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Examination Rules and Regulations of the Universität zu Lübeck for Students of the Bachelor and Master Programs

from 17 November 2009 (NBl. MWV Schl.-H. 2009, p. 46),
corrected 11 November 2010 (NBl. MWV Schl.-H. 2010, p. 84),
amended 20 December 2011 (NBl. MWV Schl.-H. 2012, p. 10),
amended 25 June 2012 (NBl. MWV Schl.-H. 2012, p. 47),
amended 23 May 2013 (NBl. HS MBW Schl.-H. 2013, p. 55),
amended 29 January 2014 (NBl. HS MBW Schl.-H. 2014, p. 18),
last amended 22 July 2014 (NBl. HS MBW Schl.-H. 2014, p. 58).

§ 1

Area of Application

The examination rules and regulations apply to all bachelor and master degree programs at the Universität zu Lübeck. They are supplemented by specific academic regulations and procedures, which, where appropriate, contain any applicable variations.

Section I - General

§ 2

The Purpose of the Examination, Bachelor Degree

(1) The bachelor examination is the professional qualifying degree of the bachelor program. It is used to determine whether the candidate has acquired the necessary essential knowledge for the transition to professional practice or for a further program of study which corresponds to his or her chosen field and has the ability to apply scientific methods and findings.

(2) Upon successful completion of the bachelor examination, the academic degree "Bachelor of Science" (abbreviated: B.Sc.) will be awarded.

§ 3

The Purpose of the Examination, Master Degree

(1) The master examination is the professional degree of the master program. It determines whether the candidate has acquired the necessary in-depth expertise for a career as well as for admission to a doctoral program, and, whether the candidate has developed a deeper understanding of the relationship of the subject and the ability to comprehensively apply scientific methods and knowledge as well as to work scientifically.

(2) Upon successful completion of the master examination, the academic degree "Master of Science" (abbreviated: M.Sc.) will be awarded.

§ 4

Prescribed Period of Study, Design of Program, Curriculum of the Bachelor Degree

(1) The prescribed period of study for a bachelor program including all examinations is three academic years, unless otherwise regulated in the respective academic regulations and procedures. The prescribed period of study is the minimum period of time that must be completed for the student to achieve the desired degree; the length of which can be waived (shortened) only in exceptional cases. The academic regulations and procedures must ensure that the relevant degree program can be completed within the minimum period of study.

(2) A bachelor program is divided into compulsory and optional course modules as well as a bachelor thesis, unless otherwise regulated in the respective academic regulations and procedures. The bachelor program has a total of 180 credits (KP) according to the ECTS system.

§ 5

Prescribed Period of Study, Design of Program, Curriculum of the Master Degree

(1) The prescribed period of study for a master program including the master examination is two academic years (prescribed period of study). The provisions of § 4 para. 1 sentence 2 shall apply accordingly.

(2) A master program is divided into compulsory and optional course modules as well as a master thesis, unless otherwise regulated in the respective academic regulations and procedures. The master program has a total of 120 credits (KP), unless otherwise regulated in the respective academic regulations and procedures.

§ 5 a

Student Advisory Service

(1) It is recommended for students to meet with an academic advisor.

(2) If a course-related examination of a module is attempted, but has still not been passed after the second attempt, the student shall schedule a consultation with an advisor at the Examination Board of the respective degree program soon thereafter. At the meeting, advice concerning the possibility of repeating the module and the preparation for the re-examination shall be documented in writing by the Examination Board. Students must attend to such consultations for modules of the first and second semester of a Bachelor's degree.

(3) The Examination Board of each degree program can require that a student meet with an academic advisor if the prescribed period of study pursuant to § 4 para. 1 for the bachelor program and pursuant to § 5 para. 1 for the master program has been exceeded by more than 50% and if the conclusion of the studies is not to be expected within a reasonable period of time. In the case of unexcused absence, the regulation found under § 16 para. 3, last half of the sentence, will apply. The meeting will be conducted by the chairperson of the Examination Board. At the request of the student, the student's academic representative from the Examination Board may also attend the meeting. Should the chairperson, as a result of the meeting, be of the opinion that, despite possible recommendations in para. 2

sentence 2, the conclusion of the studies is not to be expected within a reasonable period of time, a second meeting with the entire Examination Board shall be held within four weeks. The Examination Board shall decide, by simple majority, if a conclusion of the studies is to be expected within a reasonable period of time.

§ 6

Structure and Scope of the Examinations, Scheduling of Examinations

(1) The bachelor and master examinations consist of the course-related examinations in accordance with the respective academic regulations and procedures as well as the bachelor or master thesis in accordance with § 13 of these examination rules and regulations.

(2) In a course-related subject examination, the substance of a teaching module is tested. A teaching module consists of one or more courses. In the latter case, the course-related examination is divided into several sub-tests, each of which must be passed, with the results combined into a total score (see § 14 para. 3). On request, a performance certificate will be issued for each course-related examination that is passed.

(3) For each teaching module of the compulsory subjects, two subject-related examinations will be given each year. As a rule, the first exam will take place immediately after the end of the course, the second by the end of the first lecture month of the following semester. The same applies to the optional teaching modules that have taken place that year.

(4) Course-related subject examinations are generally to be completed immediately after acquiring the professional qualifications. Examination dates are centrally determined by the Examination Board at the beginning of a semester and announced by the lecturer. Examination dates must be announced at least four weeks in advance. With the consent of the examinees, the regulation in sentence 3 may be deviated from. For examination dates determined according to § 15 para. 2 and § 18 para. 3, sentences 2 and 3 are not applicable.

(5) Performance certificates list the average time and effort a student expends in order to achieve the learning objectives of the teaching module by indicating the number of credits according to ECTS. It corresponds to one credit for 30 hours of effort. As a rule, course-related subject examinations are graded. For these subject examinations, a Category A performance certificate will be issued, specifying the grade achieved, and will be incorporated into the overall grade. As a rule, the performance certificates issued for specific teaching modules, such as practical courses and seminars, are not grade-oriented. Such certificates are from Category B and are required for passing the bachelor and master examinations, but are not incorporated into the overall grade.

§ 7

Examination Board

(1) For the organization of examinations and related duties and responsibilities, the computer science/technology and natural science institutes offering the respective degrees have established Examination Boards according to the following regulations, provided that a respective degree program's academic regulations and procedures has not made other arrangements.

(2) The Examination Boards shall each have seven members. The chairperson and four other members of an Examination Board as well as its deputies shall be elected by the Senate Committee of the Sections for Computer Science/Technology and Natural Sciences offering the respective degrees from the

group of member professors. A member as well as his/her deputy shall be elected from the group of that degree program's research staff and a member as well as his/her deputy shall be elected from that degree program's student body. In an Examination Board, the vice chairperson shall be a member of the professorial staff.

(3) The term of office of the non-student member is three years; that of the student member is one year. The re-election of a member of the Examination Board is permitted. If a member leaves before the end of his/her term, a new election for the remainder of the term is possible.

(4) The Examination Board shall have a quorum if, in addition to the chairperson or the vice chairperson, at least two other professors and another voting member are present. The board passes a resolution by simple majority (ordinary resolution). In the event of a tie, a motion is rejected. The chairperson or his/her vice chairperson is responsible for the day-to-day business of the board.

(5) The Examination Board shall ensure that the provisions of the examination rules and regulations are complied with. It regularly reports to the Senate Committee of the Sections for Computer Science/Technology and Natural Sciences about the development of the examinations and periods of study, including the actual time needed for the completion of a bachelor thesis as well as the allocation of the subject-related and overall grades. The report is available for viewing in the Office of the Chairperson of the Sections Committee of the Sections of Computer Science/Technology and Natural Sciences. The Examination Board provides proposals for the reform of the academic regulations and procedures, the curriculum and the examination rules and regulations.

(6) The Examination Board members have the right to be present at the examination.

(7) The Examination Board members and its deputies are sworn to secrecy. If they are not public servants, they will be sworn in by the chairperson.

§ 8

Examiners and Observers

(1) The Examination Board appoints the examiners or observers. It can delegate the responsibility for appointments to the chairperson. Examiners must be professors and lecturers who are presently teaching or have taught the subject of the examination, unless there is a compelling reason for a deviation. Someone may only be appointed as an observer who, for the bachelor examination, has at least a bachelor degree and, for the master examination, has at least a master degree or possesses an equivalent qualification.

(2) The candidate may nominate the examiners for the bachelor or master thesis. The proposal does not constitute an entitlement to the examiners.

(3) The names of the examiners will be made known to the candidate in due time.

(4) § 7 para. 7 shall apply accordingly to the examiners and observers.

§ 9

Admission and Registration Process for Examinations

(1) In principle, a general admission to the course-related subject examinations occurs upon enrollment for a bachelor or master degree program.

(2) For admission to a subject examination, it is required that the candidate

1. is matriculated in the appropriate degree program at the Universität zu Lübeck,
2. has fulfilled the technical admission prerequisites according to the module handbook for the respective teaching module and
3. has satisfactorily completed the coursework of the teaching module which is determined by the lecturer and of which the students are informed at the beginning of the course.

(3) In line with the subject examinations, a binding registration of the student for each examination is required. Registration must be made no later than two weeks before the end of the lecture period. Students can cancel their registration in writing up to three business days before their examination date. In the event that a cancellation for a first examination date has been made within the period prescribed, an immediate application for the second examination date is possible, even though the deadline as stated in sentence 2 has already elapsed. If the student does not take the subject examination despite having registered for it, he or she receives a failing grade unless a good cause can be credibly shown according to § 15 para. 2.

(4) The application for authorization to do the bachelor or master thesis must be done separately in writing to the Chairperson of the Examination Board.

The application must include

1. proof that all the admission requirements as stated in the academic regulations and procedures have been satisfied and
2. a statement as to whether the candidate has already conclusively failed a bachelor or master examination or the German degree (Diplom) or pre-degree examination (Diplom-Vorprüfung) in the chosen degree program or a related degree program or, if involved in a review process in such a program.

(5) The authorization to do a bachelor or master thesis comes from the chairperson of the Examination Board. He or she can grant the authorization under the condition that the candidate submits specific proof of the admission prerequisites according to paragraph 1 No. 2 no later than one week before beginning the thesis.

§ 10

Types of Examinations

(1) Types of examinations leading to performance certificates are

1. oral examinations (§ 11),
2. written examinations and other written works (§ 12),
3. project work with documentation and presentations,
4. the bachelor or master thesis with colloquium (§ 13),
5. term papers,
6. presentations,
7. protocols and work reports,
8. seminar lectures and colloquia,
9. conducting experiments,
10. problem sessions,
11. practical work with a report and
12. practical examinations.

The candidates will be given sufficient notice as to the types of examinations, their duration, the application procedures and any permitted items or texts, preferably at the beginning of the lecture period of each semester.

(2) The bachelor or master thesis may be written in German or English. It must include a summary written in both German and English.

(3) The examination performances referred to in paragraph 1 Nos. 1, 2, 4 through 9 are, as a rule, done in the German language. In exceptional cases, with proper justification accompanying the request, the chairperson of the Examination Board can rule that the examination(s) under question can be done in English. The candidate shall be notified of the decision.

(4) The examinations for modules which are explicitly designated as being conducted in the English language will also be in English.

§ 11

Oral Examinations

(1) In the oral examinations, the candidate shall prove that he or she recognizes the complexities of the subject under examination and is capable of relating to specific questions in these contexts. The oral examinations should also determine whether the candidate has a command of the requisite fundamentals.

(2) Oral examinations are usually taken in front of an examiner in the presence of a competent observer. Before determining the grade, the examiner confers with the observer.

(3) The duration of the oral examination is a minimum of 15 minutes and a maximum of 40 minutes per candidate per course-related subject examination.

(4) The main points and the results of the oral examination shall be recorded in a protocol. In each case, the assessment will be made known to the candidate following the oral examination.

(5) Students who wish to take the same examination at a later date, will, depending on available seating, be admitted as listeners unless the candidate has raised objections before the examination. Admittance does not, however, extend to the consultation and notification of the examination results to the candidate.

§ 12

Written Examinations and Other Written Works

(1) In written examinations and other written works, the candidate shall demonstrate that he or she can, in a limited time frame with limited resources and using the usual methods of the subject being tested, recognize a problem and find ways of solving it.

(2) The total amount of time allotted to a written examination of each course-related subject is between 60 and 180 minutes.

(3) The evaluation process shall not exceed four weeks. The results should be made known to the student two weeks before, but must be announced no later than one week before the retake date. It is possible for students to have an exam viewing within four weeks after notification of the examination

results. Objections to assessments must be verbally lodged with the lecturer within this four week cut-off period. The lecturer, using reasonable discretion, shall decide whether the Examination Board should be called in. The student may request that the Examination Board becomes involved. Objections lodged after the expiration of the time limit are precluded.

§ 13

Bachelor and Master Thesis

(1) The bachelor or master thesis is to show that the candidate is able to use the requisite scientific methods to deal with a problem from the subject matter of the chosen course of study within a specified period of time.

(2) The bachelor or master thesis can only be assigned and supervised by a professor or a lecturer who is permanently employed at the Universität zu Lübeck, is actively involved in research in the field of the individual degree program and is teaching or has taught in the same field. The candidate shall be given the opportunity to propose topics for the bachelor or master thesis. The date of the assignment will be recorded.

(3) Upon application, the chairperson of the Examination Board makes sure that the candidate receives a topic for a bachelor or master thesis in a timely manner. The topic is assigned via the chairperson.

(4) The time allowed for completing the bachelor or master thesis is six months. The topic, project definitions and scope of the bachelor or master thesis must be limited by the supervisor so that the time frame and the amount of work specified in the appendix can be adhered to. The topic can only be returned once and only within the first two months of the allowed time. In individual cases, the Examination Board may extend the time allowance by at most one month if the candidate has reasonably justified the request.

(5) Three printed copies and one electronic copy of the bachelor or master thesis must be submitted to the Examination Board; the date of submission will be recorded. The Examination Board may issue guidelines for the title page. The title of the bachelor or master thesis must be in German as well as in English. Upon submission of the work, the candidate must include a written affidavit affirming that his or her thesis, or in the event of a group thesis, his or her clearly marked contribution, has been independently written, using no other sources or resources beyond those cited in the thesis. The candidate must either give written permission for the use of anti-plagiarism software or must submit an anonymized version of his or her bachelor or master thesis in electronic form. The thesis can be submitted before the end of the allowed time; however the bachelor thesis may not be submitted before three months of the time has expired, the master thesis not before five months of the allotted time has expired.

(6) The bachelor thesis includes a final colloquium of the examiners with the candidate on the topic of the bachelor thesis. The date for the colloquium is set by the Examination Board. The bachelor thesis and colloquium are to be assessed by two examiners; each written assessment will contain a single grade for the bachelor thesis and the colloquium. One of the examiners shall be the person who assigned the topic for the bachelor thesis. The second examiner shall be determined by the chairperson of the Examination Board. Should the assessments not be in agreement, the arithmetic mean will be calculated. If this mean deviates from that of a grade or intermediate value permitted under § 14 para. 2, the bachelor thesis will be assessed the nearest higher grade or the nearest higher intermediate value. If the two grades differ from each other by two or more grades or if one examiner assesses the thesis with at least a "sufficient" and the other with an "insufficient", the chairperson of the Examina-

tion Board will order a third written, graded assessment from a further examiner. In this case, the bachelor thesis receives a passing grade if the majority of the examiners give a "sufficient" or better grade. The final grade is calculated as the arithmetic mean of the three grades or the next best intermediate value. Otherwise, the bachelor thesis receives a failing grade. The assessment procedure shall not exceed four weeks.

(7) The master thesis is generally assessed by two examiners through the use of written assessments. One of the examiners shall be the person who assigned the topic of the master thesis. The second examiner shall be determined by the chairperson of the Examination Board. If the two grades differ from each other by two or more grades or if one examiner assesses the thesis with at least a "sufficient" and the other with an "insufficient", the chairperson of the Examination Board will order a third written, graded assessment from a further examiner. The assessment procedure shall not exceed four weeks.

(8) If the majority of the examiners assess the master thesis with at least "sufficient", examiners will conduct a colloquium on the topic of the master thesis with the candidate. The colloquium shall be held within one month of the presentation of the assessments. The length of time should not exceed one hour. Each examiner shall assign a grade immediately after the colloquium. The public is generally admitted to the presentation portion unless the candidate or the examiners have raised an objection beforehand. Students and professorial candidates of the Universität zu Lübeck are generally admitted to the presentation and discussion portion unless the candidate has raised an objection to the presence of students beforehand or an objection has been raised by the examiners against the presence of professorial candidates.

(9) The master thesis is passed if the majority of the written assessments show at least a "sufficient" and the colloquium is assessed with at least a majority of "sufficient" grades. The grade of the master thesis is calculated as a weighted average consisting of the arithmetic mean of the written assessments (weighted 2/3) and the arithmetic mean of the grades for the oral colloquium (weighted 1/3). If the weighted average deviates from that of a grade or intermediate value permitted under § 14 para. 2, the nearest higher grade or the nearest higher intermediate value will be used.

§ 13 a

Disruptions of the Examination Process

(1) Formal complaints concerning the examination process must be brought forward within a cut-off period of one month after the announcement of the examination results.

(2) Impairment of the examination process through organizational measures and external factors are to be immediately brought forward to the person in charge of a written examination and to the chairperson of the Examination Board in the case of an oral examination.

(3) In the case of significant disruptions, the chairperson of the Examination Board may order that some or all of the affected candidates repeat the examination at the next possible date. If there are only temporary disruptions during the course of a written examination, the time allowed will be extended accordingly.

§ 14

The Assessment of Examinations

(1) The grades for individual examinations which earn graded performance certificates will be determined by the respective examiners.

(2) For the assessment of examinations for earning graded performance certificates, the number grades 1 to 5 are to be used; differentiations thereof can be increased or reduced by 0.3. Here, the grades 0.7; 4.3; 4.7 and 5.3 are excluded. The grades are to be used in this form for the overall grades. The equivalent grades for performances are shown in the following table:

1.0	Very Good	Outstanding performance / With distinction
2.0	Good	Performance substantially above average
3.0	Satisfactory	Average performance in every respect
4.0	Sufficient	Minimum requirements met despite shortcomings
5.0	Insufficient	Failure to meet minimum requirements due to considerable shortcomings

(3) The grades of the course-related subject examinations from several graded sub-tests are added together (§ 6 para. 2 sentence 2) to calculate the arithmetic mean which is then, as a rule, the overall grade. Deviations from this regulation are to be set in the module handbook and to be announced at the beginning of the course of each module by the module coordinator. If the determined grade deviates from that of a grade or intermediate value permitted under § 14 para. 2, the nearest higher grade or the nearest higher intermediate value will be used.

§ 15

Non-Attendance, Withdrawal, Deception, Breach of Regulations

(1) An examination is considered as “insufficient” (5.0) if a candidate is absent from a repeat examination (§ 17) without reasonable cause or leaves after the examination has begun. The same applies if a written examination has not been completed within the specified time frame.

(2) The reasons for leaving or non-attendance must be immediately submitted and substantiated in writing to the Examination Board. In case of the candidate’s illness or that of his or her child, the candidate may be required to present a medical certificate from a qualified medical practitioner and, in cases of doubt, an official medical certificate from a health authority. If the rationale is accepted, a new date will be set. Results of examinations already completed will be incorporated.

(3) If a candidate attempts to influence the outcome of his or her examination through deception or the use of unauthorized aids, the examination will be graded “insufficient” (5.0). A candidate who interferes with the orderly process of the examination may be prohibited from continuing the examination by the respective examiner or the proctor; in this case the affected examination will be graded as “insufficient” (5.0). In serious cases, the Examination Board may prohibit the candidate from taking further examinations.

(4) The candidate may, within a period of one week, request that the decision be reviewed according to paragraphs 2 and 3 by the Examination Board. The candidate must be immediately informed in writing of negative decisions, including the Board’s justification and instructions on the candidate’s right to appeal.

§ 16

Passing, Failing, Performance Certificates

- (1) Course-related subject examinations have been passed if all the requirements have been met and graded with a minimum grade of “sufficient” (4.0).
- (2) The bachelor or master examination has been passed when all the requirements have been successfully met and the bachelor or master thesis, together with the colloquium, have been graded with a minimum grade of “sufficient” (4.0).
- (3) In the event that the student has exceeded the prescribed period of study pursuant to § 4 para. 1 for the bachelor degree programs and pursuant to § 5 para. 1 for the master degree programs by at least 50% and, despite a required advising session with the chairperson of the Examination Board pursuant to § 5a para. 3 sentence 6, the conclusion of the studies is not to be expected within a reasonable period of time, the final grade for the bachelor or master examination pursuant to § 13 will be entered as an “insufficient”.
- (4) If the candidate has received an “insufficient” as the final grade for the bachelor or master examination, he or she will receive a written notification from the chairperson of the Examination Board. The notification will include instructions on the candidate’s right to appeal.
- (5) On request and on presentation of corresponding supporting documents, the candidate will be issued a written certification containing the performance requirements and their respective grades as well as the missing requirements, showing that the bachelor or master examination has been failed.

§ 17

Retaking an Examination

- (1) Course-related subject examinations that have not been passed or are considered “insufficient” can be repeated a maximum of two times. Upon application, the Examination Board may, in cases of particular hardship, allow a further examination as an exception. Retake attempts that have or had already been made at other universities in the Federal Republic of Germany or abroad will be counted against the remaining number of available retakes.
- (2) The retake must take place at the next possible examination date. If a retake does not take place on this date, the repeated test receives a failing grade, unless § 15 para. 1 and 2 should apply. It is not required to pre-register for the retake of an examination; however, for organizational purposes the examiner can request pre-registration.
- (3) If a course-related subject examination receives a failing grade at the second retake (or third retake in recognition of a hardship), the final grade for the subject examination is entered as an “insufficient”. If the final grade for an examination for a compulsory subject of the degree program is an “insufficient”, then the bachelor or master examination is considered as having been failed and any further claim to further examinations is forfeited.
- (4) The retake of a course-related subject examination that has received a passing grade or the repetition of a bachelor or master thesis that has received a minimum assessment of “sufficient” is not allowed.

(5) The bachelor or master thesis can be repeated once if it received an “insufficient” the first time. The candidate must apply for a new topic within a period of three months. An application for the extension of the cut-off period may be submitted if the candidate can show good cause for the request.

(6) A return of the topic of the bachelor or master thesis in the period of time outlined in § 13 para. 4 sentence 2 is permitted only if the candidate had not exercised this option for his or her first bachelor or master thesis.

§ 18

Subject-specific Qualifications for a Program

(1) The subject examination regulations for a specific degree program can stipulate that certain teaching modules are to be completed in the first and second subject-related semesters. The type and scope are regulated by the respective academic regulations and procedures.

(2) Evidence of academic achievements for teaching modules that are to be completed in the first subject-related semester must be earned no later than the end of the third semester you have been at the university. Evidence of academic achievements for teaching modules that are to be completed in the second subject-related semester must be earned no later than the end of the fourth semester you have been at the university. You must sit for the exam on the first or second possible date of each module examination.

(3) If the examinee cannot attend the last possible examination date due to a reason as outlined in § 15 para. 1 and 2, then the examination date as determined under § 15 para. 2 sentence 3 shall take place as soon as the stated reason is no longer an issue.

(4) If a performance certificate under paragraph 1 has not been earned within the time frame set in paragraph 2, the bachelor or master examination is then considered as having been failed. Any further claim to further examinations is forfeited.

§ 19

Compensation for Disabled and Chronically Ill Students

(1) If a candidate, due to chronic illness or a disability, is unable to do sit for the examinations in whole or in part in the prescribed form or within the specified examination period, the Examination Board can, at the request of the student (including supporting documentation), extend the period of time or the cut-off date for taking examinations or allowing equivalent examination forms adjusted to the needs of the student. The same applies to academic performance.

(2) In this decision, the university representative for the disabled may be involved.

§ 20

Acceptance of Years of Study, Academic Performances and Examination Results

(1) Years of study, academic performances and examination results which have been completed in the same degree program at another university or equivalent institute of higher learning in the Federal Republic of Germany will be accepted if the corresponding degree program was accredited under German accreditation standards. Should the creditable degree program or examination be presented as required proof of performance for more than one degree program, it can only be accepted once.

Academic performances and examination results achieved outside of the Universität zu Lübeck can only be counted for up to one-half of the ETCS credits required for the degree program. The thesis cannot be accepted.

(2) Years of study, academic performances and examination results in other degree programs will be accepted insofar as no significant differences in terms of acquired competences exist. The university can deny the credits only if substantial differences are detected in a comparison of the learning objectives of the academic performances and examination results to be transferred with the learning objectives of the academic performances and examination results to be replaced. For the acceptance of the years of study, academic performances and examination results that were achieved outside of the scope of the Higher Education Act and The Standing Conference of the Ministers of Education and Cultural Affairs of the Länder (States) in the Federal Republic of Germany (KMK), the equivalence agreements as approved by the KMK and the German Rectors' Conference as well as agreements within the framework of university partnerships will be followed.

(3) For years of study, academic performances and examination results in state-approved distance learning degree programs, paragraphs 1 and 2 apply.

(4) Competencies and skills acquired outside of higher education will be accepted if their equivalence is proven. The verification of equivalency is carried out individually by the Examination Board and shall not constitute a schematic comparison, but an overall view and evaluation of the acquired competencies. In some cases, a classification review may take place. Important to note is that verified equivalent competencies and skills acquired outside of higher education can only be counted for up to one-half of the ETCS credits required for the degree program.

(5) If academic performances and examination results are accepted, those grades are transferred in and included in the calculation in the overall grade, if the grading systems are comparable. If the grading systems are not comparable, the notation "pass without grade" will be used. An identification of the acceptance in the certificate is admissible.

(6) There is a legal right to acceptance if the requirements as outlined in paragraphs 1 to 4 are met. Again, important to note is that verified equivalent competencies and skills acquired outside of higher education can only be counted for up to one-half of the ETCS credits required for the degree program. The thesis cannot be completed externally. The candidate must submit the necessary documents in order to receive the credit.

(7) The decisions referred to in paragraphs 1 through 5 will be made by the chairperson of the Examination Board. The decision to not accept a document or documents must be substantiated in writing. In case he or she must decide on the equivalence of an achievement, the expert representative will be consulted beforehand. Should an appeal be lodged against the decision of the chairperson of the Examination Board, the Examination Board shall make the decision.

Section II – Bachelor and Master Examination

§ 21

Bachelor and Master Examination Procedure

The bachelor or master examination encompasses course-related subject examinations and the bachelor or master thesis (§ 13). The type of subject examination is regulated by the respective academic

regulations and procedures. Any exceptions are decided by the Examination Board at the request of the lecturer.

§ 22

Generation of the Overall Grade, Certificate of Graduation and Diploma Supplement

(1) If a candidate has earned all the required performance certificates and has passed the bachelor or master thesis with a minimum grade of 4.0, he or she receives a "Certificate of Graduation". The certificate contains the course-related subject examination results, the topic of the bachelor or master thesis and its grade, the overall grades and the relative rating in accordance with the applicable guidelines of The Standing Conference of the Ministers of Education and Cultural Affairs of the Länder (States) of the Federal Republic of Germany (KMK). In addition, each candidate receives a "Diploma Supplement" which lists the successfully completed teaching modules with a brief description and the necessary effort in credit points and the scope and nature of the achievement according to §20, as well as the average of the degree graduate's overall grades over the previous three years. If requested, participation in other teaching modules that go beyond the modules required under the respective degree program can be listed in the Diploma Supplement. The Certificate of Graduation and the Diploma Supplement are issued bilingually in German and English.

(2) The overall grade of the bachelor or master examination is calculated from the average of the graded examinations with performance certificates and the grade of the bachelor or master thesis. The grades are weighted with their respective credit points. The resultant calculated average will be factored only to the first decimal place after the decimal point; all other places are deleted without rounding.

The overall grades are

with an average to 1.2: with distinction

with an average over 1.2 to 1.5: very good,

with an average over 1.5 to 2.5: good

with an average over 2.5 to 3.5: satisfactory and

with an average over 3.5 to 4.0: sufficient.

(3) The Certificate of Graduation and the Diploma Supplement bear the date of the day that the last examination was completed. They are signed by the chairperson of the Examination Board.

§ 23

Bachelor and Master Diploma

(1) Together with the Certificate of Graduation and the Diploma Supplement the candidate will be issued a diploma with the date of the Certificate of Graduation. Therein the award of the academic degree of "Bachelor of Science" or "Master of Science" is certified.

(2) The diploma is signed by the president of the Universität zu Lübeck and the chairperson of the Examination Board and bears the seal of the Universität zu Lübeck. The diploma is issued bilingually in German and English.

Section III – Final Provisions

§ 24

Invalidation of the Bachelor or Master Examination

- (1) Should the candidate have cheated on an examination and this fact becomes known only after issuance of the Certificate of Graduation, the Examination Board can correct the grade for the examination the candidate cheated on after the fact by declaring all or part of the examination as failed.
- (2) If the requirements for admission to an examination were not fulfilled without intended deception on the part of the candidate and, if this fact becomes known only after issuance of the certificate, this deficiency is remedied if the exam was passed. If the candidate had intentionally and wrongfully obtained the admission, the Examination Board will decide.
- (3) The candidate is given the opportunity to make a statement before a decision is reached.
- (4) The incorrect examination certificate is revoked and a new one is issued as appropriate. Along with the incorrect examination certificate, the diploma and the Diploma Supplement are also revoked if the examination has been declared as "failed" due to cheating. A decision according to paragraph 1 and paragraph 2 sentence 2 is excluded after a period of five years from the date of the Certificate of Graduation.

§ 25

Access to the Examination Records

- (1) Within one year after completion of the examination procedure the candidate can request to be allowed to inspect his or her written examinations, the examiners reports related to them and the examination protocols within a reasonable period of time.
- (2) The request for access is submitted to the Examination Board. The board determines the time and place of the inspection.

§ 26

Appeals Procedure, Instructions on the Right of Appeal

- (1) Decisions of the Examination Board shall include instructions on the candidate's right to appeal.
- (2) An objection to decisions made by the Examination Board as well as all its agents can be made in writing to the Examination Board within one month of notification of the decision. The Examination Board decides the outcome of the appeal.
- (3) Action may be brought against the ruling on the objection within one month of notification of the decision.

§ 27
Transitional Provisions

(1) These examination rules and regulations apply to all degree programs which are supplemented by academic regulations and procedures as defined by § 1 sentence 1. For the remaining degree programs, the respective existing examination rules and regulations apply until academic regulations and procedures as defined in § 1 sentence 2 enter into force.

(2) These examination rules and regulations apply to all students who began their studies after the winter semester of 2009/10. For students who commenced their studies prior to that date, the respective existing examination rules and regulations still apply.

§ 28
Entry into Force