the appeal is directed against the evaluation made by an examiner, the Examination Committee shall present this appeal to that examiner for review. <sup>2</sup>If said examiner alters their evaluation as requested, the Examination Committee shall then grant the appeal. <sup>3</sup>Otherwise, the Examination Committee shall review the decision based on the statement of the examiner, paying close attention to whether

- a) The examination procedure was followed
- b) Generally valid evaluation principles were applied
- c) Exclusively pertinent facts were used during the evaluation process
- d) All defensible solutions supported by weighty arguments in a logical fashion were graded as correct.
- e) The examiner was misled by extraneous considerations.

<sup>4</sup>The same shall apply whenever an appeal is directed against the evaluation by more than one examiner. <sup>5</sup>Should concrete and substantiated objections be made to examination-related evaluations and expert assessments, the examination-related achievements shall be evaluated by other examiners not hitherto involved with the examination in question or the examination shall be repeated by said examiners, inasmuch as there appear to be indications that the first examiner's impartiality was in doubt. <sup>6</sup>A re-evaluation may not result in a grade lower than the initial grade.

<sup>7</sup>The Examination Committee shall quickly reach a decision with regard to the appeal.

### **Regulation 21 Safeguarding Provisions**

(1) <sup>1</sup>If the examination candidate credibly demonstrates that they are not in a position (e.g. on account of a long-lasting illness or a permanent physical handicap) to deliver examination-related achievements or any portion thereof in the prescribed way, then said examination candidate shall be given the opportunity to deliver the examination-related achievements after a extended processing period or equivalent examination-related achievements in another form. <sup>2</sup>This requires that an original certificate issued by a medical specialist be submitted. <sup>3</sup>It is not sufficient to produce a mere copy. <sup>4</sup>The decision shall be taken by the Examination Committee.

(2) <sup>1</sup>With respect to the observance of deadlines for first-time examination registration, repeat examinations, the grounds for missing examinations or a free-trial examination and failure to observe processing period deadlines set for examination papers, it shall be deemed that a illness of a close relative and the provision of necessary exclusive care are equivalent to the illness of the examination candidate. <sup>2</sup>Children, parents, grand-parents, spouses and cohabitating partners shall be considered close relatives.

(3) <sup>1</sup>Pregnant students shall not be permitted to take examinations or courses when a doctor's certificate states would endanger the health or life of the pregnant student. <sup>2</sup>Furthermore, the safeguarding provisions set down in Sections 3, 4, 6 and 8 of the German Maternity Protection Act<sup>5</sup>, the time limits and provisions stipulated in Section 1 paragraph 1 or paragraph 3 subparagraph 3 or paragraph 5 in cases of particular hardship as well as Sections 15 and 16 of the Federal Education Allowance Act on Parental Leave<sup>6</sup> in their currently amended forms shall apply.

(4) <sup>1</sup>No disadvantages for the student may arise from his observance of the provisions set down in paragraph 3. <sup>2</sup>The fulfilment of prerequisites set down in paragraphs 1 to 3 must be

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<sup>5</sup>Mutterschutzgesetz

<sup>6</sup>Bundeserziehungsgeldgesetzes

demonstrated by adequate documents, such as medical certificates, birth certificates, certificates issued by the residents' registration office etc.

### **Regulation 22 Inspection of Examination Records**

(1) Within a period of up to one year after conclusion of the examination procedure, the examined party may submit a request to inspect their written examination papers, all related opinions issued by examiners and the examination records kept; the time limit for filing an objection pursuant to Regulation 20 paragraph 1 remains unaffected.

(2) <sup>1</sup>The Examination Office shall set general dates for such inspections which must fall within the appeal period set down in Regulation 20 paragraph 1. <sup>2</sup>Any date derogating from that set down in sentence 1 may be granted by request. <sup>4</sup>Such a request must be addressed to the chairperson of the competent Examination Committee. <sup>4</sup>In consultation with the examinee, the chairperson shall fix the place and time of inspection

## **Part IV: Final Provisions**

### **Regulation 23 Amendments**

<sup>1</sup>Amendments to these Regulations shall be passed by resolution of the Senate at the proposal of the Central Commission for Teaching and Studies<sup>7</sup>. <sup>2</sup>Prior to passing the corresponding resolution, the faculty councils shall be granted the opportunity to present their views.

#### **Regulation 23 a Opening Clause for Double and Joint Degrees**

<sup>1</sup>Other Examination Regulations may provide for regulations in derogation hereto, inasmuch as the aim is to award a double or joint degree together with a domestic or foreign university. <sup>2</sup>Any divergent regulations under sentence 1 have to be made identifiable, unless they merely concern the structure of the study, examination organisation, or regulations governing final transcripts, degree certificates and other certificates.

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<sup>7</sup>Zentrale Senatskommission für Lehre und Studium

## **APPENDIX 1**

### **NOTES EXPLAINING THE ALLOCATION OF CREDITS AND ASSESSMENT OF STUDENTS' WORKLOAD**

#### **General specifications for the allocation of ECTS credits**

The ECTS workload of an entire academic year shall be allocated 60 credits: 30 credits per semester.

The students' workload of one academic year shall amount to 1,800 working hours.

Thus, one credit requires a student's workload of 30 clock hours.

Credits may only be awarded, if the student has demonstrated successful participation in the respective course and has achieved the targeted learning outcome. Therefore, an evaluation and a grade of at least "passed" shall be a prerequisite for issuing credits.

#### **Definition of students' workload (ECTS workload)**

Students' workload encompasses the entire amount of study time expended by the average student to achieve the respective targeted learning outcome (of a module, an academic year).

These include:

- Time of attendance / weekly lecture hours (in lectures, seminars, practical courses etc.);
- Time invested in preparation for and follow-up to such contact hours
- Time needed to write term papers, do project work etc.
- Time needed to prepare for examinations;
- Time needed to take the examinations themselves

#### **Evaluation of students' workload**

The correct allocation of credits to learning units of the degree programme shall be evaluated regularly and adapted appropriately as the case may warrant.



## **APPENDIX 2**

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*RESCINDED.*