



HELMUT SCHMIDT  
UNIVERSITÄT  
Universität der Bundeswehr Hamburg



Bundessprachenamt

**Referat SMD 10**

**Auftragsnummer 2020U-01790**

## **Übersetzung aus dem Deutschen ins Englische**

Originaltitel                      Allgemeine Prüfungsordnung für die Bachelor- und  
Master-Studiengänge an der HSU/UniBw Hamburg

Zieltitel                            General Examination Regulations for Bachelor's and  
Master's Programmes at Helmut Schmidt University /  
Bundeswehr University Hamburg

überprüfte Übersetzung

unüberprüfte Übersetzung

**General  
Examination  
Regulations**  
**for Bachelor's and  
Master's Programmes**  
**at**  
**Helmut Schmidt University /  
Bundeswehr University**  
**Hamburg**

**(APO)**

**(non-official version)**

Based on Section 112(1) and (3), first sentence, of the Hamburg Higher Education Act (HmbHG) as of 18 July 2001 (Hamburg Law Gazette, HmbGVBl., p. 171), as amended, in connection with the Notification of Transfer issued by the Hamburg Departmental Authority of Science and Research on 23 October 1978, revised edition of 5 July 2007, this revised edition of the General Examination Regulations for Bachelor's and Master's Programmes at Helmut Schmidt University / Bundeswehr University Hamburg was

adopted by the Academic Senate on 14 December 2017,

approved by the Ministry of Science, Research and Equalities of the Free and Hanseatic City of Hamburg on 21 December 2017,

approved by the Federal Ministry of Defence on 22 December 2017

and published in the University Gazette No. 01/2018 on 2 January 2018.

Regulation Amendment:

<b>Serial No.</b>	<b>Acad. Senate</b>	<b>BWFG</b>	<b>FMoD / P I 5</b>	<b>University Gazette</b>
1.	11 Oct. 2018	BWFG Ref. No. E31010-01 dated 9 Nov. 2018	PI5 - Ref. No. 38-01-06 dated 15 Nov. 2018	No. 10/2018 dated 23 Nov. 2018
2.	11 April 2019	BWFG/H49 E31010-01 dated 1 Oct. 2019	PI5 - Ref. No. 38-01-06 dated 8 Oct. 2019	No. 09/2019 dated 16 Oct. 2019
3.	14 Nov. 2019	BWFG/H49 E31010-01 dated 10 Dec. 2019	PI5 - Ref. No. 38-01-06 dated 18 Dec. 2019	No. 01/2020 dated 6 Jan. 2020

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## **Section 1 Scope**

- (1) The General Examination Regulations govern the processes and procedures of all examinations conducted in consecutive Bachelor's and Master's programmes at Helmut Schmidt University / Bundeswehr University Hamburg (from now on referred to as the "University").
- (2) Their provisions are supplemented and specified by the Subject-Specific Programme and Examination Regulations (FSPO) applying to the individual programmes.
- (3) The regulations governing the selection, attendance and organisation of interdisciplinary studies (ISA Regulations) may complement these General Regulations with special organisational and procedural provisions concerning interdisciplinary studies in accordance with Section 12.

## **Section 2 Programme Objectives, Examination Purpose, Academic Degrees**

<sup>1</sup>The programmes offered at the University are skills-oriented. <sup>2</sup>The FSPO define the objectives for the individual programmes and govern the academic degrees that will be awarded when the programme objectives are achieved.

## **Section 3 Standard Period of Study, Maximum Period of Study**

- (1) <sup>1</sup>Bachelor's programmes at the University require a minimum of 180 credit points. <sup>2</sup>The standard period of study is seven trimesters (intensive programme); this corresponds to a workload of three calendar years. <sup>3</sup>The standard period of study for Bachelor's degree students who do not qualify for the Master's degree studies in accordance with Section 5(6) is nine trimesters. By way of derogation from Sentences 1 and 2, the 'Law for Public Administration' Bachelor's programme comprises 186 credit points; the standard period of study is nine trimesters.
- (2) <sup>1</sup>Consecutive Master's programmes following a Bachelor's programme at the University comprise 120 credit points; the standard period of study is five trimesters. <sup>2</sup>The consecutive completion of Bachelor's and Master's programmes requires a standard period of study of twelve trimesters. <sup>3</sup>Consecutive Master's programmes which do not follow a Bachelor's programme at the University comprise 60 credit points and require a standard period of study of three trimesters.
- (3) <sup>1</sup>The maximum period of study for Bachelor's programmes is three years. <sup>2</sup>The maximum period of study for Master's programmes in accordance with subsection 2, first sentence, is one year and nine months. <sup>3</sup>For Bachelor's programme students qualifying for Master's degree studies in accordance with Section 5(6), the maximum period of study for Bachelor's and Master's programmes is four years in total. <sup>4</sup>The maximum period of study for Master's programmes in accordance with subsection 2, third sentence, is one year and six months.
- (4) If students are unable to take examinations within the maximum period of study for important reasons beyond their control, the responsible Examination Committee will extend this period where students can provide justifiable reasons for their request; Section 17(2) will apply mutatis mutandis.

## **Section 4 Programme Structure**

- (1) <sup>1</sup>The programmes consist of subject-specific modules and modules to develop

general professional skills. <sup>2</sup>The specific content and structure of the individual programmes are stipulated in the FSPO.

- (2) <sup>1</sup>The modules to develop general professional skills include, among others, interdisciplinary studies in accordance with Section 12 as well as foreign language training. <sup>2</sup>As part of language training, eight credit points will be awarded for a certified Standardised Language Profile (SLP) 3332 in English from the Federal Office of Languages or for an equivalent English language certificate; the FSPO may require foreign students with a first language other than German to provide evidence of SLP 3332 for German or an equivalent German language certificate. <sup>3</sup>The qualifications as defined in the second sentence will usually be acquired before the programme starts and must be proven at the latest before the Bachelor's degree studies end; the FSPO may provide for a shorter period to prove the required qualifications. <sup>4</sup>The eight credit points awarded for these qualifications cannot be compensated by other modules. <sup>5</sup>The Bachelor's programme in civil engineering does not comprise the qualification as defined in the second sentence.
- (3) <sup>1</sup>In addition, further training in a language to be chosen by the student is part of the Bachelor's programme and comprises four credit points; the FSPO for interdisciplinary programmes may not require any additional language training. <sup>2</sup>Students who obtain the language certificate as defined in subsection 2, second sentence, only during their Bachelor's programme may replace the additional foreign language module with an interdisciplinary studies module or a subject-specific module of at least four credit points.
- (4) The FSPO for programmes taught in English and the FSPO for the "Law for Public Administration" Bachelor's programme may provide for other regulations concerning interdisciplinary studies and foreign language training than those specified in subsection 2 and 3.

## **Section 5 Programme Admission Requirements**

- (1) Students can be admitted to Bachelor's degree studies if they fulfil the education requirements for such studies stated in Section 37 or Section 38 of the Hamburg Higher Education Act (HmbHG).
- (2) <sup>1</sup>Admission will not be granted in cases where a student, while previously pursuing the same programme at a university, has failed an examination prescribed by the examination regulations at the final attempt or is no longer eligible to sit the examination. <sup>2</sup>The same applies to admission to any other University programme, if the relevant FSPO also contains mandatory provisions concerning the examination subjects of this programme; this does not affect compulsory elective examinations.
- (3) <sup>1</sup>Students can be admitted to a Master's programme in accordance with Section 3(2), first sentence, if they completed a Bachelor's programme relevant to the Master's programme subject with at least 180 ECTS credit points and an overall grade of at least "good" (2.5 or better) at a university, unless there are grounds for refusal under subsection 2. <sup>2</sup>The FSPO may stipulate stricter grade requirements. <sup>3</sup>Bachelor degree holders who completed an intensive programme require a grade of "satisfactory" (3.0 or better) as defined in sentence 1 and/or 2. <sup>4</sup>Students can be admitted to a Master's programme in accordance with Section 3(2), third sentence, if they successfully completed an undergraduate study programme in accordance with the standards of the relevant FSPO, unless there are grounds for refusal under subsection 2.
- (4) <sup>1</sup>The FSPO may provide for further admission principles to the Bachelor's and

Master's degree studies subject to the individual programme requirements. <sup>2</sup>They specify which Bachelor's programmes are subject-relevant to the Master's programmes as defined in subsection 3, first sentence.

- (5) <sup>1</sup>Students with an overall grade that is 0.5 points below the grade required in accordance with subsection 3 may demonstrate their suitability for the Master's programme in an admission interview. <sup>2</sup>For more details see the FSPO or the relevant executive provisions.
- (6) <sup>1</sup>Students enrolled in a Bachelor's programme at the University will be provisionally admitted to the courses and module examinations of a subject-relevant Master's programme in accordance with Section 3(2), first sentence if they have obtained at least 158 credit points by the end of the seventh trimester of the Bachelor's programme. <sup>2</sup>Final admission to the Master's programme requires students to prove that they have fulfilled the admission requirements under subsections 3 and 4 by the end of the first trimester of the Master's programme; if they fail to provide evidence, the provisional admission will be cancelled. <sup>3</sup>Where a student fails to meet the deadline as defined in the second sentence for important reasons beyond their control, the responsible Examination Committee will extend this deadline at the student's reasonable request; Section 17(2) will apply mutatis mutandis. <sup>4</sup>Where provisional admission expires, the Examination Office will issue a certificate – upon the student's request – that provides evidence of the ECTS credit points obtained during the Master's degree examination if the Bachelor's programme has been completed successfully.

## Section 6 Modules and Credit Points

- (1) <sup>1</sup>The curriculum will be divided into modules. Modules combine areas of teaching and learning into units which are defined in terms of topic and duration, impart distinct skills and, as a general rule, end with an examination (module examination). <sup>2</sup>Modules usually consist of several content-related courses held over one trimester or up to three consecutive trimesters. <sup>3</sup>The courses will be taught in German or English; modules containing courses taught in English must be marked as such in the FSPO.
- (2) <sup>1</sup>The credit points for each module represent the student workload. <sup>2</sup>Credit points are calculated on the basis that one credit point corresponds to a workload of 30 hours. <sup>3</sup>The number of credit points for one module is based on the number of working hours which are required on average for course attendance, preparatory and follow-up work, practical elements and examinations. <sup>4</sup>Only the total number of credit points for a module will be awarded and only after successful completion of the module by delivering the required performance.
- (3) <sup>1</sup>The module handbooks for the University programmes contain a description of each module. <sup>2</sup>These descriptions provide the students with information on syllabi, content, quality and quantity requirements as well as the modular structure of each programme. <sup>3</sup>The module descriptions specify in particular
1. module ID and designation
  2. qualification objective and skills taught
  3. content
  4. teaching and learning methods
  5. course type
  6. module duration
  7. intervals
  8. requirements for participation and admission to the module examination
  9. module applicability
  10. workload and credit points

- (4) Participation in the module courses may depend on specific requirements stated in the module description, which include in particular the successful completion of other modules.
- (5) <sup>1</sup>The module description may limit the number of participants for individual courses, if this is necessary to ensure their proper delivery. <sup>2</sup>This limitation must be explained during the preparation of the syllabus and the participation criteria must be established.

## **Section 7 Examination Committees**

- (1) <sup>1</sup>The faculties and the Academic Department for Industrial Engineering will establish Examination Committees for their programmes. <sup>2</sup>If programmes comprise different subject areas, a faculty may establish separate Examination Committees for individual programmes. <sup>3</sup>Examination Committees will be responsible for organising the examinations and for ensuring compliance with the provisions of these regulations and the relevant FSPO but not for the assessment of examinations. <sup>4</sup>Examination Committees will receive administrative support from the Examination Office in organising examinations. <sup>5</sup>Examination records will be kept by the Examination Office.
- (2) <sup>1</sup>Each Examination Committee will consist of three professors and two students. <sup>2</sup>The FSPO may additionally provide for the inclusion of a regular academic assistant and/or another professor as Committee member. <sup>3</sup>Professors must continue to be the majority of the Committee members. <sup>4</sup>Professors will serve for a term of two years, all other members for one year. <sup>5</sup>Re-election is permissible.
- (3) <sup>1</sup>Committee members and their deputies will be proposed by the relevant groups and elected by the relevant Faculty Council or Academic Department Committee. <sup>2</sup>The relevant Faculty Council or Academic Department Committee will elect the chairperson and the vice chairperson from among the members of the group of professors. <sup>3</sup>The Faculty Council or the Academic Department Committee or the FSPO may assign this election to the Examination Committee.
- (4) <sup>1</sup>Examination Committees will report to the relevant Faculty Council or Academic Department Committee on a regular basis about the development of examinations and study periods and offer suggestions concerning the reform of examination regulations. <sup>2</sup>Examination Committees may delegate certain tasks and powers to their chairperson. <sup>3</sup>This does not apply to decisions in accordance with Section 7(10) and Section 18 with the exception of cases in which the allegations have been admitted.
- (5) <sup>1</sup>Deans of studies may participate – in an advisory capacity – in meetings of the Examination Committee that is responsible for their programmes.
- (6) <sup>1</sup>Meetings of the Examination Committees will be open to members of the University. <sup>2</sup>Matters concerning individual examinations will be dealt with in closed session. <sup>3</sup>Examination Committees will decide by a majority of votes cast in the session. <sup>4</sup>Abstention from voting on examination matters is not permitted. <sup>5</sup>In the event of an equal number of votes being cast, the chairperson or his/her deputy will have the casting vote.
- (7) Committee members will be entitled to be present during the examinations that fall within the remit of the Examination Committee.
- (8) Members and their deputies and deans of studies will be bound to confidentiality with regard to individual examination matters.
- (9) <sup>1</sup>Notification of decisions that may infringe the rights of a student must be made in writing, state the reasons for the decision, and provide information on how to



appeal. <sup>2</sup>Before a decision is taken, the student must be given the opportunity to respond.

- (10) <sup>1</sup>In the case of an appeal against a decision by the Examination Committee, it will reconsider the matter. <sup>2</sup>Where the Committee fails to resolve or fully resolve the appeal, the Appeals Committee will decide. <sup>3</sup>The Appeals Committee is composed of:
1. one member of the University Administration who is qualified to hold judicial office,
  2. one professor and one student from the same academic discipline in which the examination was taken.
- <sup>4</sup>The member specified in the third sentence, No. 1 will be appointed by the President, the professor specified in the third sentence, No. 2 will be elected by the Faculty Council or by the Academic Department Committee for two years and the student member for one year. <sup>5</sup>Members of the Appeals Committee must not simultaneously sit on the responsible Examination Committee. <sup>6</sup>The member specified in the third sentence, No. 1 will chair the Appeals Committee. <sup>7</sup>He/she will prepare and chair the meetings. <sup>8</sup>The meetings of the Appeals Committee are not open to the public. <sup>9</sup>The chairperson may decide alone on invalid appeals or matters that – in his/her opinion – do not require further discussion or that are of minor importance.
- (11) <sup>1</sup>Regardless of subsection 10, one professor will be appointed ombudsperson and will, together with a student representative, assume the tasks of a complaints office for examination issues in accordance with Section 66(3) of the Hamburg Higher Education Act (HmbHG). <sup>2</sup>The ombudsperson and the student representative will be elected by the Senate for a period of two years and one year, respectively. <sup>3</sup>Neither of them must sit on an Examination Committee.

## **Section 8 Examiners and Assessors**

- (1) <sup>1</sup>Examiners are regular academic staff who teach the examination subject at the University. <sup>2</sup>A teaching assignment will entail authorisation to conduct examinations for the particular module. <sup>3</sup>In cases where examinations cannot be conducted by regular academic staff and no teaching assignment has been allocated, other examiners holding doctoral degrees or comparable qualifications in the examination subject may be appointed. <sup>4</sup>They will be appointed by the responsible Examination Committee. <sup>5</sup>Their nomination will be announced two weeks prior to the relevant examination.
- (2) <sup>1</sup>University professors and lecturers are authorised to conduct all examinations in their discipline. <sup>2</sup>Other regular members of the academic staff and visiting lecturers may only conduct examinations for the module in which they offer courses.
- (3) <sup>1</sup>Assessors for the respective oral examinations will be nominated by the examiners. <sup>2</sup>To be nominated, an assessor must at least possess the qualifications to be determined in the examination or comparable qualifications.
- (4) <sup>1</sup>Examiners are autonomous and are not bound by directives with regard to their examination activities. <sup>2</sup>Section 7(8) will apply to examiners and assessors.

## **Section 9 Recognition of Prior Learning and Credit Transfer**

- (1) <sup>1</sup>Transfer of the credit points obtained at another institute of higher education or for another programme at the University and recognition of prior learning will be

granted if there are no fundamental differences between the knowledge and skills already acquired and those to be acquired in the relevant programme at the University. <sup>2</sup>In the case of a student having previously studied at a foreign institute of higher education, the recognition of prior learning and transfer of credit points will be subject to compliance with the equivalence agreements approved by the Conference of Ministers of Education and Cultural Affairs and the University Rectors' Conference as well as with arrangements made within the scope of cooperation agreements between the University and other institutes of higher education. <sup>3</sup>Where no such agreement has been concluded and where there are doubts about equivalence, the Central Office for Foreign Education should be consulted.

- (2) <sup>1</sup>Provided they are of an equivalent standard and required for the successful completion of the programme, up to half of the credit points will be recognised for knowledge or skills acquired and certified other than through studies at an institute of higher education.
- (3) <sup>1</sup>In cases where credit transfer is granted, grades will be transferred – if the grading systems are comparable – and included in the calculation of the final grade. <sup>2</sup>Where grading systems are not comparable, the remark “passed” will be added. <sup>3</sup>Credit transfers and RPL granted will always be indicated.
- (4) <sup>1</sup>At the request of the student and after hearing the responsible subject representative, the Examination Committees will decide whether credit transfers and RPL should be granted. <sup>2</sup>The required documents should be included with the request for credit transfer and RPL.

## **Section 10 Admission to Module Examinations**

- (1) Only those students will be admitted to module examinations who
  1. have enrolled for the relevant Bachelor's or Master's programme,
  2. meet the requirements for admission to the particular module,
  3. meet possible FSPO requirements for admission to the module examination and who
  4. have sent the request for module examination admission in writing or any other form determined by the Examination Committee to the Examination Office by the deadline set by the Examination Committee.
- (2) <sup>1</sup>Unless the documents required for admission as specified in subsection 1 have been submitted at an earlier stage they must be enclosed with the request or submitted by the deadline set by the Examination Committee. <sup>2</sup>Where students are unable to provide the documents in accordance with the first sentence in the required manner, the Examination Committee may allow the students to provide evidence in a different way. <sup>3</sup>The Examination Office will ensure that students do not exceed the permitted number of resits.
- (3) <sup>1</sup>If the student's physical attendance is compulsory in accordance with the FSPO, regular attendance will be another admission requirement. <sup>2</sup>Regular attendance means that students have attended at least 75 % of the classes scheduled for the course of a module for which attendance is compulsory. <sup>3</sup>The FSPO may stipulate different attendance quotas. <sup>4</sup>In the case of a longer absence due to circumstances beyond the student's control, he/she may be admitted to the examination subject to certain conditions. <sup>5</sup>A satisfactory explanation for the absence must be provided to the responsible lecturer and, in the case of absence due to illness, a medical certificate must be submitted as stipulated in Section 17(2), second sentence. <sup>6</sup>The conditions will be determined by the person

teaching the courses missed and must be reasonable and appropriate to document that the student caught up on the subject material missed.

- (4) The successful completion of the Master's thesis may not be an admission criterion for module examinations or course examinations.
- (5) <sup>1</sup>The Examination Committee that is responsible for the specific programme will decide whether the student should be admitted to the examination. <sup>2</sup>The Examination Committee may assign this task to the Examination Office. <sup>3</sup>In cases of doubt, the decision will rest with the responsible Examination Committee.
- (6) For certain modules or module types the FSPO may provide that students who fail to apply for admission (subsection 1, No. 4) will be regarded as admitted if the requirements of subsection 1, Nos. 1 to 3 are met.

### **Section 11 Module Examinations**

- (1) <sup>1</sup>Module examinations should take the form of a final examination for the module; they may consist of several course examinations. <sup>2</sup>Section 15(4) will remain unaffected.
- (2) The examination requirements will be based on the learning objectives set out in the module description, the content of the courses as well as the credit points to be awarded for the module.
- (3) <sup>1</sup>The FSPO must include all admission requirements for all modules offered in the programme, the type and scope of required examinations and the credit points assigned to each module. <sup>2</sup>In exceptional cases and if there is a restrictive factual reason, several, but no more than three, alternative examination types may be stated for an examination. In this case, the intended examination type will be announced no later than the first lecture of the particular course.
- (4) <sup>1</sup>The type of the first re-examination must be equivalent to the first-time examination. <sup>2</sup>The FSPO may provide for variations regarding type and scope; subsection 2 must be observed.
- (5) <sup>1</sup>First-time examinations will generally be held during the programme or within six weeks of completing the module courses; the FSPO may contain special regulations for the spring trimester. <sup>2</sup>Module examinations must be assessed no later than eight weeks after completion of the examination; Section 14(10) and Section 12(6) will remain unaffected. <sup>3</sup>The FSPO may contain different regulations for individual examination types provided that this does not affect qualification for the Master's programme (Section 5(6)) and compliance with the maximum period of study under Section 3(3).
- (6) <sup>1</sup>Students who have been admitted to the module examination are obliged to sit this examination. <sup>2</sup>At the written request of a student, the examiner may conduct the examination in a foreign language.
- (7) <sup>1</sup>Appropriate notification of the examination must be provided at least two weeks in advance of the examination date unless this date is agreed on an individual basis. <sup>2</sup>In the case of resits, notification of the results of the previous examination must be provided no later than two weeks before the resit date. <sup>3</sup>Before resitting the examination, the student must be allowed sufficient time to view the examination script.

### **Section 12 Interdisciplinary Studies**

- (1) <sup>1</sup>The Bachelor's and Master's programmes offered in accordance with Section 3(2), first sentence, contain interdisciplinary studies (ISA). <sup>2</sup>These are

used to teach the students professional skills by discussing subjects from other study areas on a scientific basis. <sup>3</sup>The objective of these courses is to enable students to reflect on the impact of their professional behaviour and decision-making in larger contexts of responsibility and to critically assess and shape their behaviour in these dimensions. <sup>4</sup>Students in these programmes cannot choose ISA modules imparting content and methods that already form part of their programme and its compulsory elective subjects. <sup>5</sup>In accordance with the module description, ISA module courses and examinations may also be conducted in English.

- (2) <sup>1</sup>15 credit points in ISA modules must be obtained in Bachelor's programmes and ten in Master's programmes. <sup>2</sup>If the programme itself is composed of interdisciplinary subjects, the relevant FSPO may require fewer ISA credit points. <sup>3</sup>The FSPO for programmes taught in English and the FSPO for the 'Law for Public Administration' Bachelor's programme may specify different regulations.
- (3) <sup>1</sup>ISA examinations will be conducted in accordance with the provisions of these General Examination Regulations. <sup>2</sup>The ISA Office is responsible for organising these examinations in accordance with the ISA Regulations. <sup>3</sup>Any other tasks assigned to the Examination Committees will be fulfilled by the Examination Committee that is responsible for the relevant programme or student concerned; the Examination Committee will consult the ISA Office prior to its decision.
- (4) Interdisciplinary studies in the programmes should be distributed equally over the period of study.
- (5) <sup>1</sup>ISA module examinations may be performed as either (1) a written examination of at least two hours, (2) a home assignment with a workload of 50-150 hours, (3) an oral examination of 20-40 minutes' duration or (4) a project paper with a workload of 50-150 hours. <sup>2</sup>Section 10(3) will apply to any additional mandatory attendance policy. <sup>3</sup>In accordance with the module description, home assignments and project papers may include an oral presentation. <sup>4</sup>Written examinations may be conducted entirely or partly as multiple choice examinations; the University's executive provisions on the conduct of multiple choice examinations must be observed. <sup>5</sup>In compliance with the first sentence, an examination type that differs from that of the first-time examination may be stipulated for resits. <sup>6</sup>Method and scope of the chosen examination type must be specified in the module description; Section 6(2) must be observed.
- (6) <sup>1</sup>ISA module examinations must be assessed no later than eight weeks after the end of the trimester in which the courses of the module end. <sup>2</sup>Written and oral examinations must be taken no later than two weeks after termination of the courses. <sup>3</sup>The grade for the first re-examination must be available no later than eight weeks after the first-time examination grade has been given. <sup>4</sup>The grade for the second re-examination must be available no later than eight weeks after the first re-examination grade has been given. <sup>5</sup>Oral supplementary examinations as defined in Section 16(4) are excluded.
- (7) <sup>1</sup>With the exception of compulsory modules, students are entitled to choose a different ISA module after having failed the first-time examination provided that capacities are available and the required credit points can be obtained during the standard period of study. <sup>2</sup>The Examination Office must be informed accordingly. <sup>3</sup>Upon this declaration, students are no longer entitled to take examinations in the previously chosen module.

### **Section 13 Examination Types**

- (1) <sup>1</sup>The FSPO define methods and scopes of permissible examination types for the individual programmes. <sup>2</sup>These examination types may include in particular:

- written examinations,
  - oral examinations,
  - seminar papers and home assignments,
  - presentations,
  - seminars performed,
  - short presentations,
  - learning portfolios,
  - project papers,
  - internship reports and
  - individual contributions during classes.
- (2) If the FSPO stipulate that written examinations may be conducted entirely or partly as multiple choice examinations, the University's executive provisions on the conduct of multiple choice examinations must be observed.
- (3) <sup>1</sup>Oral examinations will be carried out by two examiners or by one examiner in the presence of one competent assessor. <sup>2</sup>Oral examinations may be conducted individually or in groups of up to four students. <sup>3</sup>The assessor's assessment must be heard before grades are awarded. <sup>4</sup>The main topics and results of the examination must be documented in a record to be signed by examiners and assessors. <sup>5</sup>Where space permits, oral examinations will be open to members of the University; students who have registered for the relevant examination will be excluded. <sup>6</sup>Upon the examinee's request, the public must generally be excluded from the exam.
- (4) <sup>1</sup>Upon approval of the responsible Examination Committee, examinations may be held in a suitable electronic form. <sup>2</sup>If necessary, the faculties will issue the relevant executive provisions.
- (5) <sup>1</sup>With the exception of written examinations, all papers must also be submitted in electronic format thus permitting the use of plagiarism detection software. <sup>2</sup>Section 14(8), sentences 2-6 will apply accordingly.
- (6) <sup>1</sup>With the consent of the examiner, examinations, including final theses (Section 14), may take the form of group work. <sup>2</sup>In such cases, it must be ensured that each student's contribution to be assessed within the scope of the examination is clearly distinguishable and assessable on the basis of sections, page numbers and other objective criteria that enable individual performance to be attributed to the respective student.
- (7) <sup>1</sup>The module exams in foreign languages will be conducted as skill-related final examination on various levels. <sup>2</sup>As a general rule, they consist of the four parts that make up a Standardised Language Profile (SLP), these being "Listening" (60 minutes), "Speaking" (15 minutes), "Reading" (60 minutes) and "Writing" (45 minutes); level 1a consists of two examination parts in "Speaking" (15 minutes) and "Writing" (45 minutes), and additional foreign language training in English or Francais Avancé consists of two examination parts in "Speaking" (15 minutes) and "Writing" (60 minutes). <sup>3</sup>A failed examination part for level 1a can be compensated by passing the exam in "Reading" (60 minutes). <sup>4</sup>In basic course modules, the module examination comprises two skill-related parts, in line with the Standardised Language Profile (SLP), in "Speaking" (15 minutes) and "Writing" (30 minutes); a failed examination part can be compensated by passing the exam in "Reading" (30 minutes).<sup>5</sup>Unless otherwise specified in the FSPO for programmes taught in English, the modules "German for international students" are completed with an exam in "Speaking" (15 minutes). <sup>6</sup>All foreign language modules require compulsory attendance in accordance with Section 10(3).
- (8) <sup>1</sup>Where an examinee can satisfactorily demonstrate that due to prolonged or chronic illness or permanent physical disability he/she is unable to complete the

examinations in their intended format or within the time allowed, the Examination Committee may, at the examinee's request, allow him/her more time to complete the examinations or to sit examinations of an equivalent standard in an appropriate format. <sup>2</sup>The same applies to study credit points. <sup>3</sup>The examinee may be asked to provide appropriate evidence.

## **Section 14 Final Theses**

- (1) <sup>1</sup>Final theses are module credit points in which the students should show that they are able to use scientific methods to handle a subject-specific task independently within a specified period of time. <sup>2</sup>The requirements for a Master's thesis with regard to independence and methodological level must be significantly higher than those required for a Bachelor's thesis.
- (2) <sup>1</sup>The FSPO may limit the topics of final theses to certain fields. <sup>2</sup>Final theses in the field of interdisciplinary studies (ISA) must always be approved by the Examination Committee responsible for the student's programme.
- (3) <sup>1</sup>The final thesis will be supervised by a professor or lecturer who has been approved as an examiner in accordance with Section 8(1). <sup>2</sup>The student may propose a supervisor. <sup>3</sup>Wherever possible and reasonable, the student's proposals must be accepted.
- (4) <sup>1</sup>The supervisor will assign the topic of the final thesis. <sup>2</sup>The student may propose the topic. <sup>3</sup>The Examination Office will record the date of assignment and the topic. <sup>4</sup>With the consent of the examiner, the student may reject the topic once during the first third of the completion time where completion of the thesis is not possible for reasons beyond the student's control if the last date of acceptance under subsection 6 is not exceeded. <sup>5</sup>In this case, a new topic will be assigned without delay, but no later than the last date of acceptance under subsection 6. <sup>6</sup>In cases of doubt, the chairperson of the responsible Examination Committee will decide.
- (5) <sup>1</sup>The FSPO will specify scope, credit points and admission requirements for Bachelor's and Master's theses. <sup>2</sup>They may also provide for the inclusion of the final thesis into a final module with additional examinations.
- (6) The FSPO will specify the latest date on which the Bachelor's or Master's thesis must have been accepted and provide that the thesis is deemed accepted at this date at the latest with regard to completion time or that its non-acceptance will be treated as failure in accordance with Section 17.
- (7) <sup>1</sup>Final theses may be submitted in German or, with the consent of the supervisor, in English. <sup>2</sup>The FSPO for programmes taught in English may specify different regulations.
- (8) <sup>1</sup>Three typed and bound copies of the final thesis must be submitted to the Examination Office by the deadline. <sup>2</sup>In addition to the printed copies, an identical, electronic version of the thesis is to be submitted to permit the use of plagiarism detection software. <sup>3</sup>In the case of empirical theses, this also includes the data material and an electronic copy of the material obtained from the Internet. <sup>4</sup>The time of submission will be recorded. <sup>5</sup>At the time of submission, the student must confirm in writing that the thesis (in the case of a group thesis, the appropriately indicated section of the thesis) is his/her own work, that only the aids stated in the bibliography were used and that all passages taken either verbatim or in adapted form from sources or literature are indicated as such and references provided in each case. <sup>6</sup>In addition, he/she must confirm that the electronic version submitted is identical to the printed copies.
- (9) <sup>1</sup>Where the student can provide justifiable reasons for his/her request, the

chairperson of the Examination Committee may extend the deadline for the final thesis by a further four weeks in agreement with the supervisor and in compliance with the maximum period of study; Section 5(6) will remain unaffected. <sup>2</sup>In cases where work on the thesis is interrupted by illness or other important reasons beyond the examinee's control, this period of interruption will not count towards thesis completion time. <sup>3</sup>The examinee will submit appropriate proof to the chairperson of the Examination Committee without delay. <sup>4</sup>Section 17(2) will apply accordingly.

- (10) <sup>1</sup>Final theses must be assessed by the supervisor and an additional examiner. <sup>2</sup>The FSPO may define the circle of co-examiners more precisely. <sup>3</sup>The examiners' written reports should be forwarded no later than 12 weeks after submission of the thesis; the FSPO may provide for a shorter correction period. <sup>4</sup>If the grades differ by more than 2.0 or if the thesis is deemed "unsatisfactory" by only one examiner, the chairperson of the Examination Committee will call for a report from an additional examiner. <sup>5</sup>If the third examiner awards the grade of at least "sufficient" (4.0), the overall grade for the thesis will be calculated as the arithmetic mean of the grades awarded by the individual examiners, but will be no lower than "sufficient" (4.0).

### **Section 15 Assessment of Examination and Grading**

- (1) <sup>1</sup>The grades for individual examinations will be specified by the responsible examiner. <sup>2</sup>Examinations will be assessed using the following grades:
- 1 = very good (outstanding performance),
  - 2 = good (performance which is well above average standards),
  - 3 = satisfactory (performance which meets average standards),
  - 4 = sufficient (performance which, despite its shortcomings, still meets required standards),
  - 5 = unsatisfactory (performance which, due to its significant shortcomings, fails to meet required standards).
- (2) <sup>1</sup>Intermediate grading may be used to permit differentiated assessment of examinations. <sup>2</sup>To this end, the grades will increased or lowered by a value of 0.3; grades 0.7, 4.7 and 5.3 will not be used.
- (3) <sup>1</sup>In cases where a module examination consists of several course examinations, the grade of the module is the arithmetic mean of the individual grades in accordance with the weighting specified in the FSPO. <sup>2</sup>The value obtained will be truncated to one decimal place without rounding. <sup>3</sup>The same will apply in cases where an examination is assessed by several examiners. <sup>4</sup>Accordingly, the following grades will apply:

up to	1.5	= very good
above	1.5 to 2.5	= good
above	2.5 to 3.5	= satisfactory
above	3.5 to 4.0	= sufficient
above	4.0	= unsatisfactory

- (4) <sup>1</sup>In principle, a student will only be deemed to have passed module examinations if the overall grade calculated in accordance with subsection 3 is 4.0 or better. <sup>2</sup>The FSPO may specify that a student will only be deemed to have passed a module examination which comprises several course examinations if he/she has passed all of the course examinations. <sup>3</sup>The calculation of the overall grade in accordance with subsection 3 will remain unaffected.
- (5) <sup>1</sup>For the foreign language modules, the student will only be awarded the grade “pass” or “fail”. <sup>2</sup>The FSPO may also stipulate this restriction for additional modules.
- (6) <sup>1</sup>The grades achieved in the module examinations will be weighted by the number of credit points allocated to the respective module. <sup>2</sup>The overall grade awarded for the Bachelor’s and/or Master’s programme is the credit-weighted arithmetic mean of the grades for all modules and the credit-weighted grade for the final thesis, provided this has not been included in an overall grade for the module. <sup>3</sup>Subsection 3 will apply. <sup>4</sup>Non-graded examinations as specified in subsection 5 will not be included in the calculation of the overall grade. <sup>5</sup>Where an overall grade of 1.3 or higher is awarded, the rating “Passed with distinction” will be awarded.
- (7) <sup>1</sup>If the overall number of credit points obtained exceeds the number of credit points referred to in Section 3 for Bachelor’s or Master’s programmes in accordance with the applicable FSPO, which is due to the permitted choice of certain modules in the compulsory elective stage, these modules will be included in the calculation of the overall grade in accordance with the following rules:
1. The modules concerned will be sorted primarily in accordance with grades and secondarily in accordance with credit points in ascending order;
  2. Beginning with the top-rated modules, modules will be included in the calculation until the required score is achieved or exceeded.
- <sup>2</sup>The sum of the credit points of all modules included will be the denominator for calculating the overall grade.

## Section 16 Resitting Examinations

- (1) Examinees may not resit an examination for which they have been awarded a grade of “sufficient” (4.0) or higher.
- (2) Examinees who have been awarded a grade lower than “sufficient” (4.0) for an examination are deemed to have failed and may resit the exam twice.
- (3) <sup>1</sup>The resit date will be the next examination date. <sup>2</sup>The FSPO will specify the schedule for resitting examinations. <sup>3</sup>The FSPO may provide for another examination type in the second resit.
- (4) <sup>1</sup>If a student fails his/her first and/or second resit of written module examinations, the FSPO may stipulate that these may be supplemented by an oral examination at the student’s request. <sup>2</sup>In this case, regulations will be specified with regard to the length of the oral examination and the deadline by which the request in accordance with the first sentence must be submitted to the Examination Office after the result has been announced. <sup>3</sup>The grade of the module examination will be calculated as the arithmetic mean of the individual grades of the two



examinations completed.

- (5) If the FSPO in accordance with Section 15(4) provide that a student will only be deemed to have passed a module examination which comprises several course examinations if he/she has passed all of the course examinations, subsections 1 to 4 will apply accordingly to the repeatability of the course examination concerned.
- (6) <sup>1</sup>If a Bachelor's or Master's thesis is deemed "unsatisfactory", it may be resubmitted once and must be based on another topic. <sup>2</sup>In justified exceptional cases only, a final thesis may be resubmitted twice following a decision by the responsible Examination Committee in compliance with Section 3(3) and (4) where the student can provide justifiable reasons for his/her request. <sup>3</sup>In the case of resubmission, the topic may not be rejected. <sup>4</sup>Resubmission of a Bachelor's thesis must take place by 30 September of the third year of study at the latest. <sup>5</sup>The topic of the new Master's thesis must be accepted without delay. <sup>6</sup>In accordance with Section 3(3), the maximum period of study may be exceeded by a period of three months at most for completing this thesis.
- (7) The FSPO will specify the latest date on which the Bachelor's or Master's thesis must have been accepted and provide that the thesis is deemed accepted at this date at the latest with regard to completion time or that its non-acceptance will be treated as failure in accordance with Section 17.

### **Section 17 Failure to Attend or Withdrawal from Examinations**

- (1) In cases where a student, without good reason, fails to attend an examination or fails to observe an examination deadline as defined in these regulations or withdraws from an examination or fails to complete a written examination within the specified completion time, he/she will be awarded the grade "unsatisfactory" (5.0) for that examination.
- (2) <sup>1</sup>The student must notify the Examination Committee in writing without delay, providing a satisfactory explanation of the reasons for his/her non-attendance of or withdrawal from the examination. <sup>2</sup>In the case of illness, the student is required to submit a medical certificate issued by a unit physician or public health physician, which must describe how the illness impairs the student's ability to perform but which does not disclose the actual illness. <sup>3</sup>The examiner or examination supervisor must be informed without delay if an examinee becomes incapable of completing an examination while the examination is still in progress. <sup>4</sup>The obligation to provide notification as laid down in sentences 1 and 2 will remain unaffected. <sup>5</sup>After completion of an examination, reasons for withdrawal can no longer be invoked.
- (3) <sup>1</sup>If the Examination Committee accepts the reasons it will set a new date for the examination. <sup>2</sup>At the request of the examiner, the Examination Committee may determine that a written examination be resat as an oral examination. <sup>3</sup>In this case, any results of course examinations will be taken into account.
- (4) <sup>1</sup>At the request of the candidate, provisions protecting working mothers (Maternity Protection Act and/or Maternity Protection Ordinance for Servicewomen) must be taken into account. <sup>2</sup>The same applies to requests submitted by the candidate regarding periods of parental leave in accordance with the Federal Parental Allowance and Parental Leave Act. <sup>3</sup>Section 20 will not apply during these periods.

## **Section 18 Cheating and Plagiarism**

- (1) <sup>1</sup>In cases where a student attempts to influence the outcome of an examination by cheating, the examiner or examination supervisor will make a note of the incident and forward it to the chairperson of the Examination Committee immediately after the examination. <sup>2</sup>If this behaviour comes to light during an examination, the student concerned will be permitted to continue the examination.
- (2) Cheating in accordance with subsection 1 will include in particular the use of unauthorised examination aids, unauthorised collusion with other examinees or third parties during the examination, and plagiarism.
- (3) <sup>1</sup>The responsible Examination Committee will decide whether an action constitutes an attempt at cheating as defined in subsection 1 or 2. <sup>2</sup>The examiner and the student concerned must be given an opportunity to respond to the allegations before a decision is taken.
- (4) <sup>1</sup>If the Examination Committee determines that an attempt at cheating as defined in subsection 1 has occurred, the examinee will be awarded the grade “unsatisfactory” (5.0) or “fail” for that examination; where cheating only becomes known after assessment of the examination, the grade awarded will be changed accordingly. <sup>2</sup>In particularly serious cases, the Examination Committee may exclude the examinee from sitting further examinations.
- (5) In cases where the Examination Committee determines that plagiarism has been committed and where the student has previously been guilty of cheating, it will exclude him/her from further examinations in the absence of compelling circumstances to the contrary.
- (6) <sup>1</sup>If the Examination Committee takes a different view from the examiner concerned, it may consult the University’s ombudsperson for safeguarding good academic practice and dealing with academic misconduct prior to making a decision. <sup>2</sup>Where the Examination Committee determines that no attempt at cheating as defined in subsection 1 has occurred, it will return the paper to the examiner for assessment.
- (7) <sup>1</sup>The paper will not be returned to the examiner under subsection 6, second sentence, if the Examination Committee declares the examiner to be biased. <sup>2</sup>In this case, the Examination Committee will appoint another examiner to whom it will forward the paper for assessment. <sup>3</sup>If the Examination Committee decides in accordance with subsection 6, second sentence, the examiner concerned may himself/herself not wish to assess the paper for reasons of bias. <sup>4</sup>In this case, the Examination Committee will appoint a new examiner in consultation with the Dean.

## **Section 19 Violation of Examination Regulations and Procedural Shortcomings**

- (1) <sup>1</sup>The examiner or the examination supervisor may exclude examinees who wilfully or by gross negligence disrupt the proper conduct of a written or oral examination from continuing with the examination. <sup>2</sup>The incident must be reported to the responsible Examination Committee without delay. <sup>3</sup>If the Committee fails to find any violation that justifies exclusion from the examination, the students concerned must be given the opportunity to resit the examination without delay. <sup>4</sup>If the Examination Committee finds the exclusion to be justified, Section 18(4) will be applied mutatis mutandis. <sup>5</sup>Section 18(7) will apply accordingly.
- (2) <sup>1</sup>The responsible examiner or the Examination Committee must be notified without delay of any shortcomings in the examination procedure. <sup>2</sup>At the request

of the student concerned, the Examination Committee will decide whether an examination involving procedural shortcomings must be repeated.

## **Section 20 Progress Control**

- (1) <sup>1</sup>The fulfilment of specific minimum requirements within an appropriate period of time is the basis for continuing academic studies. <sup>2</sup>For this purpose, the Examination Office will exercise progress control, which is based on the following standards:
- after completing the 1st academic year of a Bachelor's programme, the student must have achieved at least 45 credit points;
  - after completing the 2nd academic year of a Bachelor's programme, the student must have achieved at least 100 credit points.
- <sup>3</sup>Progress control will also include credit points for modules not yet completed, which are taken into account on a pro-rata basis depending on the course examinations already completed.
- (2) <sup>1</sup>If students fail to achieve the minimum requirements, the Examination Office will inform them in writing that they are at risk of missing the programme objective. <sup>2</sup>They are also invited to attend study counselling intended to discuss their previous study progress and to identify possibilities as to how the examinations required for achieving the minimum credit points can be completed by the end of the following term. <sup>3</sup>The Examination Office will provide the results of progress control in a summary form in compliance with the data protection guidelines to the Vice-President for Teaching and Studies, who will forward them to the President of the University.
- (3) <sup>1</sup>The dean of studies of the programme concerned will provide study counselling as part of progress control. <sup>2</sup>For this purpose, the dean of studies will be granted access to the examination records of the students of the programme concerned.
- (4) In addition to progress control as defined in subsections 1 and 2, the dean of studies may use the students' examination records of the respective programme to control study progress on his/her own initiative and to invite students to attend study counselling at points in time deviating from subsection 1.

## **Section 21 Transcript of Records**

If, at the end of a trimester, all the data pertaining to the outcomes for that trimester has been recorded, the student, at his/her request, will be provided with a transcript of records documenting the courses and examinations he/she has completed.

## **Section 22 Pass or Failure**

- (1) <sup>1</sup>A student is deemed to have passed the Bachelor's or Master's degree examination if he/she has successfully completed all module examinations and the final thesis and has earned the required number of credit points. <sup>2</sup>A student is deemed to have irrevocably failed the Bachelor's or Master's degree examination if he/she
1. has not provided evidence of language proficiency in accordance with Section 4(2) in time,
  2. has permanently forfeited his/her right to sit examinations in accordance with Section 18(4) or (5),
  3. has been awarded the grade "unsatisfactory" or is deemed to have been

awarded the grade “unsatisfactory” (subsection 2 will remain unaffected) for a module examination at the final attempt,

4. has again been awarded the grade “unsatisfactory” or is deemed to have been awarded the grade “unsatisfactory” for the final thesis after its last resubmission  
or
  5. has not passed the examinations required for a successful completion of the programme within the maximum period of study in accordance with Section 3(3); Section 3(4) and Section 16(6), fifth sentence, will remain unaffected.
- (2) <sup>1</sup>The FSPO may provide that failing a compulsory elective module may be compensated by passing alternative modules with the required minimum of credit points. <sup>2</sup>The maximum period of study in accordance with Section 3(3) and the period specified in Section 5(6) will remain unaffected.
  - (3) Where a student has failed the Bachelor’s or Master’s degree examination at the final attempt, the chairperson of the Examination Committee will notify the student in writing, also providing information on how to appeal.
  - (4) At his/her request, and upon presentation of appropriate proof, the Examination Office will provide the student with a certificate indicating the examinations completed and the grades awarded and which clearly states that he/she failed the Bachelor’s or Master’s degree examination at the final attempt.

### **Section 23 Certificate, Diploma and Diploma Supplement**

- (1) <sup>1</sup>Students will receive a certificate upon passing the Bachelor’s or Master’s degree examination. <sup>2</sup>In addition to the overall grade, the certificate will also include the grades and credit points for the individual module examinations and state the topic of and grade awarded for the final thesis. <sup>3</sup>The certificate will indicate the date on which the last examination was completed. <sup>4</sup>It must be signed by the chairperson of the Examination Committee and bear the University’s seal.
- (2) <sup>1</sup>At the request of the student, modules which were successfully completed at the University but not taken into account for the Bachelor’s or Master’s degree examination will be indicated as additional achievement in the certificate with grade and number of credit points. <sup>2</sup>The request must be submitted in writing to the Examination Office no later than one week after the assessment of all examinations.
- (3) <sup>1</sup>In addition to the certificate, the graduate will receive a diploma confirming the award of the final degree and stating the date of the certificate. <sup>2</sup>The diploma will be signed by the chairperson of the Examination Committee and the Dean and will bear the University’s seal.
- (4) <sup>1</sup>Together with the certificate, the graduate will receive a diploma supplement in accordance with the regulations, as amended, that have been agreed between the Conference of Ministers of Education and Cultural Affairs and the University Rectors’ Conference. <sup>2</sup>The diploma supplement will include in particular information on the University, the type of degree, the programme syllabus, the admission requirements, the programme requirements, the programme structure and the German higher-education system.
- (5) <sup>1</sup>The diploma supplements will also include information on the relative performance of the graduate. <sup>2</sup>This can be done, in particular, by
  - indicating so-called “ECTS grades” if the number of graduates is statistically sufficient,

- indicating whether the graduate concerned is among the top 10 % or top 33 % of his/her year group,
- indicating additionally the grading in the year group concerned or in the last three year groups.

³Details are specified in the FSPO.

- (6) The certificate, diploma and diploma supplement will be in German and, upon request, in English.

## **Section 24 Invalidity of Final Examinations**

- (1) Where an examinee has cheated in an examination and where this is not discovered until after the certificate has been issued, the Examination Committee may retroactively declare that he/she has failed this examination and, if appropriate, the Bachelor's/Master's degree examination.
- (2) ¹In cases where the admission requirements for an examination were not fulfilled, but where there has been no intent to deceive on the part of the examinee and where this is not discovered until after the certificate has been issued, this shortcoming is remedied by awarding the student a pass in the examination. ²If the examinee has intentionally and wrongfully obtained admission, the Examination Committee will declare that he/she has failed the Bachelor's or Master's degree examination.
- (3) Section 7(9) will apply mutatis mutandis to decisions made in accordance with subsection 1 and subsection 2, second sentence.
- (4) ¹The incorrect certificate and the diploma supplement or the corresponding certification will be withdrawn and, where appropriate, a new corrected certificate issued. ²In cases where subsection 1 and subsection 2, second sentence apply, the diploma confirming the final degree will also be withdrawn if it has been declared that the examinee has failed the Bachelor's or Master's degree examination.

## **Section 25 Viewing Records and Examination Scripts**

- (1) ¹On completion of each module examination, a student will upon request be allowed to view his/her examination scripts and any related reports. ²The request must be submitted to the Examination Office no later than one month after the announcement of the examination results. ³The Examination Office will decide on the place and date of viewing.
- (2) Notwithstanding subsection 1, the examiners may allow students to view their examination scripts before the papers are sent to the Examination Office, especially by specifying particular dates when students may view their examination scripts without prior request.

## **Section 26 Entry into Force, Expiration**

- (1) ¹Subject to the provisions of subsections 2 to 4, these regulations will enter into force with effect from 1 July 2014. ²At the same time, the General Examination Regulations for Bachelor's and Master's Programmes at Helmut Schmidt University / Bundeswehr University Hamburg, as of 13 September 2012 (University Gazette No. 08/2012), last amended by the fourth amendment on 6 July 2017 (University Gazette No. 05/2017), will expire unless otherwise provided for in subsections 2 to 4.
- (2) ¹Section 4(4); Section 5(6), second sentence; Section 6(1), third sentence;

Section 12(2), third sentence and (6), fifth sentence as well as Section 14(7) will enter into force with effect from 22 April 2015. <sup>2</sup>Section 5(6) second sentence, as amended on 13 September 2012, will expire on 22 April 2015.

- (3) <sup>1</sup>Section 8(1), third sentence; Section 11(3), second sentence; Section 12(1), fifth sentence, subsection 5, fourth sentence and subsection 7, first sentence as well as Section 14(4), fourth and fifth sentences, will enter into force with effect from 28 October 2016. <sup>2</sup>Section 8(1), third sentence; Section 11(3), second sentence; Section 12(7), first sentence as well as Section 14(4), fourth and fifth sentences, each as amended on 13 September 2012, will expire on 28 October 2016.
- (4) <sup>1</sup>Section 5(3); Section 13(8) as well as Section 20(3) and (4) will enter into force with effect from 15 August 2017. <sup>2</sup>Section 5(3), as amended on 13 September 2012, will expire on 15 August 2017.