

**Framework Examination Regulations
of the University of Wismar
University of Applied Sciences: Technology, Business and Design**

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Chapter 1 General provisions

§ 1 Scope

(1) ¹ These Framework Examination Regulations apply to all the programmes of study at the University of Wismar, University of Applied Sciences: Technology, Business and Design. ² Regulations concerning the Bachelor's and Master's programmes of study are contained in Chapter 2 (§§ 2 to 26) and those concerning Diploma programmes of study are in Chapter 3 (§§ 27 to 41). ³ For postgraduate and further education programmes of study the provisions of these regulations as contained in Chapter 4 apply (§§ 42 and 43).

(2) ¹ The University enacts the examination regulations on the basis of these Framework Examination Regulations. ² The Framework Examination Regulations are directly applicable, if the Examinations Regulations do not contain examination-specific provisions. ³ The Examination Regulations for Bachelor's and Master's programmes of study must be enacted in compliance with the Framework and Structural Guidelines enacted by the Standing Conference of Ministers of Education and Cultural Affairs (Standing Conference). ⁴ In promulgating the Examination Regulations for Diploma programmes of study the University must comply with the Framework Regulations enacted by the Standing Conference.

Chapter 2 Bachelor and Master's Programmes of Study

Section 1 General

§ 2

Standard period of study, structure of study, practical study semester, examinations

(1) ¹ The standard period of study is:

1. for Bachelor's programmes of study in principle seven, in justified cases, six or eight semesters and
2. for Master's programmes of study in principle three, in justified cases, two or four semesters.

² In consecutive programmes of study, which lead to a Bachelor's degree and a Master's degree based on this, the overall rule is that the standard period of study is a maximum of five years. ³ For programmes of study, which are pursued part-time, and for dual programmes of study the standard period of study is governed by the Examination Regulations ⁴The Examination Regulations govern all further details.

⁵ In suitable programmes of study the courses are organised so that part-time study is also possible for persons in work or with family obligations in education, care and supervision. ⁶ In these cases a different standard period of study is determined. ⁷ The Examination Regulations govern all further details.

(2) ¹ Study programmes are divided into modules. ² Modules are self-contained teaching units, in which thematically-related course content is concentrated. ³ In exceptional cases the modules can be offered in blocks. ⁴ Each module basically ends with a course-related module examination.

(3) ¹ Credits are awarded and recorded for each module, if all the requirements in the Examination Regulations have been satisfied. ² The number of credits, which can be gained in the individual taught courses, is governed in the Examination Regulations. ³ Credits are calculated in accordance with the anticipated amount of work required from the students. ⁴ The average workload in full time programmes of study is estimated as 1,800 working hours per study year. ⁵ Each study year a basis of 60 credits must be obtained, that is to say 30 credits per semester. ⁶ The basic amount of work needed to gain one credit is estimated at 25 to 30 hours. ⁷ As a rule, for programmes of part-time study up to 45 credits are anticipated per study year. ⁸ A credit equates to one credit under the European Credit Transfer System (ECTS credits).

(4) The modules, their content and their chronology result from the Study Regulations and the Module Handbook for the respective degree course.

(5) ¹ During the study period study courses and examinations may be completed at foreign universities. ² The Examinations Regulations govern the recognition of such study courses and examinations.

(6) ¹ Subject to the Study Regulations Bachelor's and Master's programmes of study may include a practical study semester. ² A practical study semester is a study semester integrated into the study programme and regulated and supervised by the University, with content specified by the University, which can be prepared and supported by taught courses and which as a rule can be undertaken in a business or in another organisation offering professional internships outside the University and which is engaged in an obviously profession-related activity. ³ Including the supporting taught courses, this comprises a continuous period of a minimum of 12 weeks.

(7) The time devoted to taught courses must not be affected by examinations.

§ 3

Purpose of the examination, study objectives, type and structure of examination, degrees

(1) ¹ The examination for the degree of Bachelor forms a first examination qualifying for a profession in the respective subject of study or (in the case of combinations of subjects of study) in the respective subjects of study. ² The examination establishes whether the students have mastered the scientific principles of the subject area, have acquired the methodological competence and the first qualifications qualifying for a profession and have been prepared for early transition to professional experience.

(2) ¹ The examination for the degree of Master forms an examination qualifying further for a profession and for research in the respective subject of study or in the respective subjects of study in the case of combinations of subjects of study. ² It establishes whether the students have acquired the necessary basic professional knowledge for transition to professional experience, whether they possess an overview of their subject and whether they have the skills to work independently in accordance with scientific or artistic principles.

(3) ¹ The examination for the Bachelor's and Master's degrees comprises module examinations based on the course-related requirements of the respective examination schedule, practical study periods and the Bachelor's dissertation or the Master's thesis including the oral defence (oral examination). ² The Examination Regulations govern all further details.

(4) By virtue of having successfully passed the examination for the degree of Bachelor or Master, the student is awarded an academic degree, which is specified in the Examination Regulations.

§ 4

Entrance requirements for Master's programmes of study

(1) ¹ To be admitted to a programme of study for the Master's degree, the candidate must have passed a first university examination, qualifying for a profession, which was obtained on a programme of study for the Bachelor's degree. During the said course of study the candidate must have in principle obtained sufficient credits, so that the sum of credits, including the credits to be gained on the Master's study programme shall total a minimum of 300 credits. ² Furthermore, admission to a programme of further study for a Master's degree requires as a rule at least one year's practical professional experience. ³ A course of study with at least comparable qualification equates to a Bachelor's degree course within the meaning of Clause 1. ⁴ In accordance with § 38 Paragraph 10 State Higher Education Act the Examination Regulations may provide for certain further requirements for admission to a course of study for the degree of Master. ⁵ The Examinations Committee shall decide on exceptions and cases of doubt.

(2) ² If at the time of enrolling for a course of study for the Master's degree, for which no restrictions on admission exist, all the examinable assignments for the required final examination qualifying for a profession have not yet been taken, or if the relevant certificate has not been submitted, and this is the only barrier to enrolment, in accordance with the Enrolment Regulations, admission and enrolment can be allowed in the first semester, if, in the aforementioned course of study leading to the examination qualifying for a profession, the student has already gained sufficient credits so that he lacks a maximum of only 25 credits to gain the final qualification and he needs to complete study and examination assignments only to such an extent that successful completion of the course of study is not in doubt. ² In particular this is the case if the Bachelor's dissertation is underway and needs only to be completed, or the student has yet to sit the oral examination or one or two module examinations. ³ The Examinations Committee shall

decide on other cases. ⁴ If at the end of the first semester the admission requirements pursuant to Paragraph 1 have still not been satisfied, the enrolment lapses. ⁵ Examination Regulations can in this respect provide for more restrictive regulations.

(3) ¹ The Examinations Committee may grant a candidate a waiver of the admission requirements specified in Paragraph 1 on the request of the candidate for good cause, written evidence of which must be submitted. ² The waiver must not be made dependent on the fulfilment of obligations, in particular that existing subject deficits are remedied by the successful passing of the relevant modules. ³ A waiver of the required credits must be linked to the obligation that the module stipulated by the Examinations Committee must be successfully passed to the extent of obtaining the lacking credits. ⁴ It is not possible to waive the requirement of the successful completion of a university examination qualifying for a profession.

Section 2 Examinations

§ 5 Examination bodies

(1) ¹ The Examination Authorities are the Examinations Committee and the Examiners. ² The Examinations Committee is formed in accordance with the Examination Regulations and comprises one member as Chairperson, who must be one of the Group of Professors and at least two other members. ³ The Examinations Committee consists of Professors, Lecturers and students. ⁴ If there are no Lecturers available, this seat is occupied by a member of the Group of Professors. ⁵ A substitute member must be appointed from the relevant group for each of these members. ⁶ The tenure of office of the student member of the Examinations Committee is one year; the tenure of office of the other members of the Examinations Committee is three years. ⁷ Re-appointment is permitted. ⁸ The members of the Examinations Committee exercise their office on the expiry of a period of tenure until successors have been appointed and have taken up office.

(2) ¹ The Examinations Committee is responsible for all matters concerning examinations, which are not expressly assigned to another Examinations Authority. ² It is responsible for the following tasks in particular:

1. specifying and publishing the dates by which the examinations results must be available,
2. deciding fundamental issues of admission to the examinations, as well as in other examination matters of fundamental importance,
3. ensuring that the examination rules are applied in accordance with the regulations,
4. dealing with objections to examination decisions and deciding on complaints in matters concerning examinations,
5. deciding on compensation,
6. in agreement with the relevant Dean setting and publishing the date for individual examinable assignments,
7. appointing examiners, allocating students to examiners and appointing assessors for oral examinations,
8. deciding on the recognition of study periods, study and examinable assignments, if they have not been assigned to the Examinations Office,
9. deciding on the consequences of breaches of examination regulations,
10. deciding on applications for the grant of extensions for sitting examinable assignments,
11. deciding on the consequences of absence from an examination and
12. assessing the result of examinable assignments.

³ The Examinations Committee is entitled to object to and suspend unlawful Examiners' decisions. ⁴ The Examiners are bound by the decisions of the Examinations Committee. ⁵

The members of the Examinations Committee have the right to be present at examinations; student members, who are bound to sit the same examination in the same examination period, are an exception from this. ⁶ The Examinations Regulations can assign further tasks to the Examinations Committee.

(3) ¹ In matters, which must not be delayed, the Chairperson makes the decision. ² He or she must inform the members of the respective Examinations Committee of this without delay. ³ The respective Examinations Committee may annul decisions made by the Chairperson; the rights of third parties, already granted, shall remain unaffected.

(4) ¹ With the exception of decisions in accordance with Paragraph 2 clause 2 Numbers 2, 4 and 12, the Examinations Committee can assign the authority to make decisions to one or more members. ² The decisions of the Examinations Committees are prepared and implemented by the Examinations Offices.

(5) ¹ The members of the Examinations Committee and the substitute members are subject to the official obligation of secrecy. ² If they do not hold official office, they must be sworn to secrecy by the Chairperson of the Examinations Committee.

(6) Anyone on the Examinations Committee who:

- a) has custody of a candidate affected by advice and decision-making or
- b) stands in a close personal relationship or maintains commercial relationships to him is excluded from giving advice and making decisions on the grounds of personal involvement.

(7) ¹ As well as the persons designated in § 36 Paragraph 4 of the State Higher Education Act, the following persons are also authorised to certify examinations in Higher Education, if they exercise or have exercised an independent teaching activity at a University:

1. retired professors and
2. lecturers in science and the humanities.

² In examination subjects, in which predominantly practical knowledge and skills are taught, persons experienced in professional practice and training are also authorised to certify University examinations. ³ In accordance with the Regulations of the Examinations Committees the Examiners are subject to the Terms of Reference, the examination supervisors and the assessment of the examinable assignments.

(8) Persons, about whom sufficient grounds exist to justify the suspicion that they will not carry out their examining duties impartially, must not be appointed.

(9) ¹ If for a given examination in the opinion of an examination candidate grounds for bias exist with respect to the appointed examiner, the examination candidate must notify the competent Examinations Committee without delay. ² Otherwise the regulations of the State Higher Education Act shall apply.

§ 6

Types of examinable assignments

(1) ¹ Module examinations in the examination subjects are held as a written or oral examination or in accordance with the Examination Regulations as an alternative examinable assignment. ² Written examinations can be conducted in whole or in part in the form of a multiple choice procedure. ³ Oral examinations (supplementary oral examinations) for the purpose of improving the marks in a subject tested exclusively by written examination in accordance with the Examination Regulations are excluded. ⁴ Furthermore the Examination Regulations may provide for special forms of examination

specific to particular courses of study e.g. impromptu presentations and conceptual design presentations.

⁵ If there are a number of possibilities concerning the type of examinable assignment or if alternative examinable assignments are to be undertaken, the Examination Regulations must stipulate the notice period by which the teacher must inform the students and the Examinations Committee concerning the type, scope and number of examinable assignments will be required for a pass in the examination.

(2) ¹ In the courses of study for individual module examinations practical and preparatory exercises may be planned as prerequisites for admission to examination. ² The Examination Regulations govern the type and number of such assignments.

(3) If examinable assignments are conducted in the form of group work, the performance of individual candidates must be clearly definable and assessable.

(4) The Examination Regulations may require a duty of regular attendance by the candidate only in forms of teaching and learning, in which the regular active participation of the candidate is required in order to acquire the learning objective.

(5) ¹ The Examination Regulations may provide that, instead of sitting the examinable assignments provided, particularly gifted students perform other examinable assignments, if it is guaranteed that in this process the candidate will give a performance, which is at least comparable. ² The prerequisites for the selection of particularly gifted students shall be regulated by the current Examination Regulations.

§ 7 **Written examinations**

(1) ¹ Written examination should allow the candidate to prove that in a limited time and with limited aids he can solve tasks using the current methods of his subject and can discuss topics. ² The examination should also establish whether the candidate possesses the necessary knowledge and expertise.

(2) ¹ A transcript of every written examination must be prepared. ² The transcript must record occurrences, which are of moment for the assessment of the examination result, in particular occurrences in accordance with § 15.

(3) ¹ The time allowance for written examinations should not be less than 90 minutes and should not exceed 300 minutes. ² For subjects with requirements of a particularly design or creative nature written examinations may be scheduled to last a maximum of 480 minutes.

(4) First and - if provided in the Examination Regulations - second marking must as a rule be noted on the examination paper.

§ 8 **Oral examinations**

(1) ¹ If there is no provision in the Examination Regulations, the Examinations Committee shall decide whether oral examinations shall be conducted before two examiners or before a single examiner with an assessor. ² The assessor must satisfy the requirements of § 5 Paragraphs 6 to 8. ³ For interdisciplinary examinations the Examination Regulations may provide that the oral examination is taken before more than two examiners.

(2) ¹ The duration of an oral examination for each candidate must be not less than 15 minutes and not more than 45 minutes. ² The oral examination may be conducted as an individual test or as a group test.

(3) ¹ The examiners and the assessors must complete a transcript concerning the process of an oral examination. ² The transcript must contain as a minimum:

1. the formalities of the oral examination (name of candidate or candidates, subject of examination, date of examination, start and end point of the oral examination),
2. the object of the examination,
3. the results of the individual subjects of the examination and if applicable, the overall result of the oral examination
4. any irregularities during the course of the examination.

³ The transcript must be signed by all the examiners involved, and if an assessor with subject knowledge has been appointed, this assessor must also sign the transcript.

(4) ¹ Students, who wish to take the same examination in a later examination cycle, may be allowed to sit in on an oral examination as audience, unless the candidate has raised an objection to this or the public is banned from attending due to the particular nature of the examination. ² Any auditors shall be excluded from the examination room during the de-briefing of the examination and the notification of the results, which shall not take place in public.

(5) The regulations on the oral defence pursuant to § 21 remain unaffected.

§ 9

Alternative examinable assignments

(1) ¹ Alternative examinable assignments must be undertaken in the teaching and learning context of the taught courses. ² The candidates should thereby document independent, systematic appraisal of a topic or subject area of the current taught course. ³ Examinable assignments conducted as oral examinations should last not less than 15 minutes and not more than 45 minutes per candidate.

(2) In alternative examinable assignments, which are conducted in the form of group work, the candidates should, as a rule, prove, on the one hand that they possess a wide expertise in the subject area and can classify specific issues into the contexts of the subject area; on the other hand they should prove that they possess the ability to work in a team and in particular to develop, implement and present concepts.

(3) Alternative examinable assignments, conducted in written form must in principle be submitted in hardcopy form and in electronic form with a declaration of authorship.

§ 10

Performance record

(1) ¹ The assessment results of assignments, which are necessary to pass, in order to be admitted to sit a module examination, must be announced to students at least two weeks prior to the start of the examination period. ² The Examination Regulations may provide for a shorter deadline.

(2) ¹ The assignments may be repeated a number of times. ² The Examinations Committee shall decide when assignments of this type shall be repeated.

§ 11

Module examinations and module grades

- (1) The module examination shall establish whether the students have achieved the learning objectives of the module.
- (2) Module examinations shall be held in relation to a course and shall as a rule consist of one examination.
- (3) ¹ The type and number of examinable assignments to be undertaken shall comply with the Examination Regulations. ² The Examinations Committee may replace a written examination by an oral examination in specific exceptional cases, in particular if it would otherwise not be possible to repeat the examination within a short period of time and the extension of study time would lead to disproportionate hardship in an individual case.
- (4) ¹ If the module is tested by a single marked examination, the module mark shall correspond to the mark gained in the examination. ² If the module examination is composed of several examinations, the module grade shall be calculated from the weighted arithmetical mean of the marks gained. ³ The nature of the weighting shall be determined in the Examination Regulations. ⁴ If there is no applicable regulation, the arithmetical mean is generated. ⁵ If an examination is marked by several examiners, the mark shall be determined in accordance with the guidelines in § 16 Paragraph 4. ⁶ Non-marked modules shall be assessed with "pass" or "fail".
- (5) ¹ If the candidate has produced more than the number of examinable assignments required by the examination schedule, the successful completion of the module and the composition of the module grade shall be based on those required examinable assignments, in which the best marks were achieved. ² The Examination Regulations may provide otherwise.
- (6) One overall grade may be derived from the marks from several modules. Paragraph 4 Clause 5 and 6 apply accordingly.
- (7) ¹ Immediately prior to sitting an examinable assignment the candidate must submit a declaration of ability to take the examination. ² If the examinable assignment consists of an assignment, term paper, Bachelor's dissertation or Master's thesis, when the assignment is submitted the candidates must declare in writing that the assignment is their own independent work and that they have used no material apart from the sources and aids attributed in the assignment and that the work has not been submitted in any previous examination process.
- (8) ¹ A module examination has been successfully passed, when it has been assessed at least with the mark "sufficient" (4.0) or "pass". ² Module examinations, which comprise several examinations, have been passed, when every single examinable assignment has been passed.
- (9) If all the examinable assignments for the module have been successfully undertaken, they shall be credited to the credits assigned to that module.

§ 12

Sitting module examinations

- (1) ¹ The candidates must register for the module examinations. ² Unless otherwise stated in the Examination Regulations, registration shall be on entry to the examination at the latest. ³ The prerequisites for registration for the examination must be stipulated in the Examination Regulations. ⁴ The Examination Regulations may specify an earlier deadline for registration and the possibility of withdrawal.

(2) Only a candidate, who has provided the performance record required in the Examination Regulations - if this is required - may sit a module examination.

(3) Admission to a module examination may be refused only when:

1. the prerequisites specified in Paragraph 2 have not been satisfied or
2. the candidate has failed an examination required by the Examination Regulations during the same or a related course of study in a university in the Federal Republic of Germany or has ultimately not provided the performance record required by the Examination Regulations or is involved in an analogous examination procedure.

(4) ¹ Module examinations, for which the candidate has not registered within the deadlines in § 17 Paragraph 2 Clause 5, are deemed at this point in time to have been taken and failed, unless the absence is beyond the control of the candidate. ² Appropriate reasons must be notified without delay to the Examinations Committee and substantiated. ³ In the case of illness a medical certificate must be provided. ⁴ The medical certificate must contain information on the detriment to health established by the doctor and the restriction of ability to perform in the examination that this will cause; for this purpose it is not necessary to submit a diagnosis. ⁵ The University is entitled to demand a certificate from the local health authority or a specific doctor (independent medical examiner). ⁶ If the Examinations Committee acknowledges the reasons, it shall inform the candidate in writing of a deadline, by which the registration must be made. ⁷ The statutory maternity periods and the parental leave periods must be taken into consideration as reasons for absence.

(5) ¹ At the request of the student it is possible to discount from the standard period of study specific study periods such as study visits abroad and language study visits, as well as periods of active contribution to University committees. ² When the candidate demonstrably was enrolled in a foreign university for a course of study, which he wishes to have considered under this regulation and on which he attended taught courses to an appropriate extent and achieved at least ten credits per semester or equivalent qualifications, a study course abroad of up to two semesters or a language study course of up to one semester shall remain discounted for the purpose of determining the standard period of study. ³ Furthermore, a maximum of two subject semesters may remain unaccredited in the standard period of study, if, during this period, the candidate was active as an elected member of the university authorities prescribed by statute and by reason of this has been prevented to a considerable degree from studying as required. ⁴ The Examinations Committee shall take a decision concerning the candidate's request.

(6) In consideration of the causes for the setback in studying the Examinations Committee may allow exceptions to Paragraph 4 Clause 1, if, after consulting the Student Advisory Service, the candidate submits a plan for the termination of his study within two semesters, which is supported by the Examinations Committee.

§ 13

Recognition of study and examinable assignments

(1) Study and examinable assignments, which have been undertaken at other State or State-recognised Universities in the Federal Republic of Germany or at foreign Universities, are to be acknowledged for the continuation of study, the sitting of examinations or the admission to postgraduate studies at the University of Wismar, provided that no material difference can be demonstrated with respect to the skills acquired.

(2) ¹ Study and examinable assignments up to an extent of 60 ECTS credits, which have been achieved in a course of study for the Bachelor's degree with the same name or in a related course of study at a State or State-recognised University in basic study modules, must on request, be counted as study towards a Bachelor's degree without any further examination requirement, if this integrates into the subject profile of the course of study

and the acquisition of essential core competencies is nonetheless ensured. ² In its Examination Regulations the University of Wismar specifies basic modules to a limit of 60 ECTS credits; if no basic modules are specified, the modules provided for the first two semesters are deemed to be basic modules. ³ Paragraph 1 applies to the calculation of any ECTS credits beyond this limit.

(3) ¹ Where a student moves from one place of study or course of study to another, unsuccessful or abortive attempts shall not be calculated with study at the University of Wismar. ² This shall not apply in cases, in which the student has previously taken study and examinable assignments in the selected course of study at a university within the scope of the Basic Law, or as an extra-mural student in the same course of study at the University of Wismar, or has resumed his studies at the University of Wismar after a break in that same course of study. ³ In these cases unsuccessful or abortive attempts shall be calculated, without any necessity for a request in accordance with Paragraph 1. ⁴ Paragraphs 1 and 2 are accordingly applicable to the recognition of study and examinable assignments, which have been undertaken in a related course of study at the University of Wismar.

(4) ¹ In the case of recognition the marks shall be assimilated, insofar as the marks systems are comparable and shall be taken into account in calculating the overall grade. ² If the marks systems are not comparable, the examination shall be recorded merely as "pass". ³ It is permissible to acknowledge the recognition in the certificate.

(5) The recognition of knowledge and skills acquired from outside the university sector is governed in the Placement Examination Regulations.

§ 14 Compensation

(1) ¹ Students, who by virtue of a disability are unable to sit an examination in whole or in part in the form provided, are granted compensation, insofar as this is required to produce equality of opportunity. ² Compensation can be granted, in particular in the form of additional working resources and aids, an appropriate extension of processing time or sitting the examination in another form.

(2) ¹ Compensation must be applied for in writing. ² The application should be made in good time prior to the examination.

(3) ¹ The disability must be substantiated by submitting a medical certificate. ² The Examinations Committee determines the information, which the medical certificate must contain; the Regulation is to be published throughout the University. ³ The Examinations Committee is entitled to demand a certificate from the local health authority or a specific doctor (independent medical examiner).

§ 15 Breaches of examination regulations

(1) ¹ Examinable assignments of students, who have committed or attempted to commit an act of deception in sitting an examination or who through culpable conduct have made it impossible for an examination to be held in due form, shall be assessed with the mark, "not sufficient". ² The same shall apply, where students have been wrongly admitted to an examination through culpable conduct.

(2) ¹ An act of deception has been committed in particular when in a written examinable assignment passages of text from other works are quoted or translated word for word or mutatis mutandis with no attribution of the source and thus are passed off as original work (plagiarism). ² At the start of an examination the candidates must be informed of or

provided with the aids permitted. ³ If the candidate has obtained admission to an examination or the extension of a deadline by fraudulent representation, the examinable assignments sat under these provisions shall be assessed with "not sufficient" or "fail". ⁴ This shall also apply if the fraud becomes apparent subsequently.

(3) ¹ In serious cases the Examinations Committee may prevent candidates from sitting any further examinations on the course of study. ² Examples of serious cases are the case of a recurrence of the offence and the case of plagiarism or an act of deception on a particularly large scale.

(4) ¹ Candidates, who disturb the orderly conduct of an examination, can be excluded by the respective examiners or supervisors. ² The examinable assignment concerned shall then be deemed to have been marked as "not sufficient". ³ In serious cases the Examinations Committee may prevent candidates from sitting any further examinations on the course of study.

(5) ¹ The Chairperson of the Examinations Committee shall make a decision within one month concerning the assessment of the examinable assignment concerned or the exclusion. ² The candidate must be given the opportunity to present his or her comments, which must be submitted to the Examination Committee without delay for decision. ³ Any decisions, which are detrimental to the candidate, must be notified to the candidate without delay and must be accompanied by guidance on the candidate's legal rights of appeal.

§ 16

Assessment of individual examinable assignments, grading procedure

(1) The assessment of each individual examinable assignment is based on the individual performance of the student.

(2) ¹ The following marks and grades are used for assessment:

1 =	very good	outstanding performance
2 =	good	performance, which lies clearly above the average requirements
3 =	satisfactory	performance, which corresponds to the average requirements
4 =	sufficient	performance, which despite its deficiencies, still satisfies the requirements,
5 =	not sufficient	performance, which by virtue of substantial deficiencies does not satisfy the requirements.

² For the purposes of assessment only whole numbers shall be given as marks. ³ The Examination Regulations may provide that the marks may be decreased or increased by 0.3. The marks 0.7, 4.3, 4.7 and 5.3 are excluded. ⁴ The Examination Regulations may specify that examination assignments, on which no marks rest, can be assessed by "pass" or "fail"

(3) ¹ The assessment of a written examination performance must be published within the period laid down by the Examination Regulations, at the latest however six weeks after the examination was held. ² The examination results must be notified in good time prior to the opportunity to re-sit the examination. ³ The results of an oral examination must be notified to the candidate at the conclusion of the examination. ⁴ Where a deadline for publication of examination results is not met, the Chairperson of the Examinations Committee shall take steps to prevent adverse effects on the candidates.

(4) ¹ As a rule, examination performance is assessed by an Examiner. ² The Examinations Regulations may provide for two examiners. ³ In the case of re-sit examinations the examination performance is assessed by two examiners. ⁴ If the examiners differ as to the marks awarded for the examination performance, the examiners should agree a

commensurate assessment.⁵ If agreement is not reached, the mark shall be calculated from the arithmetic mean of the two assessments rounded down by one decimal point.⁶ An average grade of 4.1 or above connotes failure of the examination.

(5)¹ Grades are awarded based on the assessments.² If several examination performances have to be compiled into one module grade, the module grade is calculated from the arithmetical mean rounded down by one decimal point.³ The Examination Regulations may provide that the examination performance marks going to make up the module grades may be weighted or may specify that if the mark "not sufficient" is awarded in one of the examinable assignments the module grade is also "not sufficient".

(6) The marks for the Bachelor's dissertation or the Master's thesis for a marks average or a grade are:

from	1	to	1.5	very good
from	1.6	to	2.5	good
from	2.6	to	3.5	satisfactory,
from	3.6	to	4.0	sufficient,
more than	4.0			not sufficient.

(7) For grades, made up from several module marks, Paragraph 5 shall apply accordingly.

(8)¹ The Examination Regulations provide that on courses of study for the degree of Bachelor at least 70 % and on courses of study for the degree of Master at least 80 % of the modules shall be graded.² The remaining module examinations shall be assessed with "pass" and "fail".³ The Examination Regulations must list in detail the modules, which are graded or assessed.

(9)¹ The overall grade pursuant to § 22 Paragraph 2 is calculated from the marks on the marked module examinations, insofar as these are included in the overall grade in accordance with the Examination Regulations, as is the grade for the Bachelor's dissertation or the Master's thesis including the oral defence.² In terms of the overall total of the credits to be acquired in the course of study, in the course of study for a Bachelor's degree at least 60 % and in the course of study for a Master's degree at least 70 % of the relevant module marks must be included in the overall grade.³ § 13 Paragraph 4 Clause 2 remains unaffected.⁴ Unless the Examinations Regulations provide otherwise, the individual marks are weighted in accordance with the respective workload; where applicable in the case of the Bachelor's dissertation or the Master's thesis the workload of the oral examination shall be included.⁵ For courses of further study for the degree of Master the provision in Clause 1 can be deviated from.

(10)¹ The grade of the Bachelor's or Master's degree (overall grade) is supplemented by an ECTS mark.² The basis for the allocation of ECTS marks are the overall marks of a reference group, which have been achieved in the last six semesters prior to the determination of the concrete overall marks at the end of the earlier semester of the course of study, unless otherwise stipulated in the Examination Regulations.³ If the overall marks of at least 26 graduates cannot be included in this way, further year groups must be included in the calculation.⁴ A graduate achieves:

- Grade A, where fewer than 10 % of the graduates achieved a better overall grade,
- Grade B, where at least 10 %, but fewer than 35 % of the graduates achieved a better overall grade,
- Grade C, where at least 35 %, but fewer than 65 % of the graduates achieved a better overall grade,
- Grade D, at least 65 %, but fewer than 90 % of the graduates achieved a better overall grade,
- Grade E, at least 90 % of the graduates achieved a better overall grade.

§ 17

Regular examination dates and periods

(1) ¹ The examinations must be sat on time, so that the ECTS credits required in accordance with the Examination Regulations for passing the examination for the degree of Bachelor or of Master have been achieved by the end of the respective standard period of study. ² In order to comply with the respective standard period of study, as a rule 30 ECTS credits should be obtained each subject semester.

(2) ¹ By the end of the respective standard period of study for the courses of study for the Bachelor's and Master's degrees:

1. at least the mark "sufficient" should have been achieved in all module marks based on examinations, on which in accordance with the Examination Regulations the passing of the Bachelor's or Master's degree examination depends and
2. the practical study semester should have been successfully undertaken

and thus in accordance with the Examination Regulations, the ECTS credits required for a pass in the Bachelor's or Master's degree examination have been obtained. ² Students, who do not satisfy the requirements in Clause 1 at the end of the standard period of study, should be so advised and informed of the legal consequences in accordance with Clause 5. ³ The Examination Regulations govern all further details; thus it can be provided in particular that the student must participate in a counselling interview. ⁴ Students may diverge from the standard examination deadlines provided for in the Examinations Regulations. ⁵ If students exceed the standard examination deadlines by more than three semesters or if they fail to sit an examination, for which they have registered, the module examination is deemed to have been taken and failed at the first attempt. ⁶ Having due regard to § 37 Paragraph 1 State Higher Education Act the Examination Regulations may specify a shorter deadline for sitting examinations. ⁷ Longer deadlines for sitting examinations may be stipulated in the Examination Regulations for distance, on-line or part-time courses of study.

(3) ¹ In accordance with Paragraph 2 Clause 5, on request the deadline may be extended, if the original deadline cannot be met due to pregnancy, child-rearing, care of a close relative, particular family problems, illness, disability, top-level sport or other causes beyond the control of the student. ² The Examinations Committee shall take a decision on extending a deadline on receipt of a written request, detailing the justified causes. ³ The existence of the causes must be substantiated. ⁴ § 12 Paragraph 4 Clauses 3 to 5 apply accordingly. ⁵ An extension of a deadline must be refused, if the overall circumstances make it impossible for the student successfully to complete the course of study. ⁶ If no extension of deadline is granted or if the extended deadline granted is not met, the student shall be deemed not to have passed the examinable assignment or examination.

(4) ¹ Further standard deadlines and periods can be established in the Examination Regulations. ² In this way further periods for the proof of ECTS credits may be specified, the consequence of exceeding which in accordance with the Examination Regulations shall be the first or final failure to pass examinable assignments not yet taken.

§ 18

Withdrawal and absence

(1) ¹ Once an examination has been begun, withdrawal from it will incur the mark "not sufficient", unless the student withdrew due to circumstances beyond his control. ² Written or oral examinations start with the issue of the examination task.

(2) ¹ The Examination Regulations may stipulate conditions for withdrawing from an examination; if the Examination Regulations contain no conditions for withdrawal and if the student fails to attend an examination, for which he has registered, he shall be deemed

to have sat and failed the examination. ² If no effective withdrawal exists and the student has failed to attend the examination for reasons within his control, he is deemed to have failed the examination.

(3) ¹ The grounds for withdrawal or absence in accordance with Paragraphs 1 and 2 must be notified to the Examinations Committee without delay and substantiated. ² An incapacity to sit the examination, which occurs during an examination session, must be immediately brought to the attention of the examination invigilators; the obligation to notify and substantiate the causes remains unaffected. ³ In cases of incapacity to sit an examination caused by illness a medical certificate must be submitted, which must rely on a medical examination, which should have been conducted, if possible, on the day of the respective examination. ⁴ § 12 Paragraph 4 Clauses 4 and 5 apply accordingly. ⁵ If the student withdraws from the Bachelor's dissertation or the Master's thesis or the oral defence on the grounds of illness, the only means of substantiating these grounds is by submission of a medical certificate.

(4) A candidate is not entitled subsequently to rely on grounds for withdrawal, which were known to him at the time of the examination.

§ 19 Retaking examinations

(1) ¹ The Examination Regulations may provide that failed module examinations are not deemed not to have been taken, if they have been sat within the standard period of study and by the standard examination deadlines stipulated in the Examination Regulations (free attempt). ² Clause 1 shall not apply if the module examination has been declared "failed" by virtue of deception or breach of regulations or the Examination Regulations do not provide for a free attempt.

(2) For a module examination failed in the context of a free attempt the deadline for re-sitting the examination pursuant to Paragraph 4 Clause 3 shall not apply.

(3) ¹ Examinable assignments passed, which have been taken as a free attempt in accordance with Paragraph 1 Clause 1, can be repeated only once for the purpose of improving the mark. ² The examination must be re-taken after the end of the respective examination procedure within the next following semester, unless the examination candidate has been granted a period of grace because of particular reasons beyond his control. ³ The better examination result shall apply. ⁴ Otherwise the re-sitting of a module examination or part of a module examination is excluded.

(4) ¹ Each failed module examination can be re-taken once irrespective of the free attempt. ² The Examination Regulations may provide for two standard attempts at module examinations and a second repetition in accordance with Paragraph 6. ³ Re-sit examinations must be taken after the end of the respective examination procedure within the next following semester, unless the examination candidates have been granted a period of grace because of particular reasons beyond their control. ⁴ The repetition deadline in Paragraph 6 Clause 3 shall apply to the second repetition. ⁵ If a module examination comprises several examinable assignments, only those examinable assignments awarded "not sufficient" (5.0) may be re-taken.

(5) ¹ If, for reasons beyond his control, a candidate is prevented in accordance with Paragraphs 2 to 4 from participating in or being aware of a free attempt, an examination attempt or repeating an examination at the scheduled time, the causes of his being prevented must be submitted without delay to the Examinations Committee and substantiated. ² § 12 Paragraph 4 Clauses 3 to 5 shall apply accordingly. ³ If the reasons for his being prevented are acknowledged, the student shall agree a new date with the examiners, on which the relevant module examination is to be taken. ⁴ The next possible standard examination date is to be determined as the new examination date. ⁵ If the

reason for his being prevented conflicts, the new examination date must be notified to the candidate in writing.⁶ The statutory maternity periods and the parental leave periods must be considered in the case of obstacles to attendance.

(6) ¹ A second repeated examination is possible in accordance with the Examinations Regulations; the Examinations Regulations may provide for further prerequisites for admission to examination for the second repeated examination. ² If a free attempt has been taken into consideration, the Examination Regulations may permit a second repeated examination on the request of the candidate only in exceptional cases, which must be examined in closer detail. ³ The second repetition may be permitted at the next standard examination date.

(7) ¹ If the Bachelor's dissertation or the Master's thesis has been awarded the mark, "not sufficient", it may be repeated once with a fresh topic. ² The processing period for a repeated Bachelor's dissertation or Master's thesis begins at the latest six months subsequent to the notification of the first assessment. The Examination Regulations govern all further details.

(8) If students exceed the deadlines in accordance with Paragraphs 4 to 6, the student shall be deemed to have sat and failed the examinable assignment.

(9) A module examination is ultimately failed, if one of the required examination performances has been assessed or is deemed to have been assessed as "not sufficient" or "fail".

Section 3 **Bachelor's dissertation and Master's thesis, oral defence, certificate, invalidity of Bachelor's and Master's examination**

§ 20 **Bachelor's dissertation or Master's thesis**

(1) ¹ The Bachelor's dissertation or Master's thesis should show that the candidate has achieved the objectives and requirements of the chosen course of study and is able within a period stipulated in the Examination Regulations independently to process a scientific or creative problem relating to one of the study objectives of his or her subject with the guidance of a supervisor and to present the results in accordance with the scientific conventions of the subject. ² The Examination Regulations govern all further details.

(2) ¹ Application for admission to the Bachelor's dissertation or Master's thesis must be made in writing and must be submitted to the Examinations Office under the signature of the first referee. ² The topic of the Bachelor's dissertation or Master's thesis is stipulated by the supervisor provided and notified to the Examinations Committee. ³ If the candidate fails to find a supervisor, the Chairperson of the Examinations Committee shall ensure that a topic and a supervisor for the work are assigned to the candidate.

(3) ¹ The topic is issued through the Chairperson of the Examinations Committee; the topic and the issue date must be put on record. ² The Examinations Regulations may provide that the candidate can propose a referee for the work and a topic, without there being any entitlement that these proposals be taken into consideration. ³ On issuing the topic the Chairperson of the Examinations Committee shall appoint two referees. ⁴ One of the referees must be:

- in the case of the Master's thesis, a university lecturer or an honorary professor at the University of Wismar and
- in the case of the Bachelor's dissertation, one of the full-time scientific or creative personnel at the University of Wismar or an honorary professor at the University of Wismar.

⁵ The referees must be authorised to examine students pursuant to § 36 Paragraph 4 State Higher Education Act.

⁶ The first referee should as a rule be a member of the University of Wismar. ⁷ If there are compelling reasons, the Examinations Committee can waive the requirement that one of the referees is a member of the University. ⁸ The work is supervised by the first referee, unless the Examination Regulations provide otherwise. ⁹ With the agreement of the supervisor work may be carried out in a unit within or outside the University of Wismar, if appropriate guidance can be guaranteed there. The Examination Regulations govern all further details.

(4) ¹ Topic, terms of reference and scope of the work must be restricted in such a manner that the period for processing the work can be observed. ² The Examination Regulations may restrict the quantitative scope of the work. ³ The topic of the work may be returned only once and within the period provided in the Examination Regulations. ⁴ The Chairperson of the Examinations Committee shall ensure that the candidate receives the new topic within the period provided in the Examination Regulations, at the latest however within three months of return of the first topic. ⁵ The Chairperson of the Examinations Committee may extend the processing time at the request of the candidate in individual cases, if data essential for the basis of the work cannot be collected on time or the work cannot be finished on time for technical or other reasons beyond the control of the candidate. ⁶ The extension period should not exceed half of the processing period.

(5) ¹ The Examination Regulations may provide that the work may be drawn up in a foreign language; this regulation may be supplemented to the effect that a summary in German must be attached. ² If such a regulation is not included in the Examination Regulations, the production of works in a foreign language shall be allowed only on permission from the Examinations Committee. ³ Permission can be linked to number of copies, to the effect that a summary in German must be attached.

(6) ¹ Two written copies of the work must be submitted to the Examinations Office in accordance with the deadline. ² The Examination Regulations may require further copies, including one copy suitable for storage and data processing on an electronic medium. ³ The date of submission is to be put on record; ⁴ In addition, to the declaration that the candidate has written the work independently and has used no sources or aids, other than those quoted and has not submitted the work in any other examinations process, the candidates must affirm in writing that the written version submitted corresponds to the version stored on the electronic medium.

(7) ¹ The Examination Regulations stipulate within what period after its submission the work must be assessed. ² The assessment period stipulated must not exceed six weeks. ³ If the deadline is not observed, the Chairperson of the Examinations Committee shall take steps to prevent adverse consequences for the candidate.

(8) ¹ The mark for the work is calculated from the arithmetical mean of the marks awarded by the referees. ² If the difference in these marks is greater than 2.0, the Chairperson of the Examinations Committee shall appoint a third referee. ³ The mark shall be calculated from the arithmetical mean of the marks awarded by the three referees. ⁴ The Examination Regulations may stipulate a different regulation.

(9) ¹ In accordance with § 12 the work must be defended in an oral defence open to attendance by the whole University. ² The prerequisites for admission to the oral defence must be regulated in the Examination Regulations.

(10) ¹ A dissertation or thesis, which has failed, may be repeated once. ² The new topic for the work shall be issued in a reasonable period, as a rule within three months of the assessment of the first work. ³ Return of the topic for the work is permissible only if no use has been made of this facility with the first dissertation or thesis.

§ 21

Oral defence of Bachelor's dissertation or Master's thesis

(1) ¹ If the Bachelor's dissertation or Master's thesis has been assessed as at least "sufficient", the candidate must present the major results of the Bachelor's dissertation or Master's thesis before two examiners in an oral defence open to attendance by the whole University. ² At the request of the candidate or the referee the public audience from the University may be excluded, if the Bachelor's dissertation or Master's thesis contains a note concerning non-publication (blocking notice/inhibition).

³ The oral defence lasts at least 30 minutes and must not exceed 60 minutes. ⁴ The Examinations Committee determines the date of the examination in consultation with the examiners. ⁵ The examiners in the oral defence are principally the first and second referees for the Bachelor's dissertation or Master's thesis. ⁶ The Examinations Committee may in justified individual cases allow exceptions from this and appoint other examiners for the oral defence.

(2) ¹ The performances of the candidate in the oral defence are to be assessed by both examiners in accordance with § 16 Paragraph 1. ² An oral defence awarded "not sufficient" (5.0) can be repeated once within two months. ³ The assessment of the Bachelor's dissertation or Master's thesis remains unaffected thereby.

(3) ¹ The Bachelor's dissertation or Master's thesis is passed, if the oral defence is also assessed with a minimum award of "sufficient". ² The grading procedure for the marks for the Bachelor's dissertation or Master's thesis with the related oral defence is calculated from the weighted mean of both individual marks, determined by the Examinations Regulations.

(4) The assessments of the Bachelor's dissertation or Master's thesis and the oral defence, together with the overall grade must be notified to the candidate by the examiners immediately after the oral defence.

§ 22

Pass in Bachelor's or Master's examination and grading procedure for overall grade

(1) The Bachelor's dissertation or Master's thesis has been passed, if all the required module examinations and the Bachelor's dissertation or Master's thesis, including the oral defence have been passed and thus the required number of credits has been obtained.

(2) ¹ In accordance with § 16 Paragraphs 8 and 9 the Examinations Regulations determine which marks are included in the overall grade and how they are weighted. ² In this process at least two thirds of the total or the credits must be allocated to the module examinations, in which the relevant marks have been achieved. ³ Module examinations, which were not marked, but only assessed with "pass", are not included in the overall grade. ⁴ The grading procedure for the weighting process is correspondingly adjusted. ⁵ If during the grading procedure of the overall grade a weighting according to credits occurs, the module marks are weighted with the number of points which are allocated to the module in accordance with the relevant Examinations Regulation. ⁶ Furthermore, credits obtained remain unaffected.

(3) ¹ If the candidate gains more points from a range of optional modules than is required according to the study schedule, in order to calculate the volume of study and for the grading procedure for the overall grade, those modules, in which the best marks have been achieved, are used. ² The Examinations Regulations may prescribe diverging provisions.

(4) If study in examinable assignments is calculated, the marks - insofar as the marks systems are comparable - must be carried over and in accordance with the Examinations Regulation be included in the calculation of the overall examination result; for non-comparable marks systems the mark " pass" is included, which is not taken into consideration in the calculation.

§ 23

Definitive fail in Bachelor's or Master's examination

(1) The Bachelor's or Master's examination is failed definitively, if a required module examination or the Bachelor's dissertation or Master's thesis including the oral defence has been awarded, or is deemed to have been awarded "not sufficient" (from 4.1) or "fail" including at the final re-sit.

(2) ¹ If a required module examination or the Bachelor's dissertation or Master's thesis including the oral defence has been failed definitively, the Chairperson of the Examinations Committee relevant for the course of study shall promptly issue a notification with details of all examination performances and the reasons for failure. ² The notification must be accompanied by guidance on rights of legal appeal and must be made known to the candidate.

§ 24

Bachelor's or Master's report, Diploma Supplement

(1) Within two weeks as a matter of principle the Examinations Office must issue a report concerning the Bachelor's or Master's examination, specifying the area of specialisation and containing the name of the individual modules with the marks achieved, the overall grade and the title of the Bachelor's dissertation or Master's thesis with the marks achieved.

(2) ¹ Together with the report the candidate receives a supplement to the Certificate (Diploma Supplement) in accordance with the requirements of the European Commission, the Standing Conference of Ministers of Education and Cultural Affairs and the Conference of University Rectors stating the international classification of the degree awarded. ² The Diploma Supplement contains the following details in particular:

- a) Personal identity of the graduate,
- b) Identification of the qualification gained and of the Faculty of the University of Wismar,
- c) Information on the level of the qualification within the German educational system, entrance requirements and the duration of the programme of study,
- d) Information on the form of study, the study content and the study programme
- e) Information on the status of the qualification (entrance to further study, conferral of a doctorate, opportunities to qualify for a profession),
- f) Supplementary information on the graduate's study (e.g. integral study abroad),
- g) Information on issue of the supplementary text (date of issue, issuing office) and
- h) Classification of the University of Wismar in the national Higher Education system.

(3) At the request of the candidate the distribution of marks of each examination year of the Bachelor's or Master's course of study must be detailed.

(4) A Transcript of Records is attached to the report, if requested.

(5) ¹ The report and Diploma Supplement bear the date of the day on which the last examinable assignment was taken. ² The report is signed by the Chairperson of the Examinations Committee and by the Dean of the Faculty of the University of Wismar responsible for the course of study.

§ 25
Bachelor's or Master's Certificate

- (1) On passing the Bachelor's or Master's examination the graduate is presented with a Certificate of the award of the academic degree with the date of the Certificate.
- (2) The Certificate is signed by the Chairperson of the Examinations Committee Dean of the Faculty of the University of Wismar awarding the degree and bears the seal of the University of Wismar.

§ 26
Invalidity of Bachelor's or Master's examination

- (1) ¹ If the candidate has cheated in an examination and this fact does not come to light until after the issue of the report, the mark for the examination can be corrected. ² If necessary, the examination can be declared "not sufficient" and the Bachelor's or Master's examination declared "fail".
- (2) If the prerequisites for admission to the examination were not satisfied, without any deception on the part of the candidate and if this fact does not come to light until after the issue of the report, the defect shall be remedied by the pass mark gained in the examination.
- (3) The candidate must be given the opportunity to respond before any decision is taken.
- (4) ¹ The incorrect record must be withdrawn and if necessary a new record must be issued. ² If the Bachelor's or Master's examination is declared "fail", both the incorrect record and the Bachelor's or Master's Certificate must also be withdrawn, as well as any English translation of the Certificate.

Chapter 3
Diploma programmes of study

Section 1
General

§ 27
Standard period of study, structure of study programme

- (1) ¹ The standard period of study is eight semesters ² Longer standard periods of study can be determined for distance study courses.
- (2) § 12 Paragraph 5 shall apply accordingly.
- (3) ¹ In accordance with the Examinations Regulations before commencing the course of study practical professional activity of a maximum of three months is scheduled. ² Longer periods of professional activity or vocational training completed before commencing the course of study may be scheduled only in particular justified cases.
- (4) The study is divided into basic course and main courses. Basic study courses comprise a minimum of two and a maximum of four semesters.
- (5) The Examinations Regulations shall specify in particular:
 1. the maximum duration of study expressed in semester week hours,

2. the prerequisites, duration and position in the course of study of integral semesters abroad, practical semesters or other practical professional phases of study,
3. the purpose and the subject requirements of the examination and the number of times the examination may be re-taken,
4. the prerequisites and type and number of preliminary achievements for admission to the examination,
5. the number and type of the examinations, together with the type and scope of their examinable assignments and
6. the processing time for study and diploma theses as well as an oral examination to be taken in relation to the diploma thesis, unless prior evidence of sufficient weight is presented that the student has already sat an oral examination.

(6) The following regulations shall apply accordingly to modular Diploma courses of study.

§ 28

Examinations, academic degree

(1) ¹ The preliminary examination concludes the period of basic study. ² This consists of subject examinations and serves to establish whether the objective of this phase of study has been achieved. ³ In accordance with the Examination Regulations the preliminary examination is the prerequisite for admission to the main courses of study.

(2) ¹ The Diploma examination concludes the period of main study. ² It consists of subject examinations and the Diploma thesis and serves to establish whether an education has been acquired, which enables the student independently to use scientific methods or creative activities in professional practice.

(3) ¹ Subject examinations are composed of examinable assignments. ² As a rule, not more than three examinable assignments should be contained in a subject examination; it may contain only one examinable assignment.

(4) ¹ Preliminary examinations and Diploma examinations may be divided into sections and into examinable assignments accompanying study, conducted in conjunction with individual taught courses. ² Examinations, exclusive to one subject, must be taken at the start of the following semester.

(5) § 14 Paragraphs 1 and 2 shall apply accordingly.

(6) On the basis of the existing Diploma examination the University awards the Diploma with mention of the relevant specialisation, which is supplemented with the abbreviation "(FH)".

§ 29

Analogous application of the regulations for Bachelor's and Master's programmes of study

§ 5 Examination bodies, § 6 Types of examinable assignments, § 7 Written examinations, § 8 Oral examinations, § 9 Alternative examinable assignments, § 10 Performance record, § 12 Sitting module examinations, § 13 Recognition of study and examinable assignments, § 14 Compensation, § 15 Breaches of examination regulations, § 16 Assessment of individual examinable assignments, grading procedure, § 18 Withdrawal and absence and § 19 Retaking examinations apply accordingly.

Section 2 Examinations

§ 30 Overall examination mark/grade, overall assessment

(1) ¹ The overall examination grade is calculated from the mark on the Diploma thesis and all marks shown on the Diploma examination record in the compulsory and optional subjects by grading of the arithmetical mean rounded down by one decimal place. ² The Examination Regulations may provide that individual marks and the diploma thesis may be differently weighted. ³ A maximum of a quarter of the marks contributing to the overall examination grade may be determined by the Diploma thesis.

(2) ¹ An overall assessment shall be shown on the examination record on the basis of the overall examination grade. ² This is expressed as:

"very good pass"	for an overall examination grade of 1.0 to 1.5,
"good pass"	for an overall examination grade of 1.6 to 2.5,
"satisfactory pass"	for an overall examination grade of 2.6 to 3.5,
"pass"	for an overall examination grade of 3.6 to 4.0.

³ The Examination Regulations may provide for an overall assessment of "passed with distinction" for an overall examination grade of 1.0 to 1.2.

Section 3 Preliminary examination

§ 31 Admission to preliminary examination

(1) Admission to the subject examinations requires that:

1. the registration is made in due form and time with the required documentation,
2. the student has enrolled for the relevant course of study and
3. the proof of performance and participation required for admission has been submitted.

(2) Admission to the subject examinations of the preliminary examination may be refused only where the prerequisites referred to in Paragraph 1 have not been submitted.

(3) For students from foreign partner universities, who are enrolled only for a limited period as part of a student exchange, and for visiting students the relevant Examinations Committee may allow exceptions from the provisions of Paragraphs 1 and 2.

(4) The Examination Regulations govern the admissions procedure.

§ 32 Scope of preliminary examination, examination subjects

(1) The Examination Regulations govern in particular:

1. which examinations subjects are compulsory and which are optional,
2. the prerequisites and the type and number of preliminary achievements for admission to the examination,
3. the type and number of examinations and the type, number and scope of their examinable assignments,

4. in which examination subjects a mark, which relies on a preliminary achievement in an examination, is shown on the preliminary examination record and whether this mark is a prerequisite for passing the preliminary examination and
5. in which examination subjects and with what weighting preliminary achievements in an examination are to be calculated with the mark.

(2) The Examination Regulations may provide for interdisciplinary subject examinations and a common marking procedure for several subjects.

(3) Subject examinations in optional subjects can be taken, if the organisation of the subject examinations in the compulsory and optional subjects allows this.

§ 33

Pass in preliminary examination

¹ The student has passed the preliminary examination, if he has passed all the subject examinations and has successfully completed a prescribed semester of practical study or a preliminary period of work experience. ² If a common marking procedure is to be used for several examination subjects, the student must pass every examination subject. ³ The Preliminary Examination Record shall not be issued, unless it has been proved that the student has taken all the examinable assignments required to gain the marks.

§ 34

Periods for sitting preliminary examination

(1) ¹ The preliminary examination should be taken in full for the first time at the end of the usual duration of the period of basic study. ² The Examinations Committee may allow exceptions, where not more than two subject examinations are concerned. ³ In this case the Examinations Committee must set a deadline, by which time the examinable assignments not yet sat must be taken.

⁴ If admission to a practical study semester during the basic study period and the subsequent further study is dependent on specific marks or results from partial examinations in subjects of the basic study course, in order to gain the marks, the examinable assignments and preliminary examination assignments must be taken for the first time at the end of the theoretical study semester, which precedes the practical semester in the count. ⁵ The same shall apply, insofar as admission to more advanced study semesters of the basic study period is otherwise dependent on marks or results from partial examinations in specified subjects from the basic study course.

(2) ¹ In calculating the periods in accordance with Paragraph 1 study semesters, which the student has not attended, shall be included as a consequence of recognising periods of study or training ² Periods of medical leave or leave of absence shall not be included.

(3) ¹ If the student exceeds the periods specified in Paragraph 1 for registering for subject examinations by more than two semesters for reasons within his control or if he fails to sit a subject examination, for which he has registered, for reasons within his control, he shall be deemed to have sat and failed this subject examination. ² This shall also apply, if the required proof of performance and participation has not been satisfied.

§ 35

Preliminary examination record

(1) ¹ A preliminary examination record shall be issued for a pass in a preliminary examination. ² The Examination Regulations must include a model for this. ³ The preliminary examination record can be identified as a diploma preliminary examination record. ⁴ The preliminary examination record must show:

1. the course of study,
2. the examination subjects with marks and
3. the successful completion of a practical study semester or a preliminary period of work experience.

⁵ The Examination Regulations may specify that a mark value in accordance with § 16 Paragraph 5 underlying the marks shall be mentioned in parentheses with one place after the decimal point. ⁶ If marks have been gained by calculating examinable assignments in accordance with § 13 this must be noted. ⁷ On request the marks achieved in the optional subjects must also be noted on the preliminary examination record. ⁸ The preliminary examination record shall bear the date of the day on which the last examinable assignment was taken. ⁹ It is signed by the Chairperson of the Examinations Committee of the Faculty responsible for the course of study.

(2) ¹ If a sufficient mark has not been achieved in a subject, the student shall receive a written notification from the Examinations Office, which should contain guidance as to the period within which the examination may be re-taken. ² If it is no longer possible to re-sit the examination, the definitive failure in the preliminary examination must be stated.

(3) The student is entitled to request confirmation of all the final grades gained in the preliminary examination and of the fact of failing the examination.

Section 4 Diploma examination

§ 36 Admission to Diploma examination

(1) For admission to the subject examinations of the Diploma examination (without Diploma thesis) it is required that:

1. the registration is made in due form and time with the required documentation,
2. the student has enrolled for the relevant course of study,
3. in principle all examinations forming part of the preliminary examination have been passed and
4. the proof of performance and participation required for admission has been submitted.

(2) The Examination Regulations may specify that:

1. the completion of a prescribed practical study semester is a prerequisite for admission to specified subject examinations in the following semester of theoretical study,
2. in the case that the prerequisite in § 34 Paragraph 1 Clause 2 exist, admission to the subject examinations of the diploma examination is permitted,
3. the delivery of the Diploma thesis is a prerequisite for admission to the final subject examination of the Diploma examination and
4. admission to the oral defence is permitted, only when the student has passed all the subject examinations of the Diploma examination.

(3) Admission to the subject examinations of the Diploma examination may be refused only if prerequisites referred to in Paragraphs 1 and 2 have not been satisfied. § 31 Paragraphs 3 and 4 shall apply accordingly.

(4) Students, who, in accordance with the relevant Study and Examination Regulations are not entitled to enter the main study courses, are also not entitled to participate in the preliminary examinable assignments of the main study.

§ 37
Scope of Diploma examination, examination subjects

¹ The Examinations Regulations stipulate in particular:

1. which compulsory and optional subjects are examination subjects,
2. the prerequisites and the type and number of preliminary achievements for admission to the examination,
3. the type and number of the examinations and the number, type and scope of the examinable assignments,
4. in which examination subjects to show a mark relying on preliminary examinable assignment on the Diploma Examination Record and whether this mark is a prerequisite for a pass in the Diploma examination,
5. in which examination subjects and with what weighting preliminary examinable assignments are calculated into the mark and
6. what weighting is given to the individual marks and the mark of the Diploma thesis in the overall examination grade.

² The Diploma examination includes a Diploma thesis on all courses of study. ³ § 32 Paragraphs 2 and 3 shall apply accordingly.

§ 38
Diploma thesis and oral defence of thesis

(1) The Diploma thesis should show that the student is able independently to process a problem from his or her course of study on a scientific and/or creative basis.

(2) ¹ A topic must be provided that can be processed using the facilities of the University. ² The Diploma thesis may be prepared with the agreement of the Examinations Committee at an establishment outside the University, when supervision is ensured by an examiner from the University. ³ The Examinations Regulations govern further details. ⁴ The Regulations must ensure that the Diploma thesis can be completed within the standard period of study.

(3) § 12 Paragraph 4 shall apply accordingly, with the stipulation that a medical certificate is submitted.

(4) The thesis may be returned only once and only within two months of issue.

(5) Diploma theses must be accompanied by a declaration from the student that he has written the work independently has not submitted the work in any other examinations process, has used no sources or aids, or any word for word or mutatis mutandis quotations other than those attributed.

(6) ¹ Otherwise § 20 Paragraphs 2 to 10 shall apply accordingly to the Diploma thesis. ² A Diploma thesis shall be awarded the mark, "not sufficient", if it is not submitted on time.

(7) ¹ Diploma theses must be defended in an oral defence. ² § 21 is accordingly applicable.

§ 39
Pass in Diploma examination

¹ The Diploma examination is passed, if its subject examinations and the Diploma theses with the oral defence have been passed and a prescribed practical study semester has been successfully completed. ² If there is a common marking procedure for several subject examinations, the candidate must pass each examination subject. ³ § 33 Clause 3 shall apply accordingly.

§ 40

Periods for taking Diploma examination

(1) ¹ The Diploma examination should be taken for the first time by the end of the standard period of study. ² By this point in time the preliminary subject examinations, on which marks depend, must have been taken for the first time ³ § 34 Paragraph 2 shall apply accordingly to the calculation of this deadline.

(2) ¹ If the student exceeds the periods specified in Paragraph 1 for registering for subject examinations or the Diploma thesis by more than four semesters for reasons within his control or if he fails to sit a subject examination or the Diploma thesis, for which he has registered, for reasons within his control, he shall be deemed to have sat and failed this subject examination. ² This shall also apply, if the required proof of performance and participation has not been satisfied.

§ 41

Diploma examination report

(1) ¹ A Diploma Report shall be issued concerning the Diploma examination, which has been passed, without delay after the conclusion of the assessment procedures, if possible within four weeks. ² The Examination Regulations must include a model for this. ³ The Diploma Examination Record must show:

1. the course of study, the study discipline and any particular emphasis,
2. the marks for the Diploma examination,
3. the topic and the marks for the Diploma thesis,
4. the overall examination grade and the overall assessment,
5. the successful completion of a practical study semester or preliminary period of work experience.

(2) ¹ § 35 Paragraph 1 Clauses 4 to 6 shall apply accordingly to the marks for the Diploma examinations and the grade for the Diploma thesis. ² The Examination Regulations may provide that the Diploma Record lists the results of the preliminary examination for information only. ³ At the request of the candidate the duration of the subject study period taking into consideration the study semester not attended in consequence of the recognition of training or examination assignments can be shown on the Diploma examination record or on a supplementary certificate. ⁴ The end of the subject study period is deemed to be the date, on which the final examination was taken. ⁵ The Diploma examination record bears the date of the day, on which the final examinable assignment was taken. ⁶ It is signed by the Chairperson of the Examinations Committee and by the Dean of the Faculty responsible for the course of study.

(3) § 35 Paragraph 2 and 3 shall apply accordingly.

(4) An English translation and a summary of the content of the successfully completed course of study are attached to the Diploma Examination Records and the Certificates concerning the award of the academic degrees.

Chapter 4 Postgraduate and further study

§ 42 Postgraduate study

(1) For postgraduate, complementary and research studies (postgraduate studies), which do not conclude with a Master's examination, §§ 29, 30, 36 to 41 apply accordingly, unless Paragraph 2 affects a divergent regulation.

(2) ¹ The examinations should have been taken for the first time by the end of the standard period of study under the relevant Study and Examination Regulation. ² §34 Paragraph 1 Clause 1 and Paragraphs 2 and 3 shall apply accordingly, with the proviso that the period must not be exceeded by more than two semesters. ³ The Examination Regulations may provide for only one semester. ⁴ § 40 Paragraph 2 Clause 1 shall apply accordingly with the proviso that the period is three semesters.

§ 43 Further study

For courses of further study, which do not conclude with a Master's examination § 42 shall apply accordingly, unless the relevant Study and Examinations Regulation contains divergent provisions.

Chapter 5 Final clauses

§ 44 Complaint of procedural errors

¹ Candidates must complain promptly of disturbances to and interference with the conduct of the examination and must promptly substantiate the complaint in writing. ² The candidate must be advised in an appropriate manner before the start of the first examination of the opportunity to complain and of the requirement that any complaint be made promptly.

§ 45 Inspection of examination records

(1) ¹ Within one year of passing a module examination or the Bachelor's dissertation or Master's or Diploma thesis the candidate may make a request to inspect the written examination papers, the related opinions of the examiners and the minutes of the examination. ² If a module examination comprises several examinable assignments, Clause 1 shall apply for each individual examinable assignment.

(2) The opportunity to inspect the files shall be afforded by the office which processed the files.

§ 46 Objection proceedings

(1) ¹ The candidate is entitled to lodge an objection to a decision taken during the examination procedures. ² The objection to the decision should be based on a statement of substantiated objections.

(2) ¹ In objection proceedings the decisions of those examiners, who took those decisions, must be reviewed. ² The examiners must submit their comment on the objection in writing to the office responsible for dealing with the objection.

§ 47 **Retention of examination documentation**

(1) ¹ Examination documentation must be retained for two years. ² The retention period begins with the expiry of the calendar year, in which the result of the respective module examination was notified to the student. ³ Insofar as creative work was produced in the context of the examinations, the retention period shall apply only to the retention of the documentation generated in digital form in accordance with the Examination Regulation.

(2) ¹ A reduced examination file must be retained for a period of 50 years. ² This shall contain documentation concerning the duration of the enrolment period, the examination results, de-registration and the award of the academic degree. ³ Documentation may also be retained in digital form. ⁴ The retention period begins with the expiry of the calendar year, in which the student de-registered.

(3) ¹ The examination documentation must be destroyed on the expiry of the respective retention period, unless it is retained with the agreement of the respective student for University purposes or is stored as an archive document in the archives of the University or in a State archive. ² Examination documentation must not be separated or destroyed, if and so long as an objection to of complaint against an examination decision has been lodged and the proceedings have not been concluded in a legally binding manner.

§ 48 **(Entry into force)**