



HELMUT SCHMIDT
UNIVERSITÄT

Universität der Bundeswehr Hamburg

Allgemeine Prüfungsordnung

**für die
Bachelor-Studiengänge
und für die
Master-Studiengänge**

**an der
Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg**

(APO)

Based on Section 112(1) and (3), Sentence 1, of the Hamburg Higher Education Act (HmbHG) 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 Universität / Bundeswehr Universität, Hamburg was

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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-Universität/Universität der Bundeswehr Hamburg (from now on referred to as the "University").
- (2) Their provisions are supplemented and specified by Subject-Specific Programme and Examination Regulations (FSPO) for 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

¹The programmes offered at the University are skills-oriented. ²The FSPO define the objectives for the individual programmes and govern the academic degrees awarded when the programme objectives are achieved.

Section 3 Standard Period of Study, Maximum Period of Study

- (1) ¹Bachelor's programmes at the University require a minimum of 180 credit points. ²The standard period of study is seven trimesters (accelerated programme), which corresponds to a workload of three calendar years. ³The standard period of study for Bachelor's degree students who do not qualify for a Master's programme in accordance with Section 5(6) is nine trimesters. ⁴Sentences 1 and 2 notwithstanding, the Bachelor's programme in "Law for Public Administration" comprises 186 credit points, with a standard period of study of nine trimesters.
- (2) ¹Consecutive Master's programmes comprise 120 credit points, with a standard period of study of five trimesters. ²The consecutive completion of Bachelor's and Master's programmes requires a standard period of study of twelve trimesters. ³Sentence 1 notwithstanding, the Master's programme in "Public Procurement and Contract Law", which can be pursued part-time, comprises 60 credit points, with a standard period of study of six trimesters.
- (3) ¹The maximum period of study for Bachelor's programmes is three years. ²The maximum period of study for Master's programmes in accordance with Paragraph 2, Sentence 2, is one year and nine months. ³For Bachelor's programme students who qualify for a Master's programme in accordance with Section 5(6), the maximum period of study for Bachelor's and Master's programmes is four years in total. ⁴The maximum period of study for the Master's programme in "Public Procurement and Contract Law" is two years.
- (4) If a student is unable to take examinations within the maximum period of study for important reasons beyond their control, the responsible Examination Committee will extend this period if the student can provide justifiable reasons for their request; Section 17(2) will apply mutatis mutandis.

Section 4 Programme Structure

- (1) ¹The programmes consist of subject-specific modules as well as modules to develop general professional skills. ²The specific content and structure of the individual programmes are stipulated in the FSPO.
- (2) ¹The modules to develop general professional skills also include interdisciplinary studies in accordance with Section 12 as well as foreign language training. ²As part of foreign language training, eight credits 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. ³The qualifications as defined in the second sentence will usually be acquired before the programme starts and must be proven by the end of the Bachelor's programme at the latest; the FSPO may provide for a shorter period to prove the required qualifications. ⁴The eight credit points awarded for these qualifications cannot be compensated by other modules. ⁵The Bachelor's programme in "Civil Engineering" does not include the qualification specified in Sentence 2.
- (3) ¹In addition, further training comprising four credit points in a language to be chosen by the student must be completed as part of the Bachelor's programme; the FSPO for interdisciplinary programmes may not require any such additional language training. ²Students who obtain the language certificate as defined in Paragraph 2, Sentence 2, during their Bachelor's programme – rather than before – 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 Bachelor's programme in "Law for Public Administration" may provide for other regulations concerning interdisciplinary studies and foreign language training than those specified in Paragraphs 2 and 3.

Section 5 Programme Admission Requirements

- (1) Students can be admitted to a Bachelor's degree programme if they fulfil the educational requirements for such studies stated in Section 37 or Section 38 of the Hamburg Higher Education Act (HmbHG).
- (2) ¹Admission 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. ²The same applies to admission to any other University programme if the subject of the examination in question is also a requirement for that programme in accordance with the relevant FSPO; this does not affect compulsory elective examinations.
- (3) ¹Students can be admitted to a Master's programme in accordance with Section 3(2), Sentence 1, if they have completed a Bachelor's programme in a subject relevant to the Master's programme 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 Paragraph 2. ²The FSPO may stipulate stricter grade requirements. ³The grade requirement in accordance with Sentences 1 and 2 is reduced to a grade of "satisfactory" (3.0 or better) for graduates of an accelerated degree programme. ⁴Students can be admitted to the Master's programme in "Public Procurement and Contract Law" if they

have successfully completed an undergraduate study programme in accordance with the requirements of the relevant FSPO, unless there are grounds for refusal under Paragraph 2.

- (4) ¹The FSPO may provide for further admission requirements to Bachelor's and Master's degree programmes to reflect the challenges of individual programmes. ²They specify which Bachelor's programmes are considered relevant to the subject of Master's programmes as defined in Paragraph 3, Sentence 1. ³If the FSPO stipulates that an internship be completed as a requirement for admission to the Bachelor's programme, the Faculty Council may decide to suspend this admission requirement for student year groups affected by the COVID-19 pandemic or other epidemics with a similar impact unless credit points are awarded for completing the internship as part of the programme.
- (5) ¹Students with an overall grade that falls 0.5 points short of the grade required in accordance with Paragraph 3 may demonstrate their suitability for the Master's programme in an admission interview. ²For more details, see the FSPO or the relevant executive provisions.
- (6) ¹Students 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), Sentence 1, if they have obtained at least 158 credit points by the end of the seventh trimester of the Bachelor's programme. ²In such cases, final admission to the Master's programme requires students to provide evidence of having fulfilled the admission requirements under Paragraphs 3 and 4 by the end of the first trimester of the Master's programme; if they fail to provide this evidence, the provisional admission will expire. ³If a student fails to meet the deadline as defined in Sentence 2 for important reasons beyond their control, the responsible Examination Committee will extend this deadline if the student submits a request including these reasons; Section 17(2) will apply mutatis mutandis. ⁴Where provisional admission expires, the Examination Office will issue a certificate – upon the student's request – which 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 Credits

- (1) ¹The curriculum will be divided into modules, which combine areas of teaching and learning into units that are defined in terms of topic and duration, impart distinct skills and, as a general rule, end with an examination (module examination). ²Modules usually consist of several coordinated courses held over one trimester or up to three consecutive trimesters. ³The courses will be taught in German or English; modules containing courses taught in English must be marked as such in the FSPO. ⁴Courses usually taught in a classroom setting may, to a limited extent, take place in an e-learning environment. ⁵If University facilities are partially or entirely closed because of external circumstances, all courses may be switched to an e-learning environment.
- (2) ¹The credits for each module represent the student workload. ²Credits are calculated on the basis that one credit point corresponds to a workload of 30 hours. ³The number of credits for a module is based on the number of working hours required on average for course attendance, preparatory and follow-up work, practical elements and examinations. ⁴The number of credits for a module can only be awarded in full and only after successful completion of the module by passing the required examination.
- (3) ¹The module handbooks for the University programmes include a description of each module. ²These descriptions provide students with information on syllabi, content,

qualitative and quantitative requirements as well as the modular structure of each programme. ³The module descriptions specify in particular:

module ID and designation,
qualification objective and skills taught,
content,
teaching and learning methods,
course type,
module duration,
intervals,
requirements for participation in the module and admission to the module examination,
module applicability,
workload and credits.

- (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) ¹The module description may limit the number of participants for individual courses if this is necessary to ensure their proper delivery. ²This limitation must be explained during the preparation of the syllabus and the participation criteria must be established.

Section 7 Examination Committees

- (1) ¹The faculties and the Academic Department for Industrial Engineering will establish Examination Committees for their programmes. ²If programmes cover different subject areas, a faculty may establish separate Examination Committees for individual programmes. ³Examination Committees will be responsible for organising examinations and for ensuring compliance with the provisions of these regulations and the relevant FSPO but not for the assessment of examinations. ⁴Examination Committees will receive administrative support from the Examination Office in organising examinations. ⁵Examination records will be kept by the Examination Office.
- (2) ¹Each Examination Committee will consist of three professors and two students. ²The FSPO may provide for the inclusion of a regular academic assistant as an additional Committee member and/or of another professor. ³The majority of the Committee members must always be professors. ⁴Professors will serve for a term of two years, all other members for one year. ⁵Re-election is possible. ⁶If a member leaves the Committee prematurely, a successor will be elected for the remainder of the leaving member's term of office.
- (3) ¹Committee members and their deputies will be proposed by the groups they represent and elected by the relevant Faculty Council or Academic Department Committee. ²The relevant Faculty Council or Academic Department Committee will elect the chairperson and the vice chairperson from among the members of the group of professors. ³The Faculty Council or Academic Department Committee or the FSPO may assign this election to the Examination Committee.
- (4) ¹Examination 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 on how to reform examination regulations. ²Examination Committees may delegate certain tasks and powers to their chairperson. ³This 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) ¹Deans of studies may participate – in an advisory capacity – in meetings of the Examination Committee responsible for their programmes.
- (6) ¹Meetings of the Examination Committees will be open to members of the University. ²Matters concerning individual examinations will be dealt with in closed session. ³Examination Committees will decide by a majority of votes cast in the session. ⁴Abstention from voting on examination matters is not permitted. ⁵In the event of a tie in votes, the chairperson or their deputy will have the deciding vote.
- (7) Committee members are entitled to be present during 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) ¹Notification of decisions on examination matters which 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. ²Before a decision is taken, the student must be given the opportunity to make a statement.
- (10) ¹In the case of an appeal against a decision by the Examination Committee, the Committee will reconsider the matter. ²Where the Committee fails to resolve or fully resolve the appeal, the Appeals Committee will decide. ³The Appeals Committee is composed of:
1. one member of the University Administration who is qualified to hold judicial office, one professor and one student from the same academic discipline in which the examination was taken.
- ⁴The member specified in Sentence 3, No. 1 will be appointed by the President, the professor specified in Sentence 3, 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. ⁵Members of the Appeals Committee must not simultaneously sit on the responsible Examination Committee. ⁶The member specified in Sentence 3, No. 1 will chair the Appeals Committee. ⁷They will prepare and chair the meetings. ⁸Meetings of the Appeals Committee are not open to the public. ⁹The chairperson may decide alone on invalid appeals or matters that – in their opinion – do not require further discussion or which are of minor importance.
- (11) ¹Paragraph 10 notwithstanding, one professor will be appointed ombudsperson and, together with a student representative, will assume the tasks of a complaints office for examination issues in accordance with Section 66(3) of the Hamburg Higher Education Act (HmbHG). ²The ombudsperson and the student representative will be elected by the Senate for a period of two years and one year, respectively. ³Neither of them may sit on an Examination Committee.

Section 8 Examiners and Assessors

- (1) ¹Examiners are regular academic staff who teach the examination subject at the University. ²A teaching assignment entails authorisation to conduct examinations for the particular module. ³In 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. ⁴They will be appointed by the responsible Examination Committee. ⁵Their nomination should be announced two weeks prior to the relevant examination.

- (2) ¹University professors and habilitated lecturers are authorised to conduct all examinations in their discipline. ²Other regular members of the academic staff and visiting lecturers may only conduct examinations for the module in which they offer courses.
- (3) ¹Assessors for the associated oral examinations will be nominated by the examiners. ²To be nominated, an assessor must at least possess the qualifications that are to be determined in the examination or comparable qualifications.
- (4) ¹Examiners are autonomous and not bound by directives when it comes to their examination activities. ²Section 7(8) will apply mutatis mutandis to both examiners and assessors.

Section 9 Recognition of Prior Periods of Study and Credit Transfer

- (1) ¹Transfer of credits obtained at another institute of higher education or in another programme at the University and recognition of prior periods of study 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. ²Recognition of prior periods of study and transfer of credits obtained at a foreign institute of higher education 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 in the context of cooperation agreements between the University and other institutes of higher education. ³Where no such agreements have been concluded and where there are doubts about equivalence, the Central Office for Foreign Education should be consulted.
- (2) ¹Up to half of the credits required for a programme may be awarded for knowledge or skills acquired and certified other than through studies at an institute of higher education, provided said knowledge or skills are of an equivalent standard to those acquired in the course of the programme and required for its successful completion
- (3) ¹In cases where credit transfer is granted, grades will also be transferred – if the grade systems are comparable – and included in the calculation of the final grade. ²Where grading systems are not comparable, the remark "passed" will be added. ³Credit transfers and recognised prior periods of study will always be indicated as such.
- (4) ¹At the request of the student and after hearing the responsible subject representative, the Examination Committees will decide whether credit transfers and recognition of prior periods of study should be granted. ²The required documents must be included with the request for credit transfer and recognition of prior periods of study.³Applications for credit transfer or recognition of prior periods of study should be submitted no later than the end of the first trimester of the relevant programme at the University. ⁴If examination procedures have already begun, the application must be submitted before the end of the date of the first examination. ⁵If a student has changed universities or programmes, the Examination Committee will also decide on the equivalent date on which they took up their studies in order to determine the remaining time within the maximum period of study in accordance with Section 3(3), the deadlines for qualifying for the Master's programme in accordance with Section 5(6), the latest dates for accepting their thesis in accordance with Section 14(6) and the dates for progress monitoring in accordance with Section 20.

Section 10 Admission to Module Examinations

- (1) Only those students will be admitted to module examinations who:
 1. are enrolled in the relevant Bachelor's or Master's programme;
 2. meet the requirements for admission to the particular module;
 3. meet any additional FSPO requirements for admission to the module examination, if applicable;
 4. in writing or any other form determined by the Examination Committee, have sent a request for admission to the module examination to the Examination Office by the deadline set by the Examination Committee.
- (2) ¹Unless the documents required for admission as specified in Paragraph 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. ²If a student is unable to provide the documents in accordance with Sentence 1 in the required manner, the Examination Committee may allow the student to provide evidence in a different way. ³The Examination Office will ensure that students do not exceed the permitted number of retake examinations.
- (3) ¹If physical attendance is compulsory in accordance with the FSPO, regular attendance will be another admission requirement. ²Regular attendance means that a student has attended at least 75 % of the sessions scheduled for the course of a module for which attendance is compulsory. ³The FSPO may stipulate different attendance quotas. ⁴In the case of a longer absence due to circumstances beyond the student's control, the student may be admitted to the examination under certain conditions. ⁵A 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), Sentence 2. ⁶The conditions will be determined by the lecturer responsible for teaching the course that was missed and must be reasonable and appropriate to document that the student has caught up on the subject material missed.
- (4) Successful completion of the Master's thesis may not be an admission criterion for module examinations or course examinations.
- (5) ¹The Examination Committee responsible for the specific programme will decide whether a student should be admitted to an examination. ²The Examination Committee may assign this task to the Examination Office. ³In 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 (Paragraph 1, No. 4) will be regarded as admitted if they meet the requirements of Paragraph 1, Nos. 1 to 3.

Section 11 Module Examinations

- (1) ¹Module examinations should take the form of a final examination for the module; they may consist of several course examinations. ²Section 15(4) will remain unaffected.
- (2) The examination requirements must 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) ¹The FSPO must specify all admission requirements for all modules offered in the programme, the type and scope of the required examinations and the credit points assigned to each module. ²In exceptional cases and if there is a clear and objective reason, several alternative examination types, but no more than three, may be listed for an examination. ³In this case, the actual examination type that students will have to take will be announced no later than the first session of the particular course. ⁴Notwithstanding Sentence 3, if University facilities are partially or entirely closed because of external circumstances, in particular an epidemic, the examiner may later switch from an in-class written examination to another examination type specified in the FSPO for the module in question, specifically one that does not require physical attendance; Paragraph 3a, Sentences 5 and 6 will apply accordingly.
- (3a) ¹Notwithstanding Paragraph 3, Sentence 1, for examinations taking place in situations where University facilities are partially or entirely closed because of external circumstances, in particular an epidemic, the Examination Committee may – upon the examiner's request – specify an examination type other than the in-class written examination required in the FSPO for the module in question, specifically one that does not require physical attendance. ²This examination must be suitable for assessing the qualification objective of the module in accordance with Paragraph 2. ³The provisions outlined in Section 13 and any supplementary regulations to the FSPO on the examination type in question must be observed, as must the notes on the workload associated with the different modules, which are included in the module descriptions. ⁴The application process may distinguish between students taking an examination for the first time and those retaking it; otherwise, the examination type specified by the Examination Committee is the same for all students registered for that examination held by that examiner. ⁵If examiners do not notify the examinees of the new examination type at least two weeks before the scheduled date of the examination, they must obtain the consent of examinees to the new examination type and file it with the Examination Office prior to the examination taking place. ⁶If a student does not consent, that student will take the examination as specified in the FSPO; this does not affect any special provisions of the FSPO for retaking examinations.
- (4) ¹The type of the first re-examination must be equivalent to that of the first attempt. ²The FSPO may provide for variations in type and scope; Paragraph 2 must be observed.
- (5) ¹First-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. ²Module examinations must be assessed no later than eight weeks after completion of the examination; Section 14(10) and Section 12(6) will remain unaffected. ³The 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 in accordance with Section 3(3).
- (6) ¹Students who have been admitted to a module examination are obliged to take this examination. ²At the written request of a student, the examiner may conduct the examination in a foreign language.
- (7) ¹Appropriate notification of the examination must be provided at least two weeks before the examination date unless this date is agreed on an individual basis. ²In the case of retake examinations, notification of the results of the previous examination must be provided no later than two weeks before the date of the retake examination. ³Before retaking an examination, the student must be allowed sufficient time to view the examination script.

Section 12 Interdisciplinary Studies

- (1) ¹The Bachelor's and Master's programmes offered in accordance with Section 3(2), Sentence 1, include interdisciplinary studies (ISA). ²These are used to teach the students professional skills by discussing subjects from other study areas on a scientific basis. ³The objective of these courses is to enable students to reflect on the impact of their professional actions and decision-making in larger contexts of responsibility and to critically assess and shape their actions and decisions in these dimensions. ⁴Students cannot choose ISA modules on content and methods which typically are part of the programme they are already enrolled in and its compulsory elective subjects. ⁵In accordance with the module description, ISA module courses and examinations may also take place in English.
- (2) ¹Bachelor's students must obtain 15 credits in ISA modules, while Master's students must obtain 10. ²If a programme itself has an interdisciplinary focus, the relevant FSPO may require fewer ISA credits. ³The FSPO for programmes taught in English and the FSPO for the Bachelor's programme in "Law for Public Administration" may specify different provisions.
- (3) ¹ISA examinations will be conducted in accordance with the provisions of these General Examination Regulations. ²The ISA Centre is responsible for organising these examinations in accordance with the ISA Regulations. ³Any 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 Centre prior to its decision.
- (4) Interdisciplinary studies should be spread throughout the period of study of a programme.
- (5) ¹ISA module examinations may take the form of 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. ²Section 10(3) will apply to any additional mandatory attendance policy. ³In accordance with the module description, home assignments and project papers may include an oral presentation. ⁴Written examinations may be conducted entirely or in part as multiple-choice examinations; the University's executive provisions on the conduct of multiple-choice examinations must be observed. ⁵When it comes to announcing the type of examination taking place, Section 11(3), Sentences 3 and 4 will apply accordingly. ⁶For retake examinations, an examination type that differs from that of the first attempt may be stipulated; Sentence 1 must be observed. ⁷The chosen type and scope of the examination must be specified in the module description; Section 6(2) must be observed.
- (6) ¹ISA module examinations must be assessed no later than eight weeks after the end of the trimester in which the courses of the module end. ²Written and oral examinations must be taken no later than two weeks after courses end. ³The grade for the first retake examination must be available no later than eight weeks after the grade for the first attempt was given. ⁴The grade for the second retake examination must be available no later than eight weeks after the grade for the first retake examination was given. ⁵Oral supplementary examinations in accordance with Section 16(4) will not be conducted.
- (7) ¹With the exception of compulsory modules, students are entitled to choose a different ISA module after having failed a first attempt, provided that capacities are available and the required credit points can be obtained during the standard period of study. ²The Examination Office must be informed accordingly. ³Once a student has informed the

Examination Office accordingly, they are no longer entitled to take examinations in the previously chosen module.

Section 13 Examination Types

- (1) ¹The FSPO define permissible types and scopes of examinations for the individual programmes. ²These examination types may include in particular:
 - written examinations,
 - oral examinations,
 - seminar papers and home assignments,
 - presentations,
 - contributions in seminars,
 - 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 in part as multiple-choice examinations, the University's executive provisions on the conduct of multiple-choice examinations must be observed.
- (3) ¹Oral examinations will be carried out by two examiners or by one examiner in the presence of one competent assessor. ²Oral examinations may be conducted individually or in groups of up to four students. ³The assessor's assessment must be heard before grades are awarded. ⁴The main topics and results of the examination must be documented in a record to be signed by the examiners and the assessors. ⁵Where space permits, oral examinations will be open to members of the University; students who have registered for the relevant examination will be excluded. ⁶Upon the examinee's request, the public must be excluded from the examination.
- (4) ¹With the approval of the responsible Examination Committee, examinations may be held in a suitable electronic form. ²If necessary, the faculties will issue relevant executive provisions.
- (5) ¹With the exception of written examinations, all written work such as papers must also be submitted in electronic format in order to permit the use of plagiarism detection software. ²Section 14(8), Sentences 2-6 will apply accordingly.
- (6) ¹With the consent of the examiner, examinations – including final theses (Section 14) – may also take the form of group work. ²In such cases, it must be ensured that each individual student's contribution that is to be assessed as part of the examination is clearly distinguishable and assessable on the basis of indicated sections, page numbers and other objective criteria that allow individual performance to be attributed to the respective student.
- (7) ¹Examinations in foreign language training modules will be conducted as skills-based final examinations at a range of levels. ²They usually consist of four parts that cover the aspects of a Standardised Language Profile (SLP), i.e. "Listening" (60 minutes), "Speaking" (15 minutes), "Reading" (60 minutes) and "Writing" (45 minutes); level 1a requires two such examination parts, i.e. "Speaking" (15 minutes) and "Writing" (45 minutes); additional foreign language training in English or Francais Avancé also require two examination parts, i.e. "Speaking" (15 minutes) und "Writing" (60 minutes). ³A failed examination part for level 1a can be compensated by passing the examination

in "Reading" (60 minutes). ⁴In basic language modules, the module examination comprises two skills-based parts to reflect the "Speaking" (15 minutes) and "Writing" (30 minutes) aspects of the Standardised Language Profile (SLP); a failed examination part can be compensated by passing the examination in "Reading" (30 minutes).⁵Unless otherwise specified in the FSPO for programmes taught in English, the modules in "German for international students" are completed with an examination in "Speaking" (15 minutes). ⁶All foreign language modules require attendance in accordance with Section 10(3). ⁷The "Writing" examination may take the form of a term paper or portfolio instead of an in-class examination, as determined by the language centre administration. ⁸Section 11(3), Sentences 3-4 will apply accordingly.

- (8) ¹Where an examinee can satisfactorily demonstrate that they are unable to complete their examinations in the intended format or within the time allowed because of current or chronic illness or permanent physical disability, the Examination Committee may, at the examinee's request, allow them more time to complete the examinations or to take examinations of an equivalent standard in an appropriate format. ²The same applies to coursework. ³The examinee may be asked to provide appropriate evidence.

Section 14 Final Theses

- (1) ¹Final theses earn module credit points and are an opportunity for students to show that they are able to use scientific methods to work on a subject-specific problem independently and within a specified period of time. ²The requirements for a Master's thesis in terms of independence and methodological sophistication must be significantly higher than those for a Bachelor's thesis.
- (2) ¹The FSPO may limit the topics of final theses to certain fields. ²Final theses in interdisciplinary studies (ISA) must always be approved by the Examination Committee responsible for the student's programme.
- (3) ¹The final thesis will be supervised by a professor or habilitated lecturer who has been approved as an examiner in accordance with Section 8(1). ²The student may propose a supervisor. ³Wherever possible and reasonable, the student's proposal must be accepted.
- (4) ¹The supervisor will assign the topic of the final thesis. ²The student may propose the topic. ³The Examination Office will record the date of assignment and the topic. ⁴With the consent of the examiner and if the last possible date for accepting a topic in accordance with Paragraph 6 is not exceeded, the student may reject the topic once during the first third of the time allocated to complete the thesis if completion is not possible for reasons beyond the student's control. ⁵In this case, a new topic will be assigned without delay, but no later than the last date of acceptance in accordance with Paragraph 6. ⁶In cases of doubt, the chairperson of the responsible Examination Committee will decide.
- (5) ¹The FSPO will specify scope, credit points and admission requirements for Bachelor's and Master's theses. ²They may also provide for the incorporation of the final thesis into a final module with additional examinations.
- (6) The FSPO will specify the latest date for accepting the Bachelor's or Master's thesis and, with regard to completion time, will provide that the thesis is deemed accepted at this date at the latest or that its non-acceptance will be treated as failure in accordance with Section 17.

- (7) ¹Final theses may be submitted in German or, with the consent of the supervisor, in English. ²The FSPO for programmes taught in English may include differing provisions.
- (8) ¹Three typed and bound copies of the final thesis must be submitted to the Examination Office by the deadline. ²Together with the printed copies, an identical electronic version of the thesis must be submitted to permit the use of plagiarism detection software. ³For empirical theses, this also includes the data material and an electronic copy of any material obtained from the Internet. ⁴The time of submission will be recorded. ⁵At the time of submission, the student must confirm in writing that the thesis (or, in the case of a group thesis, the appropriately indicated section of the thesis) is their own work, that only the resources listed in the bibliography were used and that all passages taken either verbatim or in adapted form from sources or literature are indicated as such, with references provided in each case. ⁶In addition, they must confirm that the electronic version submitted is identical to the printed copies.
- (9) ¹Where the student can provide justifiable reasons for their 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 with due consideration for the maximum period of study; Section 5(6) will remain unaffected. ²In 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 the thesis completion time. ³The examinee must submit appropriate proof to the chairperson of the Examination Committee without delay. ⁴Section 17(2) will apply accordingly.
- (10) ¹Final theses must be assessed by the supervisor and an additional examiner. ²The FSPO may define the circle of co-examiners more precisely. ³The examiners' written reports should be submitted no later than 12 weeks after submission of the thesis; the FSPO may specify a shorter period for assessment of the thesis. ⁴If 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. ⁵If the third examiner awards at least a grade of "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 Examinations and Grading

- (1) ¹The grades for individual examinations will be determined by the responsible examiners. ²Examinations will be assessed using the following grades:
- 1 = very good (outstanding performance),
 - 2 = good (performance that is well above average standards),
 - 3 = satisfactory (performance that meets average standards),
 - 4 = sufficient (performance that, despite its shortcomings, still meets required standards),
 - 5 = unsatisfactory (performance that, due to its significant shortcomings, fails to meet required standards).
- (2) ¹Intermediate grading may be used to permit differentiated assessment of examinations. ²To this end, the grades will be increased or lowered by a value of 0.3; grades 0.7, 4.7 and 5.3 will not be used.
- (3) ¹In 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. ²The result will be truncated to one decimal place

without rounding. ³The same will apply in cases where an examination is assessed by several examiners. ⁴Accordingly, 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	= adequate
above	4.0	= unsatisfactory

- (4) ¹A student will be deemed to have passed a module examination if the overall grade calculated in accordance with Paragraph 3 is 4.0 or better. ²The FSPO may determine that student will only be deemed to have passed a module examination comprising several course examinations if they have passed all of the individual course examinations. ³The calculation of the overall grade in accordance with Paragraph 3 will remain unaffected.
- (5) ¹For the foreign language training modules, students will only be awarded a grade of "pass" or "fail". ²The FSPO may also extend this restriction to other modules.
- (6) ¹The grades achieved in the module examinations will be weighted by the number of credits awarded. ²The 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 the latter has not been included in an overall grade for a module. ³Section 3(3) will apply accordingly. ⁴Non-graded examinations as specified in Paragraph 5 will not be included in the calculation of the overall grade. ⁵Where an overall grade of 1.3 or higher is awarded, the student will be deemed to have "passed with distinction".
- (7) ¹If a student, having made a permissible choice of modules from the compulsory elective section in accordance with the FSPO, has obtained more credit points than the number specified for Bachelor's and Master's programmes in Section 3, then the compulsory elective modules will be factored into the calculation of the overall grade according to the following rules:
1. The modules in question will be sorted primarily by grades and secondarily by 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.

²The denominator for calculating the overall grade will be the sum of the credits for all modules included.

Section 16 Retaking Examinations

- (1) Examinees may not retake an examination for which they have been awarded a grade of "sufficient" (4.0) or better.
- (2) Examinees who have been awarded a grade lower than "sufficient" (4.0) for an examination are deemed to have failed that examination and may retake it twice.
- (3) ¹The retake date will be the next examination date. ²The FSPO will specify the schedule for retaking examinations. ³The FSPO may provide for another examination type in the second retake.

- (4) ¹The FSPO may stipulate that a student who fails their first and/or second retake of a written module examination may request a supplementary oral examination. ²In this case, provisions will have to specify the duration of the oral examination and the deadline by which the request in accordance with Sentence 1 must be submitted to the Examination Office after the result has been announced. ³The grade of the module examination will be calculated as the arithmetic mean of the individual grades of the two examinations completed.
- (5) If, in accordance with Section 15(4), the FSPO provide that a student will only be deemed to have passed a module examination comprising several course examinations if they have passed all of the individual course examinations, Paragraphs 1 to 4 will apply accordingly to the repeatability of these individual course examinations.
- (6) ¹If a Bachelor's or Master's thesis is deemed "unsatisfactory", it may be resubmitted once and must be based on another topic. ²Only in special cases may a final thesis be resubmitted a second time; the responsible Examination Committee will decide in due consideration of Section 3(3) and (4) upon the student's request, which must state the reasons why a second resubmission should be approved. ³In the case of a resubmission, the assigned topic may not be rejected. ⁴A second attempt at a Bachelor's thesis must be resubmitted no later than 30 September of the third year of study. ⁵The topic of the new Master's thesis must be accepted without delay. ⁶The maximum period of study as specified in Section 3(3) may be exceeded by no more than three months for completing this thesis.
- (7) The FSPO will specify the latest date for accepting the Bachelor's or Master's thesis and, with regard to completion time, will provide that the thesis is deemed accepted at this date at the latest or that its non-acceptance will be treated as failure in accordance with Section 17.

Section 17 Failure to Attend and 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 and the relevant FSPO or withdraws from an examination or fails to complete a written examination within the specified completion time, a grade of "unsatisfactory" (5.0) will be awarded for that examination.
- (2) ¹The student must notify the Examination Committee in writing without delay and provide a satisfactory explanation of the reasons for their non-attendance of or withdrawal from the examination. ²In the case of illness, the student is required to submit a medical certificate that must describe how the illness impairs the student's ability to participate in an exam but which does not disclose the actual illness. ³The examiner or examination supervisor must be informed without delay if an examinee becomes incapable of completing an examination while the examination is already in progress. ⁴The obligation to provide notification as specified in Sentences 1 and 2 will remain unaffected. ⁵Once an examination has been completed, reasons for withdrawal can no longer be invoked.
- (3) ¹If the Examination Committee accepts the reasons for withdrawal, it will set a new date for the examination. ²At the request of the examiner, the Examination Committee may determine that a written examination will be retaken as an oral examination. ³In this case, any results of course examinations already completed will be taken into account.
- (4) ¹Where requested by a candidate, provisions protecting working mothers (Maternity Protection Act and/or Maternity Protection Ordinance for Servicewomen) must be observed. ²The same applies to requests submitted by a candidate regarding periods of

parental leave in accordance with the Federal Parental Allowance and Parental Leave Act. ³Section 20 will not apply during these periods.

Section 18 Cheating and Plagiarism

- (1) ¹In 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. ²If such behaviour comes to light during an examination, the student concerned will be permitted to continue the examination.
- (2) Cheating in accordance with Paragraph 1 includes in particular the use of unauthorised resources during examinations, unauthorised collusion with other examinees or third parties during examinations, and plagiarism.
- (3) ¹The responsible Examination Committee will decide whether an action constitutes an attempt at cheating in accordance with Paragraph 1 or 2. ²The examiner and the student concerned must be given an opportunity to respond to the allegations before a decision is taken.
- (4) ¹If the Examination Committee determines that an attempt at cheating in accordance with Paragraph 1 has occurred, the examinee will be awarded a grade of "unsatisfactory" (5.0) or "fail" for that examination; where cheating is not discovered until after the examination has been assessed, the grade already awarded will be changed accordingly. ²In particularly serious cases, the Examination Committee may exclude the examinee from taking any 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 always exclude the student from further examinations unless there are compelling reasons not to do so.
- (6) ¹If 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. ²Where the Examination Committee determines that no attempt at cheating in accordance with Paragraph 1 has occurred, it will return the paper to the examiner for assessment.
- (7) ¹The paper will not be returned to the examiner in accordance with Paragraph 6, Sentence 2, if the Examination Committee declares the examiner to be biased. ²In this case, the Examination Committee will appoint another examiner to whom it will forward the paper for assessment. ³If the Examination Committee decides in accordance with Paragraph 6, Sentence 2, the examiner concerned may themselves not wish to assess the paper for reasons of bias. ⁴In this case, the Examination Committee will ensure that a new examiner is appointed in consultation with the Dean.

Section 19 Violation of Examination Regulations and Procedural Shortcomings

- (1) ¹Examinees who intentionally or by gross negligence disrupt the proper conduct of a written or oral examination may be excluded from continuing with the examination by the examiner or the examination supervisor. ²The incident must be reported to the responsible Examination Committee without delay. ³If the Committee fails to find any violation that justifies exclusion from the examination, the students concerned must be given the opportunity to retake the examination without delay. ⁴If the Examination

Committee finds the exclusion to be justified, Section 18(4) will be applied mutatis mutandis. ⁵Section 18(7) will apply accordingly.

- (2) ¹The responsible examiner or the Examination Committee must be notified without delay of any shortcomings in the examination procedure. ²At the request of the student concerned, the Examination Committee will decide whether an examination affected by procedural shortcomings must be retaken.

Section 20 Progress Monitoring

- (1) ¹In order to continue their academic studies, students must meet specific minimum requirements within appropriate periods of time. ²For this purpose, the Examination Office will monitor student progress based on the following standards:

- upon completing the 1st academic year of a Bachelor's programme, students must have achieved at least 45 credit points;
- upon completing the 2nd academic year of a Bachelor's programme, students must have achieved at least 100 credit points.

³Progress monitoring will also factor in any credit points for modules not yet completed, which are taken into account in proportion to any course examinations already completed as part of these modules.

- (2) ¹If 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. ²They will also be invited to attend student counselling to discuss their current study progress and to identify ways to achieve the minimum credit points required by the end of the following trimester. ³The Examination Office will provide the results of progress monitoring in a summary form that complies with data protection regulation to the Vice-President for Teaching and Studies, who will forward them to the President of the University.
- (3) ¹The dean of studies of the programme concerned will provide student counselling in the context of progress monitoring. ²For this purpose, the dean of studies will be granted access to the examination records of the students of the programme in question.
- (4) In addition to monitoring progress in accordance with Paragraphs 1 and 2, the dean of studies may also exercise progress monitoring on their own initiative by accessing the examination records of the students of the programme in question and may invite students to attend student counselling at times other than those specified in Paragraph 1.

Section 21 Transcript of Records

Once all the data pertaining to examination results for a trimester have been recorded at the end of that trimester, the student, at their request, will be provided with a transcript of records documenting the courses and examinations they have completed.

Section 22 Pass or Failure

- (1) ¹A student is deemed to have passed a Bachelor's or Master's degree examination if they have successfully completed all module examinations and the final thesis and has earned the required number of credit points. ²A student is deemed to have irrevocably failed a Bachelor's or Master's degree examination if they:

1. have not provided proof of language proficiency in time, as required in accordance with Section 4(2);
 2. has permanently forfeited their right to take examinations in accordance with Section 18(4) or (5),
 3. have been awarded the grade "unsatisfactory" or are deemed to have been awarded the grade "unsatisfactory" for a module examination at the final attempt (Paragraph 2 will remain unaffected);
 4. have been awarded a grade of "unsatisfactory" or are deemed to have been awarded the grade "unsatisfactory" for the final thesis after its final resubmission;
 5. have not passed the examinations required for successful completion of the programme within the maximum period of study in accordance with Section 3(3); Section 3(4) and Section 16(6), Sentence 6, will remain unaffected.
- (2) ¹The FSPO may provide that failing a compulsory elective module may be compensated by passing alternative modules with the required minimum of credit points. ²The maximum period of study in accordance with Section 3(3) and the deadline 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 and provide information on how to appeal.
- (4) At the student's request, and upon presentation of appropriate proof, the Examination Office will provide the student with a certificate that indicates the examinations completed and the grades awarded and which clearly states that they failed the Master's degree examination at the final attempt.

Section 23 Certificate, Diploma and Diploma Supplement

- (1) ¹Students will receive a certificate upon passing the Bachelor's or Master's degree examination. ²In addition to the overall grade, the certificate will also include the grades and credits for the individual module examinations and state the topic of and grade awarded for the final thesis. ³The certificate will also show the date on which the last examination was completed. ⁴It must be signed by the chairperson of the Examination Committee and bear the University's seal.
- (2) ¹At the request of the student, modules that 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 achievements in the certificate, including the grades and credit points achieved. ²The request must be submitted in writing to the Examination Office no later than one week after all examinations have been assessed.
- (3) ¹In addition to the certificate, the graduate will receive a diploma confirming the award of the final degree and stating the date of the certificate. ²The diploma will be signed by the chairperson of the Examination Committee and the Dean, and it will bear the University's seal.
- (4) ¹Together with the certificate, the graduate will receive a diploma supplement in accordance with the regulations, as amended, which have been agreed between the Conference of Ministers of Education and Cultural Affairs and the University Rectors' Conference. ²The 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) ¹The diploma supplements will also include information on the relative performance of the graduate. ²In particular this can be done by:

- indicating so-called "ECTS grades" if the number of graduates is statistically sufficient,
- indicating whether a graduate is among the top 10 % or top 33 % of their year group,
- indicating the distribution of grades in the graduate's year group or in the last three year groups.

³Details are specified in the FSPO.

- (6) The certificate, diploma and diploma supplement will be issued 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 the examinee has failed this examination and, if appropriate, the overall 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 will be considered remedied by the student passing the examination. ²If the examinee has intentionally and wrongfully obtained admission, the Examination Committee will declare that they have failed the Bachelor's or Master's degree examination.

- (3) Section 7(9) will apply mutatis mutandis to decisions made in accordance with Paragraph 1 and Paragraph 2, Sentence 2 of this section.

- (4) ¹The incorrect certificate and the diploma supplement or the corresponding certification will be withdrawn and, where appropriate, a new corrected certificate will be issued. ²In cases where Paragraph 1 and Paragraph 2, Sentence 2 apply, the diploma confirming the final degree award will also be withdrawn if the examinee has been declared to have failed the Bachelor's or Master's degree examination.

Section 25 Viewing Records and Examination Scripts

- (1) ¹On completion of each module examination, students will be allowed to view their examination scripts and any related reports upon request. 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 Paragraph 1, 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 Paragraphs 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-Universität/Universität der Bundeswehr Hamburg, dated 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 Paragraphs 2 to 4.
- (2) ¹Section 4(4), Section 5(6), Sentence 2, Section 6(1), Sentence 3, Section 12(2), Sentence 3, and Section 12(6), Sentence 5, as well as Section 14(7) will enter into force with effect from 22 April 2015. ²Section 5(6), Sentence 2, as amended on 13 September 2012, will not expire until 22 April 2015.
- (3) ¹Section 8(1), Sentence 3, Section 11(3), Sentence 2, Section 12(1), Sentence 5, Section 12(5), Sentence 4, and Section 12(7), Sentence 1, as well as Section 14(4), Sentences 4 and 5, will enter into force with effect from 22 April 2015. ²Section 8(1), Sentence 3, Section 11(3), Sentence 2, Section 12(7), Sentence 1 as well as Section 14(4), Sentences 4 and 5, as amended on 13 September 2012, will not expire until 28 October 2016.
- (4) ¹Section 5(3), Section 13(8) as well as Section 20(3) and Section 20(4) will enter into force on 15 August 2017. ²Section 5(3), as amended on 13 September 2012, will not expire until 15 August 2017.