

General Part (Part A) of the Examination Regulations for all Taught Master's Courses of Study at the University of Applied Sciences Emden/Leer

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General Part (Part A) of the examination regulations for all taught master's courses of study (MER) at the University of Applied Sciences Emden/Leer

Based on Section 7 of the Lower Saxony Higher Education Act (NHG) of 26 February 2007 (Nds. GVBl. P. 69) last amended by Article 1 of the Act of 11 December 2013 (Nds. GVBl. P. 287), the senate of the University of Applied Sciences Emden/Leer decreed the following ordinance on 10 March 2015.

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§ 1 Area of jurisdiction

(1) ¹The general part of the examination regulations (**Part A**) applies to all taught master's courses of study at the University of Applied Sciences Emden/Leer. ²It regulates uniform examination standards across the university and forms the respective examination regulations with the corresponding specific part. ³This part A does not apply to master's courses of study which are carried out in cooperation with other institutes of higher education.

(2) ¹The specific part of the examination regulations (**Part B**) regulates in particular the structure of the course of study, the standard period of study, the university degree awarded, the type, number, requirements and processing time for the achievements required to pass the master's examination, the preliminary admission to the modules of the master's examination. ²Furthermore, it regulates the overall amount of time for classes, the admission to the master's thesis if not all modules have yet been passed.

§ 2 Aim of study

¹The master's examination forms a **further** professionally qualifying degree based on a successfully completed professionally qualifying initial course of study. ²The examination should allow the student to display a high subject-based and academic level.

§ 3 Consecutive, non-consecutive and advanced master's courses of study

In **Part B**, it is determined whether the course of study is a

1. consecutive
 2. non-consecutive or
 3. advanced master's
- course of study.

§ 4 Study programme profile

In **Part B**, it is determined whether the course of study is "more application-oriented" or "more research-oriented".

§ 5 Admission requirement

¹The requirement for admission is always a professionally qualifying college or university degree. ²Part B and / or admission and entry regulations govern which college or university degree and which other specific admission requirements for each master's course of study are required.

§ 6 Graduation

¹The master's degree is awarded after successful completion of study. ²The university also issues a document with the date of the transcript. ³The degree which is awarded is regulated by **Part B**.

§ 7 Extent of study and standard period of study

(1) ¹The extent (standard period of study) of the master's course is at least one year and a maximum of two years. ²For consecutive courses of study, the overall standard period of study is a maximum of five years. ³Exceptions to Clause 2 are courses of study in accordance with Section 4 Para. 1 Part A of the examination regulations for bachelor's courses of study. ⁴The standard period of study of the respective master's course, including the master's thesis, is regulated in Part B.

(2) ¹60 credits are usually awarded per year of study in accordance with the requirements of the ECTS (European Credit Transfer and Accumulation System). ²1,800 working hours per year of study is the set workload for a full-time course. ³One credit point thus corresponds to a workload of 30 hours for the student. ⁴Part B may regulate differently from this.

(3) ¹To obtain the master's degree, at least 300 ECTS are required - taking into account the previous course of study until the first professionally qualifying degree.

(4) The course of study is structured and organised in such a way that it can be completed within the standard period of study, but at the latest by six months after this has ended.

§ 8 Structure of the course

(1) ¹The course has a modular structure. ²Modules are study units which are thematically and temporally separate and independent, and lead to part of the qualification of the respective study aim.

(2) ¹Modules can be made up of various teaching and learning forms (e.g. lectures, seminars, exercises, projects, internships, excursions, professional work experience, individual self-study).

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²These normally have a duration of one semester, however can be no longer than two semesters. ³The workload linked with a module can also extend into lecture-free time.

(3) ¹The content, form and performance to be attained for a module is laid down in the respective module description in the module catalogue in **Part B** or outside of the examination regulations in the module handbook. ²The rules in the module handbook have been decreed by the examination committee and should be made available to the university public in a suitable manner before the beginning of the semester. ³Decrees in accordance with Clause 2 must have transitional provisions if required as well as a date for coming into effect. ⁴We refer to Section 44 of the Lower Saxony Higher Education Act for important changes to the module handbook.

(4) ¹A course consists of subject-related parts (subject modules) and multidisciplinary parts. ²In the multidisciplinary parts, primarily key skills should be taught. ³The subject modules may be supplemented with interdisciplinary courses. **4Part B** regulates this in more detail.

§ 9 Course requirements, credits, organisation of study

(1) ¹The course of study is made up of mandatory modules, compulsory elective modules and optional elective modules. ²**Part B** governs which modules belong to a subject course and what status they have within this.

a) **Mandatory modules** Students must attend and pass these.

b) **Compulsory elective modules** Students must attend and pass these from a selection of modules.

c) **Optional elective modules** Students can also choose to attend these if they have the capacity.

³No credits are awarded for optional elective modules. ⁴They are not taken into account when the overall grade is determined. ⁵**Part B** can rule that these elective modules are listed in a certificate.

(2) ¹Modules are normally completed when the module examination is passed, on the basis of which, grades and credits are awarded. ²In exceptional cases, a module examination can also be layered in several partial examinations. ³In the module examinations and partial examinations, different forms of study-related examinations can be used. ⁴Part B can specify that several modules are compiled into a meta-module.

(3) For the successful completion of a module in accordance with parts 1a) and b), the number of credits awarded is determined in the module description.

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(4) ¹The sequence of modules is recommended in the corresponding attachment for the subject-specific provisions in **Part B**. ²Irrespective of this are constraints which arise from the definition of subject admission requirements for modules.

(5) ¹Mandatory attendance of lectures at the University of Applied Sciences Emden/Leer is justified if, in view of the type of lecture and the learning aim which is strived for, attendance is suitable for the promotion of achieving the learning aim, if attendance is required in order to achieve the learning aim and if the learning aim cannot be achieved through more lenient means, in particular by way of self-study alone or in private working groups. ²If it is the case that attendance of a module is mandatory and this is not adhered to, the student shall not be admitted to this examination. ³Lectures with mandatory attendance, the modalities of attendance, the permitted absences should be stipulated in the module handbooks. ⁴In principle, attendance is not mandatory.

§ 10 Forms of examinations

(1) **Examination performance** can only be repeated to a limited extent, is assessed and graded (§ 14). The result feeds into the grade calculation.

(2) ¹**Academic performance** is usually attained in connection with a course. ²This must be passed. ³Academic performance can be repeated to any extent, it can be graded or also assessed with a simple “pass” or “fail”. ⁴The result does not feed into further grade calculations.

(3) ¹**Examination pre-performance** is the admission requirement for examination performance; this means that the examination performance score can only be achieved if examination pre-performance has been shown. ²Examination pre-performance can be repeated to any extent, it can be graded or also assessed with a simple “pass” or “fail”. ³The result does not feed into further grade calculations.

§ 11 Types of examinations

(1) The following types of examinations can be taken according to the specific part of the examination regulations (**Part B**):

(2) ¹A **test** involves performing a determined suitable task with the common methods of the subject within a limited time, with resources which are predefined and under supervision. ²The working time is determined in **Part B**. ³Tests can also be carried out in the form of multiple choice questions. ⁴A written examination can also be taken electronically. ⁵The students are given sufficient opportunity before the examination to familiarise themselves with the electronic examination system. ⁶Data protection provisions must be complied with.

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(3) ¹The **oral examination** takes place with two assessors (collegial examination) or one examiner and an observer as an individual examination or a group examination for up to five students at the same time. ²The essential objects of the examination and the considerations underpinning the assessment of the performance must be detailed in a record. ³The assessors or examiner and the observer must sign this. ⁴The oral examination usually lasts for 30 minutes for each student. ⁵Within the framework of the oral examination, tasks can also be set to be handled in writing to an appropriate extent, provided this does not eliminate the character of the examination.

(4) ¹An **assignment** is the independent written processing of a subject-specific or interdisciplinary task within a determined period of time. ²In suitable cases, the found solutions can be explained orally in a typical manner for the professional activity.

(5) A **plan** covers the processing of a subject-specific or interdisciplinary task in a conceptual and constructive regard, particularly taking into account planning aspects.

(6) A **presentation** is an oral talk with an accompanying discussion about an independent and advanced written tackling of a problem from the working context of the lecture, taking into account and evaluating the relevant literature.

(7) The **creation and documentation of computer programmes** usually covers

1. A description of the task and its delimitation

2. The development of theoretical requirements for completing the task, in particular the

Selection of suitable methods, taking into account and evaluating the relevant literature

3. The formulation of the applied algorithms in a suitable programming languages

4. Testing the programme with several exemplary datasets and checking the results for correctness

5. The programme documentation, in particular detailing the used methods, a description of the solution, the programme protocols (source programme) and the result protocol

6. A demonstration of the programme

(8) In a **computer test**, the student must complete tasks directly at the computer within a prescribed time.

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(9) An **experiment** covers the theoretical preparation, structure and execution of an experiment as well as the written or oral presentation of the working stages, the test procedure and the results of the experiment, as well as a critical appraisal.

(10) ¹A **project report** is the coherent textual or medial presentation of the problem, the analysis and the result of a project as well as the applied working methods. ²The project report should be explained in a way which is typical for the professional activity. ³Participation in the project can also be included in the assessment.

(11) ¹An **experience report** should show that the student can connect study and practice after didactic/methodic guidance and contribute to making the experiences and results useful for the purposes of teaching. ²It usually also includes:

1. An evaluation of the relevant preparatory literature
2. A description of the position to be completed during the internship
3. A description of the tasks completed during the internship and the attained results

(12) A **practical occupational exercise** involves solving a practical task in a way which is typical for the profession and to explain and present the solution.

(13) **Coursework** is work to accompany lectures at the choice of the examiner in accordance with Sections 4 to 10.

(13 a) ¹A portfolio covers a specific number of up to four pieces of work (e.g. report, thesis, review, learning journal, short presentation, exercise tasks, written short test). ²Examination performance in accordance with Section 1 is not permitted within a portfolio. ³The portfolio is assessed as a whole. ⁴§ 11 Para. 18 applies accordingly.

(14) ¹For multiple-choice examinations, the candidate must answer set questions in writing under supervision. ²They must state which of the answers to the question they find correct.

(15) **Other types of examination** can be stipulated in Part B if these are appropriate and equal to the examination performance in accordance with Sections 2 to 13 with regard to requirement and procedure.

(16) ¹Suitable types of examination can also be permitted in the form of **group work**. ²Upon the request of the examiner, the examination committee can decree that examinations can only be performed in the form of a group effort. ³The contribution of the individual to be assessed as examination performance must fulfil the requirements to be set for the examination as well as be clearly delimited and individually assessable as the individual examination performance by providing paragraphs, page numbers or other objective criteria.

(17) ¹If the student demonstrates that they are incapable of rendering the performance in whole or in part in the prescribed form due to a long-term illness, chronic illness, or disability, the examination committee must make it possible for the student to render the performance over an extended working time or in a different form, or by permitting the student to bring appropriate resources.

²To this end, the submission of a doctor's note can be demanded. ³This applies accordingly to academic performance.

(18) If several types of examination are intended for one module, the type of examination shall be made known within three weeks after the start of lectures.

§ 12 Public access to the oral examinations

¹Students who wish to undergo the same examination in the future, as well as other members of the university who claim their own legitimate interest, may be permitted to listen in. ²This does not extend to discussing and notifying students of the examination results. ³Listeners can be ruled out if the candidate requests this. ⁴Upon the request of the candidate, occupational tutors can be allowed entry to the colloquium as listeners.

§ 13 Registration deadlines, examination periods, course deadlines

(1) ¹For each examination performance, the student must apply for admission within a period of time determined by the examination committee (examination registration). ²The examination committee determines in which form, where and in what period the students must apply for admission.

(2) ¹Students have the option to withdraw their examination registration before a date determined by the examination committee at the latest. ²The examination committee determines in which form and where the withdrawal should take place. § 19 applies to withdrawals.

(3) Provided nothing further or different is determined in this part and **Part B**, students can be admitted to the examination if they are enrolled in the **appropriate** course of study, can prove proper study behaviour and have passed the modules, examination pre-performance and academic performance required.

(4) ¹By making a request to the examination committee, the period of protection of Section 3 Para. 2 and Section 6 Para. 1 of the Maternity Protection Act (MuSchG) as well as the regulations on parental leave in Sections 15, 16 of the legislation on parental allowance and parental leave (Bundeselterngeld und Elternzeitgesetz [BEEG]) shall be taken into account accordingly.

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²An exemption in accordance with the legislation on care periods (PflegeZG) is equal to those of Clause 1. ³The corresponding documentation must be enclosed with the request. ⁴Upon request to the examination committee, the times of participation in boards prescribed by law and statutory bodies of the university as well as in statutory bodies of the self-administration of the students at the university are taken into account with up to two semesters.

(5) ¹The examination committee decide about admission to examinations. ²Admission is refused if the admission requirements are not fulfilled. ³A special decree only fares if admission is refused.

(6) ¹Admission including the examination periods are announced to the university public.

(7) ¹If no more credits are attained in a period of two consecutive semesters, the examination committee can decree finally that the master's examination has not been passed. When making the decision, the examination committee takes into account circumstances beyond the candidate's control or unreasonable situations of hardship. Paragraph 4 and § 19 Para. 2 apply accordingly.

§ 14 Assessment of examination performance and modules, formation of grades

(1) ¹The individual examination performances are assessed by the respective assessors (§ 15 Para. 2). ²§ 11 Para. 3 remains unaffected. ³The observer must be listened to before the grade is determined. ⁴Written examinations are usually marked at the latest four weeks after the respective examination.

(2) ¹The following grades are used to assess examination performance:

1.0; 1.3	=	very good	=	A particularly excellent performance
1.7; 2.0; 2.3	=	good	=	A performance which is significantly above the average requirements
2.7; 3.0; 3.3	=	satisfactory	=	A performance which corresponds to the average requirements in every regard
3.7; 4.0	=	adequate	=	A performance which corresponds to the minimum requirements, in spite of its faults
5.0	=	Not sufficient	=	A performance which is no longer sufficient to meet the requirements due to significant faults

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²If the examination performance is assessed by two assessors, the grade of the examination performance is calculated from the average of the individual notes determined by the examiners.

(3) ¹The grade is:

For an average of up to 1.50 = very good

For an average of over 1.50 and under 2.50 = good

For an average of over 2.50 and under 3.50 = satisfactory

For an average of over 3.50 and under 4.00 = adequate

For an average of over 4.00 = not sufficient

²When calculating the averages, the first two decimal places behind the comma are taken into account, all other places are dropped without rounding.

(4) ¹If a module consists of several examinations, the module grade is calculated from the average of the average of the grades for the individual examinations in accordance with paragraph 3 weighted according to the number of credits (decimal number with two decimal places), provided no specific weighting is intended in **Part B** of the examination regulations. ²In the transcript, the module note is listed in accordance with paragraph 3. ³If a meta-module (§ 6 Paragraph 2) is formed, the meta-module grade is formed from the modules corresponding to clause 1. ⁴In this case, the meta-module grade is listed in the transcript, unless Part B states that the modules which form the meta-module should also be listed in the transcript.

(5) ¹In the formation of the overall grade, paragraphs 2 to 4 apply accordingly.

(6) ¹The considerations underpinning the assessment decision are documented in a suitable manner and included in the examination documents.

(7) ¹**Part B** can feature an assessment of simply “pass” or “fail” for a specific examination pre-performance or academic performance, differing from paragraph 3.

(8) ¹The overall grade is supplemented by a relative classification in accordance with the ECTS Users’ Guide as amended.

(9) Examinations in accordance with § 11 Para. 14 are assessed while taking into account absolute and relative pass marks.

§ 15 Passing, failing and repeating examinations

(1) ¹An **examination** has been passed when it has been assessed with at least “adequate”.

²If the examination is assessed by two assessors, this has only been passed if

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both assess the performance with at least “adequate”. ³§ 14 Para. 2 and 3 apply accordingly. ⁴A **module** has only been passed if all required examinations have been passed. ⁵If a module examination is also not passed in the last possible resit and thus the respective module not passed and there is no adjustment for this module intended in Part B, the master’s examination is finally not passed in the affected course of study.

(2) ¹Failed examinations may be repeated twice (resit examination). ²§ 26 applies to the master's thesis with colloquium. ³A second resit examination for written examination performance may only be assessed with “not sufficient” (5.0) after the oral supplementary examination. ⁴The oral supplementary examination is offered by two assessors, otherwise § 14 Para. 2 applies accordingly. ⁵If the oral supplementary examination is passed, the examination performance is assessed with “adequate” (4.0).

⁶The oral supplementary examination is taken in a way which is directly linked to the last examination attempt, usually within 6 weeks after the candidate is informed that they have not passed their second resit attempt. ⁷An oral supplementary test is ruled out if the assessment of the last written performance is covered by § 19.

(3) not applicable

(4) Attempts made to complete an examination in the same or a related master's course of study in the Federal Republic of Germany are taken into account for the resit possibilities in accordance with Section 2.

(5) ¹If the student has passed an examination, they can repeat the examination in the corresponding course of study at the University of Applied Sciences Emden/Leer once to improve the grade (improvement attempt) within the standard period of study; a second improvement attempt for the same examination is ruled out. ²During their studies at the University of Applied Sciences Emden/Leer, students can make a total of 3 improvement attempts during their master’s course. ³Provided the examination regulations do not intend otherwise, the possibility of the improvement attempt applies to all study-related examinations in test form and in oral examinations. ⁴For module examinations which consist of several examination elements, Part B can state that only the overall module examination can be repeated. ⁵An improvement attempt at the master’s thesis including the colloquium is ruled out. ⁶If the candidate attains a different result in the improvement attempt than in the first attempt, the better of both results are taken into account and included in the calculation of the overall grade for the degree examination.

§ 16 Notification

(1) ¹The chairperson of the examination committee announces the decisions of the examination committee, in particular admission to examinations, periods and deadlines, also examination periods, registration deadlines and other deadlines in a suitable manner with a legally binding effect, without prejudice to § 28. ²Here, data protection provisions must be taken into account.

(2) ¹The results of the examinations are notified three days after entry into the performance overview of the university portal; this does not apply for examination performance in accordance with § 18. ²Notifications in accordance with § 13 Para. 1 can also be made in the usual departmental manner via publications online or announcements on the department noticeboard. ³Here, data protection provisions must be taken into account.

§ 17 Examination committee

(1) ¹The academic dean performs the tasks in accordance with § 45 Paragraph 3 Clause 1 NHG. ²He or she or their appointed person maintains the examination files. ³In accordance with § 9 Paragraph 2 of the basic rules of the University of Applied Sciences Emden/Leer, the faculty council can form an examination committee upon the suggestion of the academic dean for their support in carrying out examinations. ⁴Several examination committees may also be formed; in this case, the faculty should determine which range of courses fall into the responsibility of each of these. ⁵If no examination committee is formed, the academic dean is responsible for all the tasks assigned in these examination regulations of the examination committee or the chairperson of the examination committee.

(2) ¹The respective faculty council decides about the size and composition of examination committees. ²The examination committee usually consists of five members: three members who represent the university teaching staff, one member who represents the employees and who is trusted with teaching tasks, and one member who represents the students. ³If there is no group of employees, this position is taken by the university teaching staff group. ⁴**Part B** can have a different regulation regarding number and composition. ⁵The members of the examination committee are elected by the members of the faculty council. ⁶The chairperson and the deputy chair person must be members of the university teaching staff; they are elected by the faculty council. ⁷The student members only have an advisory vote with regard to decisions about the assessment and transfer of achievements and periods of study.

(3) The period of office of the non-student members of the examination committee is two years, the period of office of the student members is one year.

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(4) ¹At the start of each semester, the examination committee establish the testing and oral examination periods. ²In addition, the examination committee also determines the issue and submission times for time-bound examinations. ³Particularly for homework assignments, experimental work and presentations, the examinations can transfer this task to the examiners. ⁴If, in accordance with § 14 Paragraph 1 Clause 4, several examination committees have been formed in one faculty, the examination periods are determined by the faculty council in accordance with Clause 1.

(5) ¹The examination committee makes decisions with the majority of the valid votes submitted. ²If the votes are equal, the chairperson has the deciding vote. ³The examination committee constitutes a quorum when the majority of its members, including the chairperson or deputy chairperson and one other member of the teaching staff group are present.

(6) ¹Minutes are taken for the examination committee meetings. ²The key topics of discussion and the decisions of the examination committee are recorded in the minutes. ³Otherwise, the general business order of the boards of the university applies.

(7) ¹The examination committee can revoke and transfer powers to the chairperson and deputy chairperson. ²Opposition decisions and decisions about the continuation of studies may not be delegated. ³Otherwise, tasks which affect the organisation and implementation of examinations and grade calculations in accordance with § 20 can be transferred in the sense of Clause 1. ²The chairperson prepares the decisions of the examination committee and executes these. ³They report to the examination committee about their activity.

(8) ¹The examination committee meetings are not public. ²Members of the examination committee and their representatives are subject to an official duty of confidentiality. ³If they are not a public employee, they must be bound to confidentiality by the chairperson.

(9) The members of the examination committee can take part in all examinations.

§ 18 Examiners and observers

(1) ¹The examination committee appoints the examiners and the observers. ²Only such members and employees of the University of Applied Sciences Emden/Leer may be appointed as examiners that are employed to teach independently in the relevant subject for examination. ³If there is a need for this, this also then applies if the person has been allowed to teach only a partial area of the subject for examination independently. ⁴Teaching staff for specific tasks as well as persons experienced in professional practice and training may be appointed to conduct examinations in suitable examination areas.

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⁵Persons appointed to become examiners or observers must possess at least the qualification determined by the examination, or a qualification of equal value.

(2) ¹Final degree examinations and final resit examinations must be assessed by two examiners in the sense of paragraph 1. ²§ 11 Para. 3 remains unaffected. ³Presentations in accordance with § 11 Para. 6 do not represent an examination within the meaning of Clause 2.

(3) ¹Students can suggest examiners to conduct oral examinations and for the master's thesis with colloquium, without prejudice to the regulation in paragraph 4. ²The suggestion should be complied with provided there are no important reasons or an unreasonable strain of the suggested person to contradict this. ³The suggestion does not justify any claim.

(4) ¹If examination performances are given during studies, the teacher is entitled to conduct the examination in accordance with Paragraph 1 Clauses 2 to 4 without the special appointment of an examiner. ²This also applies if examination performances are given in connection with lectures which are taught by several responsible teachers. ³If more persons entitled to conduct examinations are available than are necessary to conduct the examination, the assessors are appointed by the examination committee.

(5) The examination committee ensure that the students are notified of the names of the examiners at least two weeks before the date of the respective examination.

(6) § 17 Para. 8 applies accordingly.

§ 19 Exceeding the deadline, absence, withdrawal, non-compliance

(1) Examination performance is deemed "not sufficient" if the student

- a) does not attend an examination without a valid reason or
- b) withdraws from the examination after it began or
- c) does not resit an examination within the set period.

(2) ¹The reasons given for withdrawal or absence must be communicated to the examination committee or their appointed body without delay, in writing and these must be credible, otherwise the relevant examination performance will be assessed as "not sufficient". ²Exmatriculation is not a valid reason. ³In the event of illness, a doctor's note must be submitted **without delay**. This must detail the duration of the student's inability to sit the exam and must not have been issued later than the date of the examination.

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⁴Upon the request of the examination committee, the student must submit a doctor's note from a public health officer if the illness is not obvious. ⁵If the reasons are recognised, a new date shall be scheduled, usually the next regular examination date.

(3) ¹If the submission date is not complied with without a valid reason for an examination performance, this shall be assessed with "not sufficient". ²Paragraph 2 applies accordingly. ³If the student has valid reasons, the examination committee will decide, taking into account the principles of equal opportunities, whether the submission date for the examination performance should be pushed back or if a new task should be set.

(4) If the student tries to influence the result of their examination by means of deception or the use of prohibited resources, if they participate in a deception, or if they disrupt the proper process of the examination, or if the intellectual property of others is violated for the purposes of a conscious deception, or if the published material of third parties are used without detail of the sources/authorship and claimed as one's own work (plagiarism), the relevant examination performance shall usually be assessed with "not sufficient" (5.0). For particularly serious or repeated deception offences, the examination can be deemed "finally not passed". The student continues the examination, unless a preliminary disqualification is deemed necessary according to the decision of the invigilator. The determination in accordance with Clause 1 is made by the assessors and is placed on record. The decision about the assessment of the relevant examination performance with "not sufficient" (5.0) or "finally not passed" is made by the examination committee. The student is given the opportunity to present their case before this decision.

(5) If misconduct is only discovered after the end of the examination and if the candidate has not yet ended their studies, the examination shall also be assessed as "not sufficient" (5.0).

(6) The student must be given the opportunity to express themselves before a decision is made.

(7) An examination performance can be checked for text passages or other sources the origin of which has not been stated using suitable plagiarism recognition software.

§ 20 Transfer of study periods, examination achievements and credits

(1) Periods of study, academic performances including vocational activities and other examination performances in the same or a related master's course of study in the Federal Republic of Germany may be calculated towards the corresponding achievements upon request without a determination of equivalence being carried out.

(2) ¹Periods of study, academic performances including vocational activities and other examination performances in a different course of study can be transferred upon request, provided they are not essentially different in content, scope and requirements from those of the course of study for which the calculation has been applied.

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²Here, no schematic comparison is carried out; an overall examination and evaluation with regard to the meaning of the performance for the aim of the course in accordance with § 2 is carried out.

(3) ¹For the determination of equivalence for courses of study from other countries, the equivalence agreements or other interstate agreements endorsed by the conference of ministers of education or conference of university rectors are decisive. ²If such agreements do not exist or a further transfer is applied for, the examination committee shall decide on the equivalence. ³The opinion of the Central Office for Foreign Education can be sought to clarify the circumstances and legal situation. ⁴Deviating transfer provisions based on agreements with overseas universities remain unaffected.

(4) ¹Performance at overseas universities is recognised if the student allows the eligibility of this performance to be confirmed by the examination committee in the form of a “learning agreement” before starting the semester abroad. ²The student must submit the necessary documents for recognition.

(5) ¹Competences obtained outside of university and in vocational positions regarding learning aims, content and the level of individual modules or parts of modules can also be taken into account upon request within the equivalence check. ²Qualifications which were achieved in specialist training can generally also be taken into account, provided equivalence can be determined in accordance with paragraphs 1 and 2. ³The blanket consideration of academic and examination performance is decided by the examination committee. ⁴The transfer of examinations following paragraph 5 is possible up to a value of half of the available credits in this course of study.

(6) ¹For periods of study, academic and examination performance in state-recognised distance learning or state-funded institutions for distance learning, paragraphs 1 and 2 apply accordingly.

(7) ¹If academic and examination performance is considered, the grades are transferred over and included in the calculation of the overall grade, provided the grading systems are comparable. ²If the grading systems are not comparable, the comment “passed” is included and the considered performance is not taken into account in the calculation of the overall grade. ³If corresponding agreements have been made with overseas universities, it is possible to convert the grade. ⁴The credit transfer may be indicated on the degree transcript.

(8) ¹The examination committee decides on credit transfer matters. ²A transfer may not be carried out if it has not been applied for at the latest by the notification of the corresponding examination performance. ³The decision to recognise performance is made on the basis of appropriate information about the qualification the recognition was applied for. ⁴The applicant is usually responsible for providing this information. ⁵If the recognition is denied, this must be justified and, if possible, the applicant must be informed of measures to take to request the recognition at a later point in time.

If the recognition is denied or no decision can be made, the application may lodge an appeal within an appropriate period.

§ 21 not applicable

§ 22 Master's examination

(1) The master's examination consists of:

1. modules which must be completed during studies
2. the master's thesis including the colloquium

(2) ¹**Part B** regulates the type and scope of the examinations which complete the modules. ²It may also intend that the colloquium for the master's thesis is omitted after no. 2.

§ 23 Admission to the master's thesis

(1) Students are admitted to the master's thesis if they

- have passed the required modules of the master's examination in accordance with **Part B**,
- and were matriculated at the University of Applied Sciences Emden/Leer for at least the last semester before registering for the master's thesis.

(2) ¹**Part B** may deviate from this in that it permits admission to the master's thesis even if all modules of the master's examination have not yet been passed. ²This requires that the missing performance is expected to be rectified within a semester without it affecting the master's thesis.

(3) The application for admission to the master's thesis must be made in writing within the registration period set by the examination committee (§ 13).

§ 24 Master's thesis

(1) ¹The master's thesis should show that the student is capable of processing a problem from the subject of the respective course of study independently in academic terms, within a prescribed period of time.

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²The type and task of the master's thesis must correspond to the aim of study (§ 2) and to the allocated time to process this. ³The master's thesis can be prepared in the form of a group activity. ⁴§ 11 Para. 15 applies accordingly.⁵Provided nothing different is determined in **Part B**, the master's thesis must be submitted in writing.⁶**Part B** governs how many copies of the master's thesis must be submitted, whether and, if applicable, what content and scope a separate summary of the master's thesis must be submitted. ⁷Here, it should be taken into account that master's theses are normally made accessible in the university library.

(2) ¹The topic of the master's thesis can be determined by any member of the university teaching staff of the faculty who are assigned to the course of study. ²With the consent of the examination committee, the topic can also be determined by a professor who is not a member of this faculty. ³It can also be determined by other people who are authorised to examine candidates in accordance with § 18 Para.1; in this case, the second assessor must be a professor. § 18 Paragraph 2 remains unaffected.

(3) ¹The examination committee issues the topic. ²Upon request, the examination committee ensures that the student receives a topic for the master's thesis in good time. ³When the topic is issued, the examiner who chose the topic (first assessor/first examiner) and one other examiner (second assessor/second examiner) are appointed. ⁴While the thesis is being prepared, the student is supported by the first examiner.

(4) ¹The topic of the master's thesis can only be returned once within the first three weeks of the working time. ²The working time for the master's thesis is stipulated in **Part B**. ³There, the working time can be extended for a maximum duration of 6 months.

(5) ¹The submission date for the master's thesis must be put on record. ²In the master's thesis, the student must make an affirmation in writing that they completed the thesis independently (or a corresponding part of this for group work) and used nothing other than the listed sources and resources.

(6) ¹The master's thesis is preliminarily assessed by the examiner before the colloquium within four weeks of its submission. ²§ 14 Para. 2, 3, 5 and 8 apply accordingly. ³**Part B** can stipulate an independent weighting and assessment of the master's thesis and colloquium, in this case, the master's thesis is not assessed preliminarily as in Clause 1, but finally assessed.

§ 25 Colloquium

(1) In the colloquium, the student must, on the basis of a discussion of the master's thesis, prove and explain in a specialist conversation that they are capable of treating overarching and problem-related issues from the subject area on an academic basis and to go into depth about the thesis results in a specialist discussion.

(2) Students are admitted to the colloquium once

1. they have passed the necessary modules of the master's examination and
2. the master's thesis has been assessed as at least "adequate" by one examiner.

(3) ¹The colloquium is carried out together by the assessors of the master's thesis as an individual examination or group examination. ²The first assessor presides. ³The duration of the colloquium is usually 30 minutes per student.

(4) ¹Each examiner forms a final grade for the master's thesis with the colloquium from their preliminary note for the master's thesis and the result of the colloquium. ²The average grade from the grades determined by the assessors is the significant evaluation of the master's thesis with the colloquium for the master's examination. ³§ 14 Para. 2, 3, 5 and 8 and § 15 Para. 1 apply accordingly.

(5) ¹If **Part B** stipulates a separate weighting and assessment of the master's thesis and colloquium, the examination committee can also appoint separate examiners for the colloquium. ²In this case, the appointed examiners form a final grade for the master's thesis and for the colloquium, unlike in paragraph 4. ³In this case, the weighting of grades for the overall result of the master's thesis with colloquium is determined according to **Part B**. ⁴§ 14 Para. 2, 3, 5 and 7, § 15 Para. 1 and § 26 Para. 2 apply accordingly.

(6) Otherwise, § 11 Para. 3 applies accordingly.

§ 26 Passing and not passing the master's examination, results

(1) ¹The master's examination is passed once all modules, academic performance and the master's thesis with colloquium have been assessed with at least "adequate". ²The master's examination is deemed not passed if one module of the master's thesis with colloquium is assessed with "not adequate" and there is no longer a possibility of repeating the performance.

(2) ¹The overall grade for the master's examination is calculated from the average of the notes weighted by the credits for the modules determined in Part B as well as the master's thesis with colloquium.

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²**Part B** can stipulate a particular weighting of the master's thesis with colloquium. ³For the calculation of the overall grade, the subject notes calculated in accordance with § 14 Para. 4 Clause 1 (to two decimal places) are taken into account. ⁴In the transcript, overall grades determined in this way are listed with the grades "very good", "good", "satisfactory" or "adequate" using § 14 Para. 3; the calculated result is listed in brackets with two decimal places.

(3) ¹For an overall grade of 1.00 to 1.30, the student is awarded "distinction" for particularly excellent achievements. ²The predicate is noted in the transcript.

(4) ¹The master's thesis with colloquium can be repeated once if it has been assessed with "not adequate". A second resit is ruled out. ²Changing the topic of the master's thesis for the resit is only permitted, however, if this option has not already been used up in the first attempt at the thesis. ³§15 Para. 4 applies accordingly.

§ 27 Master's transcript and master's certificate

(1) ¹The candidate shall receive a transcript of their results without delay. ²The transcript contains at least the following details:

- The university, the faculty with location
- The course of study
- The topic of the master's thesis
- The grade of the master's thesis including the colloquium
- The list of modules relevant for the final grade with their grading
- The overall grade
- The mandatory modules
- The mandatory electives

(2) ¹The transcript features the date upon which the last examination performance was completed. ²It is signed by the chairperson of the examination committee. ³**Part B** can state that the student may receive an English translation, if desired. ⁴The transcript is accompanied by a diploma supplement in English. ⁵The diploma supplement must represent the profile type (§ 3) among other things. ⁶**Part B** can state that the student may receive a German diploma supplement, if desired.

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(3) ¹The candidate also receives a certificate with the date of the transcript at the same time. ²This certifies the awarding of the academic degree in accordance with **Part B**. ³The certificate is signed by the head of faculty and by the chairperson of the examination committee, and bear the university seal. ⁴**Part B** can state that the student may receive an English translation, if desired.

(4) ¹If the final result of the master's course of study is "not passed", the candidate will receive a certification from the examination office upon request about the performance they have given, including all failed attempts or a certification of all passed performances. ²The same applies when students who have completed parts of the course of study leave the University of Applied Sciences Emden/Leer.

§ 28 Access to the examination and academic files

(1) ¹The students are granted access to the written examination work, assessors' notes and examination records once each examination is complete. ²The application must be submitted to the examination committee at the latest within one year after the examination transcript has been issued or after the decision about the failed examination. ³This determines the place and time of access.

(2) Upon request, students are informed about partial results before the end of an examination.

§ 29 Invalidity of the examination performance, disqualification from the master's degree

(1) If the student has cheated during an examination or academic performance and this fact only becomes known after the transcripts have been issued, the examination committee can correct this accordingly and declare the examination or academic performance grade as partially or fully "not passed" after the fact for the examinations where the candidate has cheated.

(2) ¹If the requirements for access to an examination have not been fulfilled without the candidate wanting to cheat, and if this fact only becomes known after the transcripts have been issued, this fault is rectified when the student passes the examination. ²If the candidate gains access wrongfully and deliberately, the examination committee shall decide, taking into account the legal provisions about cancelling illegal administrative acts.

(3) The candidate must be given the opportunity to explain the situation to the examination committee before the decision is made.

(4) ¹The incorrect examination result shall be removed and replaced by a correct transcript or certificate in accordance with § 27 Paragraph 5. ²The master's certificate and the diploma supplement must also be removed with the incorrect examination transcript if the examination is declared "not passed" (5.0) due to deception. ³In accordance with paragraphs 1 and 2, a decision is ruled out after a period of five years from the date of the examination transcript.

§ 30 Case-by-case decisions, appeal procedures

(1) ¹Rejection decisions and other burdening administrative acts which are made in accordance with these examination regulations must be justified in writing, enclose instructions for legal remedies and made known in accordance with § 41 VwVfG [Administrative Procedure Act]. ²Appeals against administrative acts based on an assessment within the framework of a vocational examination can be submitted to the examination committee within one month after the decision is made in accordance with §§ 68 ff. of the administrative court proceedings.

(2) ¹The examination committee decides on appeals. ²If the appeal is against an assessment by an assessor, the examination committee shall make their decision after investigation in accordance with paragraph 3.

(3) ¹If the candidate includes concrete and substantiated objections in their appeal against examination-specific evaluations and the subject-based assessments of an assessor, the examination committee shall pass the appeal onto this assessor for investigation. ²If the assessor changes their assessment in conformity with the application, the examination committee shall remedy the appeal. ³Otherwise, the examination committee investigates the decision based on the opinion of the assessor in particular to establish whether:

1. The examination procedure has not been carried out properly
2. An incorrect evaluation has been made in the assessment
3. Common assessment principles have not been followed
4. A solution based on a plausible and weighted argument has been assessed as wrong
5. The assessor has taken irrelevant matters into consideration

The corresponding applies if the appeal is made against several assessors.

(4) If the examination committee

- has not already remedied the appeal for a violation in accordance with Paragraph 3 Clause 3 Numbers 1 to 5 at this stage of proceedings or if

- concrete and substantiated objections against examination-specific evaluations and subject-based assessments without the assessor changing their decision accordingly, examination performances are reassessed by other assessors who have not previously been involved with this examination, or the oral examination is repeated. The new assessment may not lead to a worse examination grade.

(5) The appeal should be decided upon within one month. If the appeal is not remedied, the head of the university shall decide upon the person making the appeal.

§ 31 Transition regulations

The existing master's examination regulations existing for the University of Applied Sciences Emden/Leer before these examination regulations come into effect must be adapted to this **Part A** over a period of two years.

§ 32 Taking effect

¹These regulations shall take effect after the decision by the senate on the day that they are made known in a notification of the University of Applied Sciences Emden/Leer.

²The examination committee shall inform the students in an appropriate manner about the applicable examination provisions.

³At the same time, the previous General Part of the examination regulations of 27 June 2011 as amended on 11 July 2013 shall no longer be valid.