

**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. Specific program regulations supplement the examination regulations and may contain deviating provisions that take precedence.

## **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” („B.Sc.”) will be awarded.

### **§ 3**

#### **The purpose of the examination, Master Degree**

(1) The master examination is the professional qualifying degree of the master program. It is used to determine whether the candidate has acquired the necessary in-depth knowledge for professional practice and for a doctorate, has developed a deeper understanding of the interrelationships within his or her chosen field, and is capable of comprehensively applying scientific methods and findings and of working in a scientific manner.

(2) Upon successful completion of the master examination, the academic degree “Master of Science” („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 degree program, including all examinations, is three academic years. The pre-scribed 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 degree program consists of compulsory and elective compulsory modules and a bachelor thesis. The bachelor degree program usually comprises a total of 180 credit points (CP) in accordance with the ECTS system.

(3) A catalogue of elective compulsory modules specified in the respective degree program regulations may be expanded by the respective Examination Board to include modules offered at the University of Lübeck without requiring an amendment to the respective degree program regulations. Participation in the modules is only possible if the modules are not already filled by students from other degree programs for which the module is compulsory.

(4) The degree programs may offer a list of free elective interdisciplinary modules in their degree program regulations. The list of free elective modules is available on the university website and is adopted by the Senate Committee for Teaching.

## **§ 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 and 3 shall apply accordingly.

(2) A master degree program consists of compulsory and elective compulsory modules and a master thesis. The master degree program comprises a total of 120 CP.

(3) A catalogue of elective compulsory modules specified in the respective degree program regulations may be expanded by the respective Examination Board to include modules offered at the University of Lübeck without requiring an amendment to the respective degree program regulations. Participation in these modules is only possible if the modules are not already filled by students from other degree programs for which the module is compulsory.

(4) The degree programs may offer a list of free elective interdisciplinary modules in their degree program regulations. The list of free elective modules is available on the university website and is adopted by the Senate Committee for Teaching.

## **§ 6**

### **Student Advisory Service**

(1) It is recommended for students to meet with an academic advisor. Student advisory services are provided in particular for students in their first semesters whose academic progress falls behind the expected study schedule. In this case, the Examination Board invites students to an advisory meeting.

(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 the respective degree program must invite a student to attend a student advisory meeting if he or she has exceeded the prescribed period of study as specified in § 4 paragraph 1 for bachelor degree programs and § 5 paragraph 1 for master degree programs by more than 50% and no further academic progress can be determined. In particular, no academic progress can be determined if the student has not earned any credit points in the past two semesters. The notice period for the meeting must be at least one month. The notice must expressly refer to the legal consequences set out in § 22 paragraph 3 sentences 2 and 3. The notice is void in the case of § 22 paragraph 3 sentence 4. The chairperson of the Examination Board holds the advisory meeting, the essential content of which must be documented. If, based on the meeting, the chairperson concludes that, despite possible recommendations in accordance with paragraph 2 sentence 2, it is not expected that the student will complete his or her studies within a reasonable period of time, a second meeting with the entire Examination Board must take place within four weeks. The student member of the Examination Board must be present at this meeting. The Examination Board decides by a majority of the votes cast whether a completion of the program can be expected within a reasonable period of time. If agreements have been made during the student advisory meeting with the aim of ensuring that the student completes his or her studies within a reasonable period of time, the chairperson may also convene the Examination Board if it becomes apparent that the student is not complying or will not comply with the agreements made. The period is reasonable if at least one resit of the outstanding examinations is possible within the specified period. On application by the student, the Examination Board may extend the period for good cause. If the student does not pass the outstanding examinations within the specified period, completion of the program within a reasonable period of time can no longer be expected. The student must be informed of this consequence when the period is decided.

## **§ 7**

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

Correspondence must be in writing and/or via the student's university email address issued by the university. Further correspondence relevant to the examination will be sent via the Student Service Centre.

## **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 subject examinations as specified in the respective degree program regulations and the bachelor or master thesis as specified in § 16.

(2) In a course-related subject examination, the substance of a teaching module is tested. A teaching module consists of one or more courses. If the latter is the case, in exceptional circumstances the course-related subject examination may be divided into several parts, which must be passed individually and whose results are combined to form an overall grade (see § 20 paragraph 3), provided that this does not exceed the permissible examination load. Upon request, a certificate will be issued for a course-related subject examination passed during the program that is not part of the student's own degree program.

(3) For each teaching module in the compulsory section, two course-related subject examinations within the meaning of § 12 paragraph 1 nos. 1-3 are offered each year in two different examination periods. The first examination period usually 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 may also be held outside these examination periods. The same applies to teaching modules in the elective compulsory area, provided that these were held in the respective year.

(4) Course-related subject examinations must generally be taken immediately after the relevant subject-related requirements have been met. Examination dates that only affect one degree program are set and announced by the relevant Examination Board at the beginning of each semester. Examination dates that affect several degree programs are set and announced centrally at the beginning of a semester. In the event of a conflict regarding the central scheduling of examination dates, the Vice President for Teaching is responsible for scheduling. Dates suggested by examiners can be taken into consideration. Examination dates must be announced at least four weeks in advance via the Students' Service Center. With the consent of the candidate, it is possible to deviate from the provision in sentence 4. Sentences 2 and 4 do not apply to examination dates set in accordance with § 21 paragraph 2 sentence 8 and § 24 paragraph 3. Pregnant students or students whose statutory maternity leave falls within the

examination period may, upon application to the Examination Board, be granted permission to take one or more of the same or equivalent examination components at a different, individually agreed examination date. The legal relationship governing examinations is not terminated for students to whom sentence 7 applies, but is suspended until they next officially register for an examination. Students to whom sentences 7 and 8 apply are exempt from the obligation to register for the next regular examination date.

(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) The sections responsible for the respective degree programs establish Examination Boards in accordance with the following provisions for the purpose of organizing examinations and performing the tasks assigned by these examination regulations.

(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 is quorate if, in addition to the chairperson or their deputy, at least two other professors or lecturers and one other member with voting rights are present. It decides by a simple majority. In the event of a tie, a motion is deemed rejected. The Examination Board may delegate its powers with regard to the day-to-day business assigned to it by these examination regulations to the chairperson, either in general or on a case-by-case basis. The decision may be revoked at any time. The Examination Board may assign additional tasks to the chairperson of the Examination Board.

(6) The Examination Board must ensure that the provisions of the examination regulations are observed. It reports regularly to the Senate Committee of the sections responsible for the program on the status of examinations and study periods, including the actual time required for bachelor and master theses, as well as on the distribution of subject and overall grades. The report can be viewed at the office of the chairperson of the Senate Committee of the sections responsible for the degree program. The Examination Board makes suggestions for reforming the degree program regulations 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.

(9) The Examination Board must meet at least once per semester.



## **§ 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 8 sentence 1 applies accordingly to examiners and assessors.

## **§ 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) Admission to a course-related subject examination requires 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.

The mandatory participation of students in courses may not be stipulated in the respective degree program regulations as a prerequisite for taking examinations, unless the course is an excursion, a language course, an internship, a practical exercise, a comparable course, or mandatory participation is required by law (e.g. dual degree programs or psychology).

- (3) In the case of joint or cooperative degree programs offered in collaboration with other universities or higher education institutions, students are entitled to take the examination at the cooperating higher education institution in accordance with the provisions of the respective cooperation agreement.

(4) A binding registration for the course-related subject examinations is required for students to take the examinations. Withdrawal is possible within the deadline specified in paragraph 7. 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) It is possible to register for a course-related subject examination even if not all of the academic achievements required for the examination in accordance with paragraph 2 no. 3 have been completed. However, if this is not done by the deadlines specified in paragraph 2 no. 3 – at the latest by the end of the withdrawal period for the examination date in accordance with paragraph 7 – the student is deemed not to be registered for this 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 comprises

1. proof of fulfilment of the admission requirements specified in the respective degree program regulations 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.

## **§ 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 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 shall be admitted as observers, subject to available space, unless the candidate objects prior to the examination. Observers may also be

admitted via video conference, unless the candidate or examiner objects. Admission does not include the internal discussion of the examination results and their subsequent announcement 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) Written examinations and other written work may be assessed by two examiners; a second assessment is mandatory in the case of a resit examination. The examiner must be a person who themselves possesses at least the qualification to be determined by the examination or an equivalent qualification, as well as the academic degree to be obtained through the degree program or a higher academic degree.

(5) The assessment procedure should not exceed four weeks. The results should be communicated to students two weeks before the resit date, but no later than one week before. Students must be given the opportunity to view their written examination papers within four weeks of the examination results being announced. Objections to assessments should be raised verbally with the professor or lecturer within four weeks. The professor or lecturer decides at their discretion whether the Examination Board should be involved. The student may request that the Examination Board be involved. § 32 remains unaffected.

## **§ 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 component cannot be completed for one of the reasons specified in § 21 paragraph 2, it may be taken either during the current examination period or in the following semester, depending on when the examiner offers this option. If the examination component is taken in a subsequent semester, the examination components already completed may remain valid. The examiner will decide on this and inform the candidate.

## **§ 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 at the University of Lübeck, who is actively involved in research in the field of the individual degree program and is teaching or has taught in the same field, provided that the person works at the University of Lübeck for at least the duration of the bachelor or master thesis in accordance with paragraph 5. 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 a bachelor or master thesis is six months. The topic, assignment and scope of the bachelor or master thesis must be limited by the supervisor in such a way that this deadline and the workload specified in Appendix 1 of the respective degree program regulations can be met. 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) The bachelor or master thesis must be submitted electronically by the deadline in accordance with the requirements of the Examination Office. Until submission in electronic form in accordance with the requirements of the Examination Office is possible, the bachelor or master thesis must be submitted to the relevant Examination Office in electronic form and in triplicate in printed form in accordance with the requirements of the Examination Office. The date of submission to the relevant Examination Office must be recorded on file and is decisive for compliance with the submission deadline.

(8) The Examination Board may issue instructions for the cover sheet. The title of the bachelor or master thesis must be provided in German and English. When submitting their work, candidates must declare in writing that they wrote the work themselves, or in the case of group work, that they wrote their own contribution, and that they did not use any sources or aids other than those indicated. Furthermore, they affirm that they have identified all passages taken verbatim or paraphrased, including texts and content generated by third parties, in their work. The Examination Board may issue instructions in this regard. The candidate must either agree in writing to the use of anti-plagiarism software or submit an anonymised version of his or her bachelor or master thesis in electronic form. The work can be submitted before the end of the time allowed for completion; however, the bachelor thesis cannot be submitted until three months have passed, and the master thesis cannot be submitted until five months have passed.

## **§ 17**

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

(1) The bachelor thesis includes a final colloquium between the examiners and the candidate on the topic of the bachelor thesis. The date for the colloquium will be set by the Examination Board in consultation with the examiners and should be no later than four weeks after the bachelor thesis has been submitted.

(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 postdoctoral candidates at the University of Lübeck are generally admitted to the presentation and discussion part of the examination, unless the candidate objects to the presence of students or the examiners object to the presence of postdoctoral candidates.

(4) The bachelor thesis and colloquium are assessed with a single grade, which is announced to the candidates 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) If the examiners' assessments differ, the arithmetic mean is taken. If this differs from a grade or interim grade permitted under § 20 paragraph 2, the bachelor thesis will be graded with the next best grade or next best intermediate value. If the two grades differ by two or more grades, or if one examiner grades the work as at least sufficient and the other as insufficient, the chair of the Examination Board shall obtain a third graded assessment of the bachelor thesis from another examiner. In this case, the bachelor thesis



is passed if the majority of the examiners award a grade of sufficient or better. The final grade is calculated as the arithmetic mean of the three grades or the next best intermediate value. Otherwise, the bachelor thesis has not been passed.

(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 postdoctoral candidates at the University of Lübeck are generally admitted to the presentation and discussion part of the examination, unless the candidate objects to the presence of students or the examiners object to the presence of postdoctoral 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 3) 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.

(4) The basic assessment standards of an examination must be announced in good time. A subsequent change to the detriment of the candidates is not permitted.

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

#### **§ 21**

##### **Non-attendance, withdrawal, deception, breach of regulations**

(1) An examination is considered to have been graded “insufficient” (5.0) if the candidate fails to attend an examination without a valid reason or withdraws from the examination after it has begun. The same applies if a written examination has not been completed within the specified time frame.

(2) The reasons for withdrawal or failure to attend must be notified to the Examination Board in writing via the relevant Examination Office without delay and must be substantiated. The burden of proof lies with the candidate. In the event of a delay, e.g. if withdrawal occurs during or after completion of the examination or after the examination results have been announced, the previous inability to recognise the grounds for withdrawal, the reasons for this inability, and the date on which the grounds for withdrawal became apparent must be reported immediately in writing and substantiated. In the event of illness, a medical certificate must be submitted without being requested, and the original must be provided upon request. In the event of a delay in withdrawal from the examination due to illness, the reasons for the delay must also be certified by a doctor. In cases of doubt, a medical certificate from a public health officer may be required. Illness of the candidate’s child or sudden need for care of a close relative are treated as equivalent to illness affecting the candidate. If the Examination Board accepts the reasons, a new date will be set. In urgent cases, the chairperson of the Examination Board decides. Any preliminary examination performance already provided will be credited in this case and does 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, also 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 standard period of study pursuant to § 4 paragraph 1 for bachelor degree programs and pursuant to § 5 paragraph 1 for master degree programs by at least 50%, no further academic progress can be determined and, despite student advisory service pursuant to § 6 paragraph 3 sentence 1 being provided, it is not to be expected that the student will graduate within a reasonable period of time, the bachelor or master examination is deemed to have been conclusively failed pursuant to § 16. The same applies if the student has missed the student advisory service meeting in accordance with § 6 paragraph 3 sentence 1 without good cause. The student must declare and provide evidence of the good cause to the Examination Board within one week of the missed meeting. If the student was demonstrably prevented from taking the bachelor or master examination within the period specified in sentence 1 for reasons specified in § 52 paragraph 4 nos. 1 to 8 HSG [Schleswig-Holstein Higher Education Act], the corresponding periods shall not be counted towards the standard period of study.

(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) Upon application and upon presentation of the relevant evidence, the Examination Office issues the candidate with a certificate (Transcript of Records) containing the examination results and grades achieved and indicating that the bachelor or master examination has not been passed.

## **§ 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, the Examination Board may approve the scheduling of an additional examination date in exceptional cases of hardship. 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 application for exceptional hardship must be submitted to the Examination Board immediately, at the latest within two weeks of notification of the examination results, and sent to the relevant Examination Office 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. Registration for a repeat examination is made through the Examination Office or can be requested from the examiner at a separate appointment.

(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. If a bachelor or master thesis is not passed after being retaken, the bachelor or master thesis has been conclusively failed.

(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**

*(repealed)*

## **§ 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 suffered by candidates in special circumstances, in particular candidates with disabilities, including mental or chronic illnesses, candidates on maternity leave, candidates with children, candidates with relatives requiring care, or candidates with a family pass, provided that the candidate is unable to complete the examination or academic achievements in whole or in part in the prescribed form or within the prescribed examination periods due to their disadvantage. This also applies if students do not hold a family pass but meet the requirements for one.

(2) Students with caring responsibilities and students who are pregnant, breastfeeding, on maternity leave or, in general, within six weeks after giving birth can apply for a family pass from the Equal Opportunities & Family Department. Students with caring responsibilities are 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) At the request of one of the parties involved, the Inclusion Officer for students with a disability or the Equal Opportunities Officer for students with caring responsibilities at the university shall be involved in this decision.

(4) Students who hold a family pass are entitled to compensation for disadvantages in accordance with the information sheet in its currently valid version, provided that there are no objective reasons to the contrary.

## **§ 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. 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 in German and in 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) Students have the right to request that the examiner reconsider his or her decision if they provide specific and comprehensible reasons for their request. 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) Appeals against examination decisions and decisions of a regulatory nature made by the Examination Board may be lodged with the Examination Board within one month of notification of the decision. The implementation of a reconsideration procedure in accordance with paragraph 1 does not affect the deadline. The Examination Board decides on the appeal, involving the Accreditation and Legal Department if necessary.

(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, Expiration**

- (1) These statutes shall enter into force on the day following their publication.
- (2) At the same time, the Examination Regulations (Statutes) of the University of Lübeck for students enrolled in bachelor and master degree programs dated 28 February 2017 (NBl. MSGWG Schl.-H. p. 35), last amended by Statute from 19 July 2022 (NBl. HS MBWFK Schl.-H. p. 57) expires.