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Pursuant to a resolution taken by the Senate on December 15, 2021 the Presidential Board adopted on December 17, 2021 the eighth amendment to the General Examination Regulations for Bachelor's and Master's Degree Programmes as well as other courses and degrees offered at the Georg-August-Universität Göttingen (APO) as promulgated in the Official Bulletin dated March 24, 2015 (Official Bulletin I no. 19/2015 p. 307), last amended by decision of the Presidential Board on December 21, 2020 (Official Bulletin I no. 07/2021 p. 106), (Regulation 41 paragraph 1 sentence 2 NHG, Regulation 23 APO; Regulation 37 paragraph 1 sentence 3 sub 5 b) NHG).

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

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## **Part I: Scope**

### **Regulation 1 Scope**

<sup>1</sup>This regulatory document contains the cross-curricular regulations for degree programmes, in particular for all Bachelor's and Master's degree programmes at Göttingen University. <sup>2</sup>It applies to all cross-faculty Bachelor's and Master's degree programmes in conjunction with the supplementary Examination and Study Regulations, otherwise to degree programmes or other study programmes only if the Examination and Study Regulations declare these regulations as an integral part in a corresponding paragraph. <sup>3</sup>The Examination and Study Regulations furthermore contain supplementary regulations, and specifically those pertaining to a specific discipline or degree programme or course of study.

## **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
  - ab) "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
  - ba) "Master of Arts/Magistra Artium" or "Master of Arts/Magister Artium" (abbreviated "M.A."),
  - bb) "Master of Science/Magistra Scientiarum" or "Master of Science/Magister Scientiarum" (abbreviated "M.Sc."),
  - bc) "Master of Education" (abbreviated: "M.Ed.") or
  - bd) "Master of Laws" (abbreviated: LL.M.).
- c) In any Master's degree programme derogating from b), a Master's degree as is more narrowly defined in the Examination and Study 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) <sup>1</sup>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.

<sup>2</sup>The final thesis can be structured as part of a module.

(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) as specified in greater detail in the terms of the Examination and Study Regulations.

<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 and examination 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 and Study Regulations.

(5) <sup>1</sup>Unless prohibited by overriding regulations to the contrary, a student may request to complete their studies in suitable degree courses, degree course sections or study offers 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 and Study Regulations on the basis of the framework as defined in the respectively valid version of the regulations concerning part-time studies.

(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 Examination and Study Regulations; Module Catalogue**

(1) <sup>1</sup>The Examination and Study Regulations name the number, type and scope of modules that can be taken in a module overview. <sup>2</sup>Imported courses require the approval of the Faculty Council in the exporting institute; this does not require specification in Examination and Study Regulations in the exporting teaching unit.

(2) <sup>1</sup>The Examination and Study Regulations regulate the course, content and structure of the degree programme, taking into consideration the development in university teaching and the requirements of professional practice. <sup>2</sup>It names the qualification objectives and describes the degree course structure by providing an exemplary curriculum and offers students additional useful information for their degree course.

(3) <sup>1</sup>A module catalogue contains a comprehensive module description of all modules in the degree programme, partial degree programme [Teilstudiengang] or other course of studies. <sup>2</sup>In particular, a module description shall contain:

- a) the competences that shall be acquired and the qualification goals of the module;
- b) required or recommended prior knowledge, as required;
- c) the form and scope, also examination requirements, the module examination that will be taken;
- d) details concerning the ability to repeat the module examination;
- e) form and scope of the obligatory examination components that must be completed beforehand, as required;
- f) the average time required for each student, differentiated according to time of attendance/self-study,
- g) the courses assigned to the module and the frequency of courses,
- h) details concerning the teaching and examination language,
- i) the maximum number of students that can be supported in each examination period,
- j) the appointment of a person responsible for the module, who shall be responsible for the content and organisation of the module within the degree programme on the basis of the Examination and Study Regulations and with consideration of other existing responsibilities.

<sup>3</sup>A module catalogue is an integral element of the Examination and Study Regulations, insofar as the corresponding modules are listed in the module overview of the Examination and Study Regulations; in each case the number and amendments of initial and new versions will be stated separately for the module catalogue and the other Examination and Study Regulations.

(4) <sup>1</sup>A module overview in the meaning of section 1 sentence 1 can also be regulated as an integral element of the module catalogue, although this requires the approval of the Presidential Board; section 6 shall not be applicable in this case. <sup>2</sup>Sentence 1 does not apply to degree programmes with multiple subjects.

(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 and Study Regulations of the exporting institution or based on the Examination and Study Regulations issued by the exporting institution:

- a) Official announcements
- b) Registration and de-registration for any module or module examination
- c) Types and scopes of examinations, also examination requirements
- d) Provisions specified in the module descriptions.

(6) <sup>1</sup>Where a teaching unit, a faculty or a central institution is offering several degree programmes, partial degree programmes [Teilstudiengänge] or other courses, one module catalogue can be prepared for the entire course offer or a group of degree programmes, partial degree programmes or other courses provided by the teaching unit, faculty or central institution <sup>2</sup>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, which is entitled to transfer the competency to pass resolutions to the Central Senate Commission for Teaching and Academic Programmes [Zentrale Senatskommission für Lehre und Studium].

(7) <sup>1</sup>The module catalogue will be published exclusively in an electronic form in the "Official Bulletin II". <sup>2</sup>A module catalogue can be published partially or wholly in the English language.

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

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

(2) Credits ("Leistungspunkte" in the meaning of NHG; 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 average 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 and Study Regulations divide the total amount of credits into 3 areas of study which include at least:

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

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

Area c) The final thesis or a final module.

<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 degree programme, by all students of a partial degree programme [Teilstudiengang] 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 module overview.

(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 and achieved the qualification goals 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; the Examination and Study Regulations may limit the scope of supplemental

examinations permissible for listing in the certificate, but not to less than 10 per cent of the credits that must be successfully completed in the respective degree programme or course offered. <sup>3</sup>Unless otherwise stipulated in the Examination and Study 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 considered; also, the student may request that a completed module be converted into a voluntary supplemental examination. <sup>5</sup>Unlike in sentence 2, the results of a successful additional examination shall not be included in the transcript of an undergraduate degree programme insofar as it refers to modules from a consecutive degree programme that enlarges on the undergraduate degree programme.

(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 core subject studies [Fachstudium]. <sup>2</sup>If a module can be applied to different study areas of the degree programme, the module overview should define to which study areas the module is applicable.

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

(1) The Examination and Study Regulations of a Bachelor's degree programme separately list compulsory or elective 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) *rescinded*

(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 and Study Regulations must be fulfilled in terms of modules and credits.

(2) The Examination and Study 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) *rescinded*



(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 and Study 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 Institution 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 professionalisation by the Examination and Study 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>Modules as defined in the sentence 1 letter c) shall also mean such modules from other courses offered to all students at the university to enlarge on courses offered in the area of professionalisation. <sup>3</sup>The Examination and Study Regulations may stipulate other rules.

### **Regulation 8 b Study Abroad**

(1) <sup>1</sup>The university promotes the international mobility of students. <sup>2</sup>For this reason, it maintains a worldwide network of partner universities, which provides students with numerous possibilities to complete a part of their studies or study-related activities abroad.

(2) Prior to starting a study period abroad, a "Learning Agreement" should be concluded as per section 13 paragraph 3.

(3) <sup>1</sup> Students who have accepted an exchange place at another university as part of a scholarship support programme and withdraw without providing any material reason, will be given secondary consideration in the allocation of appropriate university places in the same study programme, part of such programme, or other courses and degrees offered. <sup>2</sup> The material reason must be submitted to the examination board immediately in text form at least, and substantiated with evidence.

(4) Students who plan a stay abroad or a study programme abroad should avail of the offers provided by the student advisory service in good time.

### **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 and Study Regulations, the faculty or central institution responsible for the degree programme or other courses and degrees offered 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 and/or a committee responsible as per a regulation as set down in the Examination and Study 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>A 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 and the dean of studies. <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 and Study 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 and Study Regulations.

(1a) <sup>1</sup>A faculty is entitled to appoint one Examination Committee for several degree programmes or courses offered for which it bears responsibility and that are related in their subject matter. <sup>2</sup>Any resolution in accordance with sentence 1 must clearly designate the degree programmes and the courses offered for which a joint Examination Committee is responsible. <sup>3</sup>Section 1 shall otherwise apply accordingly.

(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 inside the deadlines stipulated in these regulations. <sup>2</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 and Study Regulations. <sup>3</sup>Furthermore, the Examination Committee shall make all decisions assigned to it under these and the Examination and Study Regulations. <sup>4</sup>It may propose general regulations to govern the examination procedure. <sup>5</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 application shall be deemed rejected, that is a resolution shall not be passed. <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 text form to the student concerned. <sup>2</sup>Incriminating decisions must be substantiated and include information on legal remedies. <sup>3</sup>Rulings by the Examination Committee must be announced in a suitable manner insofar as they contain a generally applicable interpretation of the Examination and Study Regulations and may thereafter be applicable on application to other students in similar factual circumstances without a new resolution being necessary.

(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) Examination periods, place and time of module examinations and of the final thesis shall be announced in a manner determined by the Examination Committee.

(3) <sup>1</sup>Form and scope of the module examination are determined in the module catalogue. <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 and Study 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 module catalogue are offered in each semester in which the module is made available. <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 and Study 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.

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

(1) <sup>1</sup>Students are responsible for managing their examination data using the online examination administration system, which enables them to register and de-register for module examinations and to preview examination results in a text form. <sup>2</sup>The Examination Committee concerned is entitled to enact more detailed rules governing the implementation of the procedure. <sup>3</sup>The examination management system may also be used to implement the procedure with respect to the final theses, based on more detailed provisions defined in the Examination and Study Regulations.

(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.

### **Regulation 10 b Module Examinations: Registration and Deregistration**

(1) Registrations for written examinations are possible up to seven days before the date of the examination. Withdrawal without specification of reasons (deregistration) is possible up to 24 hours before the date of the examination.

(2) Registrations for oral examinations are possible up to seven days before the date of the first examination in the examination period. Withdrawal is only possible during the examination period.

(3) Registration of examination components that must be completed without supervision (e.g. coursework and coursework similar to written examinations) takes place up to the last day of the defined completion schedule. Deregistration is only possible within the registration period. Contrary to sentence 2, withdrawal is not possible once the examination component has been submitted.

(4) Registration for examinations as part of courses takes place within the period defined by the Examination Committee in accordance with § 15 section 3 sentence 2. Deregistration is possible within the registration period and up to two weeks before the examination date or the first examination date within the examination period, respectively, provided that the time between the end of the period for registration and the examination date or the start of the examination period shall not exceed two weeks.

(5) Registration for examination forms specific to certain subjects shall be defined in more detail by the Examination Committee, most commonly up to seven days before the date of the examination or the first examination date of the examination period, respectively. Withdrawal is only possible during the registration period.

(6) It is permitted that Examination and Study Regulations may make provisions that differ from sections 1 to 5.

(7) Registration and deregistration shall take place exclusively in text form using the online examination management system, provided a degree course or a course offered is not administrated outside of the examination management system.

(8) <sup>1</sup>Announcement of the examination candidates shall take place by no later than the start of the examination period. <sup>2</sup>Announcement by posting or publication on the Internet shall be sufficient.

### **Regulation 10 c Form of applications**

<sup>1</sup>Applications as per this regulation or per the Examination and Study Regulations have to be made in text form, unless a written form is specified in this regulation or in the respective Examination and Study Regulations. <sup>2</sup>If the university provides forms in written format and/or text format (e.g. digital version or online portal) then these have to be used. <sup>3</sup>Students who can substantiate that the submission of an application in text form is not appropriate for them will be allowed to submit the application in writing. <sup>4</sup>Applications to the Examination Office for which the written form is not prescribed can also be made orally during consultation hours or transcribed. <sup>5</sup>If an application is not submitted in the proper form, it will be rejected.

### **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] or individual modules. <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. <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>Other persons as members or associates [Angehörige] of Göttingen University may be appointed as authorised examiners, also.

(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) *rescinded*

(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) <sup>1</sup>The Examination Committee shall be responsible for the recognition of study periods, course- and examination-related achievements. <sup>2</sup>In preparation for its decisions, it may request a statement from a suitable representative of a subject. <sup>3</sup>A statement based on sentence 2 must be obtained in questions relating to the assessment of language skills.

(1a) <sup>1</sup>Examination prerequisites and examinations earned within the framework of a different degree programme, partial degree programme [Teilstudiengang] or other courses (including as guest student) at the University of Göttingen will be credited officially, provided they must also be completed in accordance with the module overview of a new degree programme, partial degree programme or other courses; section 8 remains unaffected. <sup>2</sup>Sentence 1 shall also apply insofar as a module that has already been completed can also be taken within a different degree programme, partial degree programme or other course following amendment of the module overview has to be taken or a module to be completed within a completed degree programme, partial degree programme or other courses after taking up this degree programme, partial degree programme or other courses is completed successfully outside these courses and degrees offered (e.g. within the framework of a second course of study). <sup>3</sup>Moreover, successfully completed courses in the sense of sentence 1 are credited on application, provided they can be taken within another degree programme which has been completed or newly taken up, as well as within a partial degree programme or other courses. <sup>4</sup>In deviation from sentence 1, modules completed successfully within the framework of early studies [Frühstudium] will be credited only on application. <sup>5</sup>Regulation 16 a paragraph 1a shall apply to examination attempts relating to study and examination achievements within the sense of sentence 1.

(2) <sup>1</sup>Study periods, examination prerequisites and examinations earned in the same degree programme or partial degree programme [Teilstudiengang] at another university or equivalent college of higher education within the area of application of the Basic Law shall be accepted officially without examination of substantial differences. <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) <sup>1</sup>Study periods, course- and examination-related achievements must be recognised on application if they have been earned by a student within academic exchange or mobility programmes which are based on learning agreements [Lernverträge] concluded between Göttingen University, the student and another institution of higher education. <sup>2</sup>A 'Learning Agreement' may only include such courses and examinations offered that:

- a) essentially comply with the requirements levels of the educative cycle (Bachelor or Master),
- b) comply with the educative goals of the degree programme, partial degree programme [Teilstudiengang] or course offered and
- c) were not already the subject of a completed module examination or a module examination that must still be completed within the framework of the degree programme, partial degree programme [Teilstudiengang] or course offered before the period of studies at the other university.



<sup>3</sup>The Chairperson of the Examination Committee is responsible for signing a 'Learning Agreement'; alternatively, the Examination Committee is entitled to authorise a different person to conclude 'Learning Agreements' on behalf of the University of Göttingen as defined by the rules laid down by the Examination Committee.

(4) <sup>1</sup>Study periods, course- and examination-related achievements or competencies earned within other degree programmes or outside of a university or college of higher education shall be recognised on application if no substantial differences compared with skills that would have been acquired in a degree course at the University of Göttingen can be established; achievements earned in secondary education prior to the general qualification for university entrance are exempted from this rule. <sup>2</sup>No substantial difference shall exist, if the competences taught, i.e. the learning results, quality and standards, the education and the credits awarded set down within a module are essentially equivalent to modules of the Göttingen University degree programmes. <sup>3</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. <sup>4</sup>Sentences 1 to 3 notwithstanding, the transfer of achievements earned outside of a university or college of higher education shall be limited to no more than 50 per cent of the credits overall required in the respective degree programme or partial degree programme [Teilstudiengang] or course offered. <sup>5</sup>The refusal to transfer credits must be reasoned with statement of the substantial differences identified.

(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 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 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 postgraduate degree programmes, insofar as they were earned through undergraduate study programmes whose completion is an entry requirement for the postgraduate 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. <sup>3</sup>The examination board may allow exceptions to sentences 1 and 2, in particular insofar as they concern achievements from the core subject studies [Fachstudium] or the subject-specific qualification objectives and, if, in the case of a Master's degree programme, the standard case of achieving a total of 300 C is guaranteed; crediting is excluded in cases where it would entail that the academic/scientific breadth or depth of education as formulated in the qualification objectives of the postgraduate degree programme can no longer be achieved.

(9) An Application for recognition can always be made if the right to examination within the degree programme, partial degree programme [Teilstudiengang] or other courses has not expired; this is excluded if the examination which is to be replaced by the achievement to be credited has already been successfully completed.

#### **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, partial degree programme [Teilstudiengang] or course offered in question, and have not forfeited their right to examinations in that degree programme or any degree programme, partial degree programme or course offered recognised by the university as equivalent. <sup>2</sup>Sentence 1 applies accordingly for enrolled doctoral candidates, guest students and, where a cooperation agreement to this end exists, students of other universities or colleges of higher education. <sup>3</sup>The module overview must lay down which modules may be taken within a degree programme or partial degree programme [Teilstudiengang]; admission prerequisites set down in the Examination and Study Regulations or module catalogue for module examinations and for the final thesis must be satisfied and the registration for the examination is present, which must happen only once even when studying several degree programmes, partial degree programmes or other courses being part of the same module. <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 that is obligatory according to these regulations or the

Examination and Study 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.

(2a) Furthermore, anyone who has already successfully completed the module examination during the course of another degree programme and/or partial degree programme [Teilstudiengang] or other courses is not allowed to attend a module examination. The regulation 16 a paragraph 5 remains unaffected.

(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 possible date the examination is held for a course and are already enrolled at a different university and also students at other universities that complete the examination component within the framework of a cooperation agreement; 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 and Study 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; the obligation to attend courses with restricted admission, if any, commences only after admission to the courses. <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 determined proportionately by the lecturers or lecturer. <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; periods of absence prior to admission to the course are not counted as absence. <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 a special need or 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 (lehrveranstaltungsbeleitend) (e.g. laboratory course); in this case the course has to be repeated as a whole. <sup>6</sup>The Examination and Study 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. <sup>4</sup>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; a different regulation may be applied in case of intensive academic programmes. <sup>5</sup>It is permitted to exceed the quota defined in sentence 4 based on the transfer of credits.

(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 [lehrveranstaltungsbeleitend]. <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 and Study Regulations, i.e. the module catalogue.

(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 examination, written examination, term paper or written examination like term paper. <sup>4</sup>The examination components as specified under sentences 1 c) and d) and final theses must be submitted at least in a text form in the format of a standard word processing programme or alternatively as a PDF file (unprotected). <sup>5</sup>If, e.g. by definition of the Examination and Study Regulations, examinations or final theses are presented in written form, students are obliged to additionally produce a text form version in the format of a standard word processing programme or alternatively as a PDF file (unprotected); in this case assurances must be provided that the written and additionally provided forms are identical. <sup>6</sup>Suitable plagiarism software can be used in order to review the examination component for any possible text sections adopted or any such passages in which the sources have not been appropriately declared. <sup>7</sup>The Examination and Study Regulations can regulate further details regarding the text form as per sentences 4 and 5.

(4) Following more detailed definition of the module description 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 electronical 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>During computer-based examinations screen contents relating to individual examinees may be saved at regular intervals to verify system security; these will not be used for assessment and will be deleted after completion of the respective examination procedures (including legal recourse). <sup>5</sup>Details for forms of examinations other than written examinations are to be laid down in the Examination and Study Regulations.

(6) <sup>1</sup>Unless otherwise stipulated in these regulations or the Examination and Study 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 "non-sufficient" 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, wherefrom the Senate may pass resolutions on regulations derogating. <sup>7</sup>All further details are set down in the Examination and Study Regulations. <sup>8</sup>Essential topics of the examination and the grading of the examination shall be taken down for the record. <sup>9</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>10</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. <sup>11</sup>An oral examination may also be conducted in particular

a) to ensure inclusion of external examiners and

b) in the event of repeated examinations of students now resident abroad

using a suitable system of image and audio transmission, provided the examination candidate provides consent hereto; the university may appoint a neutral supervisor to take part at the place of examination and to ensure that the examination is conducted appropriately.

(9) <sup>1</sup>The written examination, which has to be done at least in text form, 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 and Study Regulations, the Examination Committee in charge and the examiner can decide further details regarding the achievement, (e.g. permitted aids, working on the answer sheets provided by the university). <sup>4</sup>The duration of the assessment procedure shall not exceed a period of four weeks.

(9a) <sup>1</sup>A written examination shall be conducted at least partially anonymously in accordance with the following provisions, unless the examination board, in individual cases, upon application, allows the written examination to be conducted without anonymisation for an important reason; an important

reason exists in particular if anonymisation cannot effectively take place due to individual assignments or due to compensation of disadvantages in accordance with regulation 21 paragraph 1. <sup>2</sup>Partial anonymisation shall be effected at least in such a way that the persons to be examined do not mark their work with their name but exclusively with their matriculation number or an examination code number individually assigned by the university; paragraph 5 sentence 4 shall remain unaffected. <sup>3</sup>Exam candidates shall, upon request, identify themselves to invigilators by means of their student ID card or an official photo ID; the identification may be noted in the course of their work. <sup>4</sup>If it is not possible to allocate an examination participant to a matriculation number or examination identification number, this shall be noted in the examination record; in this case, a claim to assessment shall only arise if the examination participant's eligibility to participate can be confirmed after the examination has been conducted. <sup>5</sup>The Examination and Study Regulations may regulate further details.

(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 and Study 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 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 and Study Regulations, i.e. the module description. <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, lecture 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. <sup>2</sup>In addition, the examinee may be required to independently prepare an analysis relating to a report, a lecture or presentation that critically examines the subject matter or problem by way of an

elaboration at least in text form and to lead the discussion following the report, lecture or presentation. <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>6</sup>The turn-in date for the elaboration 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 elaboration (e.g. experimental protocol). <sup>2</sup>All further details are set down in the Examination and Study Regulations. <sup>3</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 text form 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, Examination and Study 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

"Very Good" [sehr gut] (1,0),	if at least 85 percent
"Very Good" [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 and Study 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 "non-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) Insofar as only a part of the examination consists of multiple-choice questions, and this does not account for a share exceeding 20 per cent of the final grade or the points achieved, the examiner

must define in terms of the assignment which of the following methods will be used to determine the final result:

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 and Study Regulations. <sup>2</sup>The candidate's request shall not constitute any right or entitlement; this can only be approved if examiners are available who command the language that is the subject to said request to a sufficient extent.

### **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 = Very Good [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 = Non-Sufficient [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, 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:	Very Good [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:	Non-Sufficient [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 and Study Regulations may stipulate rules in derogation from the above. <sup>3</sup>Where a second examiner is appointed pursuant to regulation 15 paragraph 5 sentence 2, or his/her assessment is „satisfactory” or better or “pass”, 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 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 “non-sufficient”, whereas the other grade is “sufficient” or better, a third examiner shall be appointed by the Examination Committee concerned to assess the final 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 and Study Regulations may stipulate rules in derogation from the above.

(6) <sup>1</sup>A grade may be determined for a formal specialisation [Studienschwerpunkt], pursuant to the Examination and Study Regulations. <sup>2</sup>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 core subject studies [Fachstudium], 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 and Study Regulations.

(9) <sup>1</sup>The Examination and Study 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 and Study Regulations. <sup>2</sup>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]; different provisions may apply in case of intensive academic programme.

(10) <sup>1</sup>Derogating from section 1, credit points according to the „Verordnung über eine Noten- und Punkteskala für die erste und zweite juristische Prüfung“ of December 3,1981 (BGBl. I S. 1243), last amended by the act of April 19, 2006 (BGBl. S. 866) may be used for the grading of module examinations at the Faculty of Law. <sup>2</sup>Where this is the case, points achieved (P) will be converted to grades according to section 1 and 2. <sup>3</sup>The grade is:

- for P if at least 12,5            very good [sehr gut] (1,0)
- for P up to 12,49            very good [sehr gut] (1,3)
- for P up to 11,49            good [gut] (1,7)
- for P up to 10,49            good [gut] (2)
- for P up to 9,49            good [gut] (2,3)
- for P up to 8,49            satisfactory [befriedigend] (2,7)
- for P up to 7,49            satisfactory [befriedigend] (3)
- for P up to 6,49            satisfactory [befriedigend] (3,3)
- for P up to 5,49            sufficient [ausreichend] (3,7)
- for P up to 4,49            sufficient [ausreichend] (4)
- for P up to 3,99            non-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.

(1a) <sup>1</sup>The number of repeat attempts available for a module examination must generally be specified in the module description. <sup>2</sup>Insofar as a module can be completed in several degree programmes, partial degree programmes [Teilstudiengänge] or other courses within the scope of this regulation, the specification defined in sentence 1 shall apply to all examination attempts completed in the relevant degree programmes, partial degree programmes or other courses. <sup>3</sup>The following shall apply insofar as there are no provisions made in the module description according to sentence 1:

a) the relevant Examination and Study Regulations of the providing teaching unit insofar as the examination is taken with a teaching unit in a degree programme, partial degree programme [Teilstudiengang] or other course offering the module,

b) the regulations according to section 1 insofar as the examination is completed within the framework of imported teaching.

<sup>4</sup>The decision on definitive failure of a module examination shall remain notwithstanding in the event that a degree programme, partial degree programme [Teilstudiengang] or other course is commenced which allows a greater number of unsuccessful examination attempts than those already completed for the same module.

(1b) Unsuccessful examination attempts made within the framework of enrolment for secondary school students [Frühstudium] do not reduce the number of possible repeat attempts available according to section 1a.

(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 “non-sufficient” or “failed”. <sup>2</sup>Should module examinations be composed of several module-part examinations, module-part examinations, that have been graded “non-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 “non-sufficient” or “failed” in a further examination.

(4) A master thesis that was graded or qualifies as “non-sufficient” may only be repeated once.

(5) <sup>1</sup>The Examination and Study Regulations may stipulate a free trial time period in which module examinations that are taken during this period and graded as “non-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 and Study Regulations may stipulate whether the examination may be repeated within this free trial time period [Freiversuch] in order to improve the grade. <sup>3</sup>A free trial time period, i.e. a repeat attempt, to improve the grade is only allowed on one occasion only in the event that a module can be taken in several degree programmes, partial degree programmes [Teilstudiengänge] or other courses; the free trial time period, i.e. grade improvement regulations, in the degree programme, partial degree programme or other course in which the initial examination attempt was made, shall be applicable. <sup>4</sup>Examinations intended to improve grades must be taken within 15 months following announcement of the examination results.

(6) The Examination and Study Regulations may stipulate rules in derogation from sections 1, 2, 3 and 5 sentence 4.

#### **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 and Study Regulations. <sup>2</sup>The course of studies is complete at the end of the semester in which the examination procedure for 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 Göttingen University or another university in Germany or abroad,

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

ab) a final thesis was twice failed or qualifies as failed, or

ac) 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 Göttingen University or another university in Germany or abroad.

<sup>2</sup>Under these circumstances, the Bachelor's and Master's examination qualifies as failed. <sup>3</sup>The Examination and Study 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 responsible. <sup>4</sup>Insofar as the period as specified under the second half of sentence 3 was exceeded, it shall be assumed that the

student is responsible for this circumstance. <sup>5</sup>The student shall be entitled to refute this assumption by means of submitting suitable documents; the responsible Examination Committee shall rule on this application as defined in the following provisions. <sup>6</sup>Any failure to adhere to the specified period shall at all times be deemed the responsibility of the student insofar as the student has withdrawn from an examination in a required module and no important reason for said withdrawal was recognised or insofar as not all repetition attempts have been completed. <sup>7</sup>The student shall not be responsible for failure to adhere to the specified period if said failure occurs due to an application for admission and enrolment at a higher subject semester in the event of a change in university or degree programme; the responsible Examination Committee shall define the period in which the component in question must be completed following enrolment.

(3) Notification concerning the failure of the Bachelor's and Master's examination shall be submitted to the candidate in writing and include grounds as well as 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 transcript shall bear the date of issue and the date of the last required examination component; in the event that there is also a completion schedule, it shall also bear the date on which the university received said examination component; it shall also contain a password-protected reference for retrieving a scan of the signed original document from the university's server. <sup>4</sup>Said transcript shall be signed by the chairperson of the Examination Committee concerned. <sup>5</sup>Further details may be set down in the Examination and Study Regulations.

(2) <sup>1</sup>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 in the English or German language (if necessary as defined in greater detail by the Examination and Study Regulations) and also an official translation into the other language. <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 or master thesis has been delivered and by the chairperson of the competent Examination Committee and shall bear the seal of Göttingen University.

(2a) Along with the final transcript according to paragraph 1 and the certificate according to paragraph 2 the examinee shall receive digital versions of both documents in text form; these shall each contain a password-protected reference for retrieving a scan of the signed original document from the university's server.

(3) <sup>1</sup>Along with the certificate, the examinee shall receive at the same time a final transcript supplement "Transcript of Records" in English. <sup>2</sup>If in case of credits the authenticated translation of the description of a module or lecture cannot be obtained with reasonable efforts, it is possible to submit the description in German or in the national language.

(4) <sup>1</sup>Upon issuance of the final transcript, the examinee shall receive a transcript supplement "Diploma Supplement" in English in accordance with the "Diploma Supplement Model" by the European Union, European Council and UNESCO; the text agreed with the Standing Conference of Ministers of Cultural Affairs and Education and the German Rector's Conference in its respectively valid version shall be deemed to represent the national education system. <sup>2</sup>The "Diploma Supplement" shall contain in particular information on the university, the form of degree, the degree programme, the entry requirements, the course requirements and the study results; it 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 sections 3 and 4 shall be signed by the chairperson of the Examination Committee.

(6) Prior to issuance of the final transcript, text form certificates concerning examinations passed shall be issued and made available via the student online access in the examination management system.

(7) Students who have completed their studies shall receive the final transcript supplements as set down in sections 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 and Study 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 "non-sufficient" (5.0) or "failed", unless the Examination Committee accepts the good cause put forward. <sup>2</sup>The same applies if performance in an examination is not achieved within the prescribed processing period. <sup>3</sup>The Examination Committee must immediately be advised at least in text form 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 of incapacity stating the probable duration of the illness, unless the illness is obviously manifest, the certificate of incapacity can initially also be provided in text form (e.g. as scan) and need to be submitted to the university in original only upon request. <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 and Study 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, where the examination is the last possible attempt of a module examination, or dissertation, the examination committee in charge can demand a certificate from a doctor named by the university (e.g. a public health officer). The committee has to pass a resolution for this, which has to be announced in a suitable manner.

(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 "non-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 and Study 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 "non-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 "non-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>Section 1 and section 2 sentence 2 cannot be applied to decisions taken three 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 in text form. <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 or master thesis) obtained within the scope of these regulations.

(2) <sup>1</sup>Examination results are posted via the examination administration system, unless otherwise stipulated in related legal provisions, in these General Examination Regulations or the Examination and Study Regulations of the respective degree programme, partial degree programme [Teilstudiengänge] or other courses. <sup>2</sup>Notification regarding examination results has occurred on the third day following activation through the examination administration system, unless the candidate has had prior access to the results; as such, students are required to use the examination administration system. Students are to be informed in text form regarding the time of examination result postings.

(3) Unless such appeal is remedied, the Examination Committee shall pass a written ruling thereon, giving due consideration to the procedure set down in section 4.

(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, but no later than within 12 weeks.

## Regulation 21 Safeguarding Provisions

(1) <sup>1</sup>If the examination candidate credibly demonstrates in good time before registering for an examination component or commencing an examination prerequisite that they are not in a position (e.g. on account of a long-lasting illness or a permanent handicap or mental illness) to deliver these examination components or examination prerequisites or any portion thereof in the prescribed way, then said examination candidate shall be given the opportunity, as compensation of disadvantages, to deliver the component after an extended processing period or equivalent components in another form. <sup>2</sup>This requires that an original or certified copy of a statement by a medical specialist be submitted or, in the event of a mental illness, an original or certified copy of a statement by a licensed psychotherapist. <sup>3</sup>The decision shall be taken by the Examination Committee; it defines in a definitive form the amended terms of the examination component or examination prerequisite, in particular a change in processing time; the examination candidate must receive this information in writing. <sup>4</sup>It is admissible to place a joint application according to sentence 1 for several examination components or examination prerequisites.

(1a) A restriction of the maximum extension of the processing time for examination- and study-related achievements by the Examination and Study Regulations does not apply to measures for compensation of disadvantages as per paragraph 1.

(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 an illness of a close relative and the provision of necessary exclusive care are equivalent to the illness of the examination candidate. <sup>2</sup>Own children, parents, grand-parents as well as spouses and cohabitating partners and their children 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>1</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 Parental Benefit and Parent Leave Act<sup>2</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 demonstrated

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<sup>1</sup>Mutterschutzgesetz

<sup>2</sup>Bundeselterngeld- und Elternzeitgesetz

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 examination papers on the premises of the university, 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>3</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.

### **Regulation 22 a Measures in the Event of Significant Impairment of University Operations**

(1) <sup>1</sup>In the event of a significant impairment of university operations as determined by the Presidential Board, a dean of studies, after receiving the opinion of the examination board, may decide on the following in deviation from the provisions of the Examination and Study Regulations in the area of his or her responsibility in order to ensure the operation of teaching and examinations:

a) for individual or several courses, the implementation in alternative course forms as well as the suspension of compulsory attendance or other course-related achievements or examination prerequisites [Prüfungsvorleistungen] which require attendance in rooms of the university; in this case, the person responsible for the module can determine an appropriate substitute course-related achievement;

b) the possibility of conducting a module examination, in whole or in part, by means of a suitable system by way of image and sound transmission (e.g. video conferencing) in accordance with the principles of regulation 15 paragraph 8 sentence 11 also for examinations in accordance with regulation 15 paragraph 3 sentence 1 letters e), f) and g), insofar as this is feasible within the framework of the technical possibilities with reasonable effort, and the possibility of conducting examinations without presence (e.g. by means of a suitable online system), insofar as this type of processing is suitable for proving the examination requirements;

c) the possibility of conducting an examination as an oral examination or in another form of examination instead of an examination pursuant to regulation 15 paragraph 3 sentence 1 letters b), e), f) and g), insofar as this is possible with reasonable effort due to the expected number of examination registrations within the framework of technical possibilities;

d) in the case of written performances (including final theses), the waiver of the written form in favour of the text form; in this case, the submission of a final thesis shall be made via the examination administration system;

e) the possibility for students on leave of absence to participate in course-related achievements and examinations, insofar as the leave of absence is based on the same reason as the significant impairment of university operations;

f) exceptions from the requirements of regulation 14 paragraph 3 sentence 1 for students who were enrolled in the same degree programme or partial degree programme [Teilstudiengang] at the time of the application for admission to an examination; the time of enrolment may not be more than one year ago;

g) the possibility for former students to participate in course-related achievements and examinations, provided that they were enrolled in the same degree programme or partial degree programme [Teilstudiengang] prior to the determination of the significant impairment of university operations and the entitlement to examinations has not lapsed for other reasons; the time of enrolment may not be more than one year ago;

h) the extension of time limits according to regulations 16 a paragraph 5, 16 b paragraph 2 sentence 3 in conjunction with the Examination and Study Regulations as well as according to further provisions of the Examination and Study Regulations by a reasonable period of time due to the impairment of university operations.

<sup>2</sup>The dean of studies, the examination board and the person responsible for the module shall take into account that the purpose of the course- and examination-related achievements to be replaced can also be achieved to the greatest possible extent by the type of performance determined as a substitute. <sup>3</sup>A decision in accordance with sentence 1 may be taken across the board for the entire degree programme or partial degree programme [Teilstudiengang] or the entire range of degree programmes; the students shall be informed of this in a suitable manner, in the case of the announcement of examination dates at least 14 days in advance. <sup>4</sup>If an examination pursuant to sentence 1 letters b) or c) is conducted in a form other than that provided for in the Examination and

Study Regulations, the student must declare his or her consent in text form or, in the case of an oral performance, upon commencement of the examination, waiving the right of objection; if students do not take part in an examination conducted pursuant to sentence 1 letters b) or c) in a form other than that provided for in the Examination and Study Regulations, a failure to meet the deadline based on this non-participation pursuant to regulations 16 a paragraph 5, 16 b paragraph 2 sentence 3 shall be deemed not to be the responsibility of the student. <sup>5</sup>In the case of an examination performance according to sentence 1 letters b) and c), the student must assure that no other persons are present in the same room during the examination and that only permissible aids are used. <sup>6</sup>Admission to a written examination without presence may be made dependent on the student installing software provided by the university on his or her own (end) devices and running it during the examination, insofar as this is permissible under data protection law; regulation 15 paragraph 5 sentence 4 shall apply accordingly; the university may, insofar as this is possible with reasonable effort, allow participation in a written examination without presence on university premises and with university (end) devices, insofar as the student declares that this is necessary to ensure his or her participation in the examination. <sup>7</sup>In the case of sentence 1 letter c), the dean of studies and the person responsible for the module may, by offering several alternative forms and scopes of examinations within the meaning of regulation 10 paragraph 3 letter a), take into account the fact that students cannot participate in individual or group examinations in presence for the protection of their health or the health of a person living in their household or being cared for by them; participation in individual alternatives may be linked to the fact that students prove this need for protection. <sup>8</sup>If an examination pursuant to sentence 1 letter b) is to be offered, it may also be conducted as an ungraded examination in deviation from the respective applicable module description in individual cases, provided that the responsible dean of studies determines that there are didactic reasons for this; regulation 15 paragraph 1 sentence 4 remains unaffected. <sup>9</sup>Sentence 8 shall not apply to oral examinations pursuant to regulation 15 paragraph 8. <sup>10</sup>Students who have successfully completed an ungraded examination pursuant to sentence 8 shall be granted the opportunity to take part in a one-time examination repeat if the same examination or the examination modified pursuant to sentence 1 letter b) is again conducted as a graded examination; the grade of the repeated examination shall replace the assessment of the examination conducted pursuant to sentence 8 in the event of a pass.

(2) <sup>1</sup>If the significant impairment of university operations means that final transcripts, degree certificates and certificate supplements pursuant to regulation 17 paragraphs 1, 2, 3, 4 and 6 cannot be issued immediately, the examinee shall initially receive only digital versions within the meaning of regulation 17 paragraph 2a. <sup>2</sup>Final transcripts, degree certificates and certificate supplements



shall in this case be made available after the end of the significant impairment of university operations.

(3) <sup>1</sup>If a compulsory study period abroad (including study-related stays) or a compulsory internship provided for in the Examination and Study Regulations cannot be completed or not to the extent actually envisaged for the same reasons on which the significant impairment of university operations is based, the examination board shall determine appropriate substitute performances corresponding to the learning objectives of the degree programme, partial degree programme [Teilstudiengang] or other courses studied, which shall be provided in place of the stay or internship; in the case of an insignificant shortfall in the scope actually envisaged, the stay or internship shall be deemed to have been completed in full. <sup>2</sup>In the case of programmes conducted in cooperation with partner institutions at home or abroad and leading to joint or combined degrees, the institutions involved shall take appropriate measures with the aim of continuing to enable degrees to be awarded within the programme.

(4) May for the same reasons as those on which the significant impairment of university operations is based,

a) proof pursuant to regulation 18 paragraph 2 sentence 4 cannot reasonably be provided, notification of the illness in text form shall be sufficient,

b) a statement in accordance with regulation 21 paragraph 1 sentence 2 is not submitted, it shall be replaced by a certificate in text form of treatment by a medical specialist or a licensed psychological psychotherapist, which must show the study-relevant effects of the impairment.

## **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 Senate Commission for Teaching and Academic Programmes. <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 and Study 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.

#### **Regulation 24 Transitional Regulations**

Examination Regulations, supplementary Study Regulations issued, module catalogues and module manuals introduced based on these regulations in the version in force until 31 March 2015, shall retain their validity until replaced with suitable Examination and Study Regulations and module catalogues. Regulation 4 remains applicable to regulations as defined under sentence 1 in its version in force until 31 March 2015; the regulations applicable to Examination and Study Regulations and module catalogues in force from 1 April 2015 shall otherwise apply.

## **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 prepare 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.

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