

**Examination Regulations of the University of Lübeck  
for Students of the Bachelor and Master Degree Programs**

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## **§ 1 Area of application**

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

## **Section I – General Regulations**

### **§ 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 the program, curriculum of the bachelor degree program**

(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, as a general rule, a total of 180 credits (KP) according to the ECTS system.

## **§ 5**

### **Prescribed period of study, design of the program, curriculum of the master degree program**

(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 paragraph 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.

(3) In their academic regulations and procedures the degree programs can allow students to take courses from a list of free-elective interdisciplinary module offerings. The list of free-elective modules can be found on the university website and is decided by the Senate Committee on Teaching.

## **§ 6**

### **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 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 paragraph 1 for the bachelor program and pursuant to § 5 paragraph 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 § 22 paragraph 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 paragraph 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. If agreements were made in the course of the student advisory service which aim to ensure that the student completes his or her studies within a reasonable period of time, the chairperson can also convene the Examination Board if it becomes apparent afterwards that the agreements made will not be adhered to.

## **§ 7**

### **Correspondence in the examination procedure**

Binding correspondence in matters of legal status is to be made either in writing and / or via the university student's student email address. Further correspondence relevant to the examination is to be made via the Moodle and / or the university portal for students.

## **Section II - Examination Procedure**

### **§ 8**

#### **Structure and scope of the examinations, scheduling of examinations, number of examinations per day**

(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 § 16 of these examination 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, under exceptional circumstances, the course-related examination may be divided into several sub-tests, each of which must be passed, with the results combined into a total score (see § 20 paragraph 3) – provided that this does not exceed the examination load. 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 are offered each year in two different examination periods. As a rule, the first examination period begins on a Monday immediately after the end of the lecture period. The second examination period takes place by the end of the first lecture month of the following semester. Examinations can also be held outside these examination periods. 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 lecturers. Examination dates must be announced at least four weeks in advance. With the consent of the candidates, the regulation in sentence 3 may be deviated from. For examination dates determined according to § 21 paragraph 2 and § 24 paragraph 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.

(6) For the purpose of having a bearable examination load in both compulsory and optional/elective courses, if students orient their course of studies on the respective study plan of their degree program and sit for an exam on the first examination date offered for the module in question, usually no more than one exam is scheduled per day. Should there be more than one examination per day, the student must prioritize and sit for any retakes or those which determine subject-specific aptitude. In any case, no more than two examinations are scheduled per day. No more than three examinations are scheduled per week.

## **§ 9**

### **Examination Board**

(1) For the organization of examinations and related duties and responsibilities, the 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 offering the respective degree 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) A person appointed to coordinate the degree program shall attend the meetings of the Examination Board with the right to speak and make applications. If he/she is not a member of the board, he/she has no voting rights, but is subject to the same confidentiality obligations as members and may also participate in non-public deliberations.

(4) 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.

(5) 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 Examination Board may transfer its powers with regard to the current business assigned to it by these Examination Regulations to the chairperson(s) in general or in individual cases. The resolution may be revoked at any time. The Examination Board may delegate additional tasks to the Examination Board chairperson.

(6) The Examination Board shall ensure that the provisions of the examination regulations are complied with. It regularly reports to the Senate Committee of the sections offering the degree 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 Senate Committee of the sections offering the degree. The Examination Board provides proposals for the reform of the academic regulations and procedures and the curriculum.

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

(8) 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.

## **§ 10**

### **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) § 9 paragraph 7 shall apply accordingly to the examiners and observers.

## **§ 11**

### **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 University of 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 the form and time limits of which the students are informed of at the beginning of the course.

A compulsory attendance of the students at courses cannot be regulated as a prerequisite for participation in the examination program in the respective academic regulations and procedures, unless the course is an excursion, a language course, an internship, a practical exercise or a comparable course. Deviations may be made in accordance with § 1 sentence 2 in the respective academic regulations and procedures, provided that they are required under other legal regulations (e.g. dual degree programs or Psychology).

(3) In the case of joint or cooperating degree programs with other universities or institutes of higher learning, the students of the cooperating institutes of higher learning are authorized to sit for examinations in accordance with the provisions of the respective cooperation agreement.

(4) In line with the subject examinations, a binding registration of the student for each examination is required, withdrawal is possible. 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 § 21 paragraph 2.

(5) If electronic registration and withdrawal via the systems of the Students' Service Center is possible for a subject examination, this must be used; otherwise, registration and withdrawal must be made directly with the examiner in accordance with the instructions provided by the examiner at the beginning of the course and in compliance with the time limits set out in paragraph 7.



(6) A registration for a subject examination can already be made before all of the academic performances required for the examination have been completed in accordance with §11 paragraph 2 number 3. However, if these have not been completed by the time limits set in accordance with §11 paragraph number 3 - at the latest, however, by the end of the withdrawal period for the examination date in accordance with paragraph 7 - the student is deemed not to have registered for the examination date.

(7) There is a registration and withdrawal period for each examination. For subject examinations that take place during the semester, the examiner determines before the start of the course, in agreement with the program management, which day is decisive for determining the registration and withdrawal time limits. Registrations and withdrawals for each subject examination are always possible until the end of the day on which the time limit ends. The time limits are as follows:

1. Registration time limit: The end of the registration periods is determined centrally for examinations within the examination periods. For all examinations where this is not done centrally, the registration period ends two weeks before the examination date (therefore on the same weekday as the examination).
2. Withdrawal time limit: The end of the withdrawal period for each examination is determined by counting back three days from the day of the examination. For example, a withdrawal for an examination on a Wednesday is possible until the end of the preceding Sunday and for an examination on a Thursday until the end of the preceding Monday.

(8) 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 an examination required by the examination regulations for a degree program at an institute of higher education in Germany for the chosen degree program or if he or she is presently involved in an examination procedure in such a degree program.

(9) 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.

## § 12

### Types of examinations

(1) Types of examinations leading to performance certificates are

1. oral examinations (§ 13)
2. written examinations and other written works (§ 14)
3. Multiple choice examinations (§ 14 (3))
4. project work with documentation and presentations
5. the bachelor or master thesis with colloquium (§ 16)
6. term papers
7. presentations
8. protocols and work reports
9. seminar lectures and colloquia
10. conducting experiments
11. class exercises
12. practical work with a report
13. practical examinations
14. objective structured clinical examination (OSCE)
15. portfolio assessment (§ 15)

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 examination performances referred to in paragraph 1 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.

(3) The examinations for modules which are explicitly designated as being conducted in the English language will also be in English, if the objective of the module is to acquire knowledge in the English language.

(4) Examinations in which the oral presentation is decisive may be conducted by video conference if both the candidate and the examiners agree to this form or if this form has been determined by statute (oral electronic distance examination). The Examination Board shall be informed of this and may refuse this type of examination in individual cases. Further details are regulated by the Statutes on Conducting Electronic Distance Examinations at the University of Lübeck.

(5) Supervision of written examinations may, in individual cases, take the form of online supervision (written electronic distance examination) if the Examination Board and the examiners as well as and the candidate have agreed to this or if this form has been determined by statute. Further details are regulated by the Statutes on Conducting Electronic Distance Examinations at the University of Lübeck.

### **§ 13**

#### **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. Repeat examinations always take place before two authorized assessors, one of whom can be a competent observer.

(3) The duration of the oral examination is a minimum of 15 minutes and a maximum of 60 minutes per candidate per course-related subject examination.

(4) The essential contents 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.

### **§ 14**

#### **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) Multiple choice examinations (here meaning: always exactly one correct answer out of five possible answers), in the assessment of which there is no leeway due to the given answer options, are passed if

at least 60% of the examination questions asked are answered correctly or the number of correctly answered questions does not fall below the average examination performance of candidates taking the respective examination in their first possible attempt by more than 22%. At least 50% of the questions must be answered correctly.

(4) 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.

## **§ 15**

### **Portfolio Assessment**

(1) The portfolio assessment is a special type of subject examination, with which the candidate is able to prove the extent to which he or she has acquired the required knowledge and competences of a module. It provides a standardized method of examination, in which students are able to continuously and in various ways record particular achievements within the framework of a module's lectures. The portfolio assessment is composed of several different forms of course-related examination elements.

(2) The respective module handbook should be consulted to determine if a module can be completed with a portfolio assessment.

(3) The specific assessment elements and their weighting according to paragraph 4 are presented in the module manual. Generally, attention must be paid to the necessary documentation of the examination elements, so that, in the case of oral elements, a corresponding protocol (record) is kept, which will show the essential contents and results of the oral presentation.

(4) The portfolio assessment is compiled from the individual assessment elements according to a points system and serves as a test performance with an overall grade. The individual elements are assessed points. The resultant points are then totaled, becoming the basis of the grade for the respective portfolio assessment. The respective module description in the module handbook regulates the maximum number of points that can be earned for the individual elements and the total number of points required to reach which grade.

(5) In the case of a grade of "insufficient", a repeat can only be done by doing the entire portfolio assessment over again.

(6) If an examination element cannot be completed according to a reason set out in § 21 paragraph 2, this examination may be made up either during the current examination procedure or within the next two semesters, depending on when it is offered by the examiner. In the case of a retake in a subsequent semester, the elements of the examination which have already been completed can be retained.

## **§ 16**

### **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 University of 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 bachelor or master thesis may be written in German or English. It must contain a summary which is written in German as well as in English. In the case of an English-language degree program, the English-language summary is sufficient.

(5) 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 Supplement I of the respective academic regulations and procedures can be adhered to. The topic can only be returned once within the first two months of the allowed time. In exceptional cases, in particular if the candidate is unable to work on the bachelor or master thesis at a later date due to illness or other circumstances for which they are not responsible, the topic may also be returned within the next four months upon justified application to the Examination Board.

(6) If, after the thesis has been issued, circumstances temporarily arise which make it unreasonably difficult for the candidate to work on the topic and for which they are not responsible, the Examination Board may, upon justified application, extend the completion time by the duration of the difficulty.

(7) Three printed copies and one electronic copy (USB flash drive) of the bachelor or master thesis prepared according to Examination Board guidelines must be submitted to the bachelor/master Examination Office by the due date; 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.

## **§ 17**

### **Assessment of the bachelor thesis**

(1) 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 and shall take place no longer than four weeks after submission of the bachelor thesis.

(2) The bachelor thesis and colloquium are to be assessed by two examiners. 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.

(3) The written bachelor thesis is to be examined for the colloquium. The length of time of the colloquium should not exceed one hour. A protocol with the essential contents and results is to be kept. 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 University of 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.

(4) The bachelor thesis and colloquium are evaluated together and awarded a single grade, which will be announced to the candidate immediately after the colloquium. This grade is the result of the written summary of the expert opinions on the bachelor thesis and the results of the colloquium and thereby justified.

(5) Should the assessments not be in agreement, in the case of several examiners, the arithmetic mean will be calculated. If this mean deviates from that of a grade or intermediate value permitted under § 20 paragraph 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 Examination 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.

(6) The assessment procedure shall not exceed four weeks.

## **§ 18**

### **Assessment of the master thesis**

(1) The master thesis is 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.

(2) If the majority of the examiners assess the master thesis with at least “sufficient”, the 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 and will be set by the chairperson of the Examination Board in consultation with the examiners. The length of time of the colloquium should not exceed one hour. A protocol of the colloquium with the essential contents and results is to be kept. 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 University of 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.

(3) 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 § 20 paragraph 2, the nearest higher grade or the nearest higher intermediate value will be used.

## § 19

### 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.

## § 20

### 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	excellent performance
2.0	good	a performance well above the average requirements
3.0	satisfactory	a performance that meets average requirements in all respects
4.0	sufficient	despite deficiencies, meets the minimum requirements
5.0	insufficient	due to considerable deficiencies the requirements are not sufficiently met

- (3) The grades of the course-related subject examinations from several graded sub-tests are added together (§ 8 paragraph 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 paragraph 2, the nearest higher grade or the nearest higher intermediate value will be used.

### **Section III – Special regulations concerning the examination procedure**

#### **§ 21**

#### **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 (§ 23) 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 asserted for the withdrawal or the non-attendance must be immediately notified in writing to the Examination Board via the Examination Office Bachelor/Master and substantiated. The burden of proof lies with the candidate. In the event of delay, e.g. in the event of withdrawal only during or after completion of the examination or after knowledge of the examination grade, the earlier inability to recognize the reasons for the withdrawal, the reasons for the earlier inability to recognize the reasons for the withdrawal, as well as the time of the later recognition of the reasons given for the withdrawal, must also be reported immediately in writing and substantiated. In case of illness, an original medical certificate must be presented without request. If the withdrawal from the examination is delayed due to illness, the reasons for the delay must also be certified. In cases of doubt, an official medical certificate can be requested. The illness of the candidate's child and the occurrence of a sudden need for care by a close relative are considered equivalent to the illness of the candidate. If the reasons are accepted, a new date will be set. In urgent cases the chairperson of the Examination Board decides. In this case, any preliminary examination performances already rendered must be credited and do not expire.

(3) The candidate shall be informed of the approved aids at the beginning of the examination. In the event of the use of non-approved aids or other deception on the part of the candidate, the examination performance in question shall be deemed to have been assessed as "insufficient" (5.0). Depending on the severity of the deception, a warning may be issued instead and/or in addition, the repetition of individual examination performances may be ordered without counting towards the number of available examination attempts, or a further sanction may be imposed that is appropriate to the individual case. The decision on this is made by the Examination Board. This also applies if the act of deception was merely attempted. Deception includes, in particular, the possession of non-approved aids within the candidate's immediate reach during the examination. Non-approved aids include specifically switched-on mobile phones and other electronic communication devices, unless these have been explicitly approved in the individual case. In particularly serious cases, paragraph 5 shall apply.

(4) 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).

(5) In serious cases, the Examination Board may prohibit the candidate from taking further examinations. The candidate is to be heard beforehand.

(5) In case of serious disturbances or deception or repeated misconduct of this kind, the Examination Board may prohibit the candidate from taking further examinations. The candidate is to be heard beforehand.

(6) The candidate may, within a period of one week, request that the decision be reviewed according to paragraphs 2 to 5 by the Examination Board.

## **§ 22**

### **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 paragraph 1 for the bachelor degree programs and pursuant to § 5 paragraph 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 § 6 paragraph 3 sentence 6 and the non-existence of an excused hindrance according to § 52 paragraph 4 HSG with the result that 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 § 16 will be entered as an "insufficient" (failed).

(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.

## § 23

### **Retaking an Examination, hardship case application**

(1) Course-related subject examinations that have not been passed or are considered “insufficient” can be repeated a maximum of two times. Upon application to the Bachelor/Master Examination Office, 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 hardship case application must be filed immediately with the Examination Board and the Examination Office must be informed at the same time. The Examination Board usually decides on the application within one week. The hardship case application has no effect on the expiry of the objection period.

(3) 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 § 21 paragraphs 1 and 2 should apply. It is not required to register for the retake of an examination; however, for organizational purposes the examiner can request registration.

(4) 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.

(5) 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.

(6) 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.

(7) A return of the topic of the bachelor or master thesis in the period of time outlined in § 16 paragraph 5 is permitted only if the candidate had not exercised this option for his or her first bachelor or master thesis.

(8) In the case of a master thesis that has been assessed with at least a “sufficient” and a colloquium that has been assessed with an “insufficient”, the colloquium itself can be repeated. The date for the repeat

of the colloquium may be scheduled at the earliest one month and at the latest one year after the failed colloquium.

## **§ 24**

### **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. A student should sit for the exam on the first or second possible date of each module examination; otherwise a retake within the time limits is not guaranteed would lead to a final grade of "insufficient" as per paragraph 4.

(3) If the examinee cannot attend the last possible examination date due to a reason as outlined in § 21 paragraphs 1 and 2, then the examination date as determined under § 21 paragraph 2 sentence 6 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.

## **§ 25**

### **Disadvantage compensation for disabled and chronically-ill students and students with care-giving responsibilities**

(1) The Examination Board may, upon application and submission of appropriate evidence, take appropriate measures to compensate for disadvantages for candidates with a chronic illness or a disability as well as for students with caring responsibilities, insofar as the candidate is unable to take examinations in whole or in part in the intended form or within the intended examination deadlines due to their disadvantage.

(2) Students with care-giving responsibilities are pregnant students and students on maternity leave as well as students who look after their own children who have not yet reached the age of 18 and students who care for close relatives for at least ten hours per week.

(3) The university's inclusion officer must be involved in this decision at the request of one or more parties.

## **§ 26**

### **Acceptance and credit transfer of years of study, academic performances and examination results**

(1) Years of study, academic performances and examination results, which have been completed in a different degree program at the University of Lübeck, another university or equivalent institute of higher learning, or a university of applied sciences or another equivalent institute of higher learning in the Federal Republic of Germany or abroad, will be accepted once. The university can disallow the acceptance 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. The refusal cannot be based solely on the fact that the achievements by the name or extent of the course of studies of the University of Lübeck are not directly equivalent. 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.

(2) Acceptance shall be refused if it is to be granted for a course of study or examination for which recognition within the meaning of paragraph 1 has already been granted at the University of Lübeck, irrespective of the degree program.

(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 counted 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. In the case of stays abroad, the Learning Agreement may regulate something differently. If the grading systems are

not comparable, a grade may be transferred after conversion or 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. The candidate must submit the necessary documents and provide relevant evidence 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 IV – Final Examination**

### **§ 27**

#### **Bachelor and Master Examination Procedure**

The bachelor or master examination encompasses course-related subject examinations and the bachelor or master thesis (§ 16). 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.

### **§ 28**

#### **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 §26, 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 academic regulations and procedures can be listed in the diploma supplement. The certificate of graduation and the diploma supplement are issued bilingually in German and English. The form of the Diploma Supplement corresponds

to the current version agreed between the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder and the German Rectors' Conference.

(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.

## **§ 29**

### **Bachelor and Master Degree Certificate**

(1) Together with the certificate of graduation and the diploma supplement, the candidate will be issued a degree certificate bearing the same date as that listed on the certificate of graduation. Therein the award of the academic degree of "Bachelor of Science" or "Master of Science" is then certified.

(2) The degree certificate is signed by the president of the University of Lübeck and the chairperson of the Examination Board and bears the seal of the University of Lübeck. The degree certificate is issued bilingually in German and English.

## **§ 30**

### **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 degree certificate 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.

## **Section V – Appeal Procedure**

### **§ 31**

#### **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.

### **§ 32**

#### **Objections to decisions on examinations**

(1) In the case of examination decisions, the student has the right to request a reconsideration of the decision from the examiner if this lies within the margin of discretion of the examiner and the student justifies the alleged objections in a precise and comprehensible manner. The request for a reconsideration must be sent to the examiner who had made the decision, within four weeks of the announcement of the examination results. He or she must inform the student about the result within one week.

(2) An objection may be lodged with the Examination Board against examination decisions of a regulatory nature and decisions of the Examination Board pursuant to § 22 paragraph 4 within one month after the announcement of the Examination Board. The implementation of a reconsideration procedure pursuant to paragraph 1 shall have no effect on the time limit. The Examination Board shall make the decision, if necessary, taking into account the Division Accreditation and Law, if dealing with an objection which is not purely subject-specific.

(3) Action may be brought against the ruling on the objection within one month of notification of the decision.



## **Section VI – Final Provisions**

### **§ 33**

#### **Entry into force, scope**

- (1) These statutes shall enter into force on the day following their publication.
- (2) Simultaneously, the Examination Regulations of the University of Lübeck for Students of the Bachelor and Master Degree Programs from 17. November 2009 (NBI. MWV Schl.-H. p. 46), as last amended by the statute on 14 December 2015 (NBI. HS MSGWG Schl.-H. p. 157), shall cease to be in force.
- (3) All students, who had already begun their program of study before 14 July 2017, are in the legal position that the previous examination regulations (statutes) for bachelor and master degree programs at the University of Lübeck, from 17 November 2009 (NBI. MWV Schl.-H. p. 46), most recently amended by the statutes of 14 December 2015 (NBI. HS MSGWG Schl.-H. p. 157), shall remain in force until their degree program is completed.
- (4) For all examination right relationships commenced between 15 July 2017 and 30 September 2021, these Statutes in the version of the Second Amendment Statutes of 21 July 2020 (NBI. HS MBWK Schl.-H. p. 56) shall continue to apply.
- (5) These statutes apply to all students who start their studies in one of the bachelor or master programs at the University of Lübeck in WS2021/2022. For all other students who are already enrolled in one of the bachelor or master programs of the University of Lübeck, they apply from WS2023/2024.
- (6) In the case of examination right relationships under paragraph (3) or (4) of this regulation where a disadvantage arises from the non-application of these Statutes, the provisions of these Statutes may apply by way of derogation from paragraphs (3) and (4) of this regulation.