

**Only those regulations published by the Georg-August-Universität Göttingen in its Official Bulletins are legally binding. Any claims to rights or titles resulting from the English translation of these regulations are expressly excluded.**

**Interfaculty statutes:**

Following the resolution of the Senate on 25.01.2023, the Presidential Board approved on 08.02.2023 the ninth amendment to the General Examination Regulations for Bachelor's and Master's Degree Programmes as well as other courses and degrees offered at the Georg-August-Universität Göttingen (APO) as promulgated in the Official Announcements dated 12.11.2010 (Official Announcements I no. 39/2010 p. 3932), last amended by decision of the Presidential Board on 17.12.2021 (Official Announcements I no. 54/2021 p. 1395), (§ 41 section 1 sentence 2 NHG, § 23 APO; § 37 section 1 sentence 3 no. 5 b) NHG). The regulations are republished below; they shall enter into force in the new version on 01.04.2023.

Part I: Scope

§ 1 Scope

Part II: Structure and Completion of the Degree Programme

§ 2 Academic Degree

§ 3 Structure and Length of the Degree Programme

§ 4 Examination and Study Regulations; Module Catalogue

§ 5 European Credit Transfer and Accumulation System (ECTS) Credits

§ 6 Outline of the Degree Programme

§ 7 Orientation Modules in Bachelor's Degree Programmes

§ 8 Formal Specialisations [Studienschwerpunkte]

§ 8 a Key Competences

§ 8 b Study Abroad

Part III: Examination Procedure

§ 9 Examination Board, Examination Office; Teaching Staff in Charge of Degree Programmes

§ 10 Examination Procedure

§ 10 a Examination Administration System

§ 10 b Module Examinations: Registration and Deregistration

§ 10 c Form of Applications

§ 11 Authorised Examiners

- § 12 Examiners and Co-examiners
  - § 13 Recognition of Study Periods, Coursework and Examinations
  - § 14 Admission to Modules and Module Examinations
  - § 15 Form of Examinations
    - § 15 a E-Examinations
    - § 15 b Online Examinations
  - § 16 Assessment of Examinations, Formation of Grades
    - § 16 a Repeatability of Examinations
    - § 16 b Pass and Definite Failure
  - § 17 Final Transcripts, Degree Certificates and Other Certificates
  - § 18 Withdrawal, Default, Cheating, Violation of Rules
  - § 19 Invalidity of Examinations
  - § 20 Appeals Procedure
  - § 21 Safeguarding Provisions
  - § 22 Inspection of Examination Records; Digital Examination Files; Copyright on Examination Papers
    - § 22 a Measures in the Event of Significant Impairment of University Operations
- Part IV: Final Provisions
- § 23 Amendments
    - § 23 a Opening Clause for Double and Joint Degrees
  - § 24 Transitional Regulations

**General Examination Regulations for Bachelor's and Master's Degree Programmes  
as well as other courses and degrees offered at the Georg-August-Universität  
Göttingen**

***Part I: Scope***

**§ 1 Scope**

<sup>1</sup>This regulatory document contains the cross-curricular regulations for degree programmes, in particular for all Bachelor's and Master's degree programmes at Göttingen University. <sup>2</sup>It applies to all cross-faculty Bachelor's and Master's degree programmes in conjunction with the supplementary Examination and Study Regulations, otherwise to degree programmes or other study programmes only if the Examination and Study Regulations declare these regulations as an integral part in a corresponding paragraph. <sup>3</sup>The Examination and Study Regulations furthermore contain supplementary regulations, and specifically those pertaining to a specific discipline or degree programme or study programme.

***Part II: Structure and Completion of the Degree Programme***

**§ 2 Academic Degree**

(1) Upon successful completion of the respective course of studies, the university confers the following degrees:

- a) In the Bachelor's degree programme, the academic degree of
    - aa) "Bachelor of Arts" (abbreviated "B.A.") or
    - ab) "Bachelor of Science" (abbreviated "B.Sc."),
  - b) In a consecutive Master's degree programme, the academic degree of
    - ba) "Master of Arts" (abbreviated "M.A."),
    - bb) "Master of Science" (abbreviated "M.Sc."),
    - bc) "Master of Education" (abbreviated: "M.Ed.") or
    - bd) "Master of Laws" (abbreviated: LL.M.).
  - c) In any degree programme derogating from a) and b), an acceptable academic degree,
- is in each case more narrowly defined in the Examination and Study Regulations.

(2) Each academic degree conferred by the university shall be documented by a degree certificate.

### **§ 3 Structure and Length of the Degree Programme**

(1) A degree programme consists of modules and a final thesis. A module is a substantively self-contained teaching and learning unit with a limited timeframe which is deemed completed successfully when the student has passed the module examination.

(2) <sup>1</sup>The examination leading to successful completion of any degree programme (Bachelor's or Master's examinations) is composed of:

- a) Module examinations and
- b) the final thesis.

<sup>2</sup>The final thesis can be structured as part of a module.

(3) <sup>1</sup>The study period required to successfully complete the course of studies including the final thesis and all examinations (standard period of study) amounts to

- a) Six semesters for a Bachelor's degree programme (180 credits),
- b) Two to four semesters for a Master's degree programme (60 to 120 credits), as specified in greater detail in the terms of the Examination and Study Regulations.

<sup>2</sup>If the degree programme as well as other types of degree programmes is organised appropriately, the standard period of study may be measured according to the corresponding number of years of study or may be fixed at a number that deviates from this.

(3a) <sup>1</sup>Students may have an individual standard period of study that deviates from the standard period of study of the degree programme due to legal provisions or study organisation measures (in particular part-time studies). <sup>2</sup>Insofar as deadlines according to Examination and Study Regulations refer to the standard period of study, the individual standard period of study according to sentence 1 shall be decisive.

(4) <sup>1</sup>The university ensures by virtue of its course and examination offer that the (individual) standard period of study can be maintained, i.e. specifically that the modules required to obtain a degree, the associated module examinations and the final thesis can be completed within the scheduled scope and within the scheduled deadlines. <sup>2</sup>This does not apply for every course of studies possible or every combination of partial degree programmes [Teilstudiengänge] admissible; particulars may be specified in the Examination and Study Regulations.

(5) <sup>1</sup>A student may request to complete their studies in suitable degree programmes, partial degree programmes or study programmes on a part-time basis. <sup>2</sup>The individual standard period of study shall be extended in proportion to such request. <sup>3</sup>All further details are set down in the Examination and Study Regulations on the basis of the framework as defined in the respectively valid version of the regulations concerning part-time studies.

(6) <sup>1</sup>The degree programmes, partial degree programmes and study programmes of the university, their courses and examinations shall be conducted in presence. <sup>2</sup>In deviation from sentence 1, courses may also be held in whole or in part without presence, e.g., within the framework of online videoconferences, if didactic or study-related organisational reasons allow for; the holding of examinations without presence is governed by the provisions of these regulations and the Examination and Study Regulations. <sup>3</sup>In exceptional cases, courses may be designed in such a way that the qualification objectives are achieved exclusively through self-study. <sup>4</sup>Courses offered by other universities may be imported into a curriculum in accordance with cooperation agreements. <sup>5</sup>The Dean of Studies shall take appropriate measures to ensure that the face-to-face teaching character of a degree programme, partial degree programme and study programme is not significantly restricted by courses offered in accordance with sentence 2; he\*she may stipulate that courses to be held wholly or partly without face-to-face teaching may only be announced with his\*her consent.

(7) In deviation from section 6 sentence 1, a degree programme or study programme may be organised as a distance learning programme; the Examination and Study Regulations shall govern the details.

#### **§ 4 Examination and Study Regulations; Module Catalogue**

(1) <sup>1</sup>The Examination and Study Regulations name the number, type and scope of modules that can be taken in a module overview. <sup>2</sup>Imported courses require the approval of the Faculty Council in the exporting institute; this does not require specification in the Examination and Study Regulations of the exporting teaching unit.

(2) <sup>1</sup>The Examination and Study Regulations regulate the course, content and structure of the degree programme, taking into consideration the development in university teaching and the requirements of professional practice. <sup>2</sup>It names the qualification objectives and describes the degree course structure by providing a sample curriculum and offers students additional useful information for their degree course.

(3) <sup>1</sup>A module catalogue contains a comprehensive module description of all modules in the degree programme, partial degree programme [Teilstudiengang] or other study programme.

<sup>2</sup>In particular, a module description shall contain:

- a) the competences that shall be acquired and the qualification objectives of the module;
- b) required or recommended prior knowledge, if applicable;
- c) the form and scope as well as examination requirements of the module examination to be taken, or of several module examination alternatives;
- d) details concerning the ability to repeat the module examination;
- e) form and scope of the obligatory examination components that must be completed beforehand, as required;
- f) the average student work load, differentiated according to time of attendance/self-study,
- g) the courses assigned to the module and the frequency of courses,
- h) details concerning the teaching and examination language,
- i) the maximum number of students that can be supported in each examination period,
- j) the appointment of a person responsible for the module, who shall be responsible for the content and organisation of the module within the degree programme on the basis of the Examination and Study Regulations and with consideration of other existing responsibilities.

<sup>3</sup>A module catalogue is an integral element of the Examination and Study Regulations, insofar as the corresponding modules are listed in the module overview of the Examination and Study Regulations; in each case the number and amendments of initial and new versions will be stated separately for the module catalogue and the other Examination and Study Regulations.

(4) <sup>1</sup>A module overview in the meaning of section 1 sentence 1 can also be regulated as an integral element of the module catalogue, although this requires the approval of the Presidential Board; section 6 shall not be applicable in this case. <sup>2</sup>Sentence 1 does not apply to degree programmes with multiple subjects.

(5) If modules or module packages offered by a teaching unit or a central institution (hereinafter referred to both as "exporting institution") are attended by students from another degree programme or from a degree programme offered by another teaching unit, the

following provisions of the exporting institution shall prevail without any exception; said provisions being set down in the Examination and Study Regulations of the exporting institution or based on the Examination and Study Regulations issued by the exporting institution:

- a) Official announcements
- b) Registration and de-registration for any module or module examination
- c) Types and scopes of examinations, also examination requirements
- d) Provisions specified in the module descriptions.

(6) <sup>1</sup>Where a teaching unit, a faculty or a central institution is offering several degree programmes, partial degree programmes [Teilstudiengänge] or other courses, one module catalogue can be prepared for the entire course offer or a group of degree programmes, partial degree programmes or other courses provided by the teaching unit, faculty or central institution <sup>2</sup>The decision is to be taken by the Faculty Council in case of a teaching unit or faculty, and by the Senate in case of a central institution, which is entitled to transfer the competency to pass resolutions to the Central Senate Commission for Teaching and Academic Programmes [Zentrale Senatskommission für Lehre und Studium].

(7) <sup>1</sup>The module catalogue will be published exclusively in an electronic form in the "Official Announcements II". <sup>2</sup>A module catalogue can be published partially or wholly in the English language. <sup>3</sup>In the case of an English-only publication, the option under section 4 shall not apply.

## **§ 5 European Credit Transfer and Accumulation System (ECTS) Credits**

(1) As set down in these regulations and in the Examination and Study Regulations, the "European Credit Transfer and Accumulation System" (ECTS) shall be applied to demonstrate coursework and examinations.

(2) Credits ("Leistungspunkte" in the meaning of NHG; abbreviated as "C") can be earned by passing a module examination or passing the final thesis, and said credits shall be the equivalent of ECTS credits.

(3) The number of credits that can be earned through a module is a product of the student's average workload (ECTS workload) required to obtain the skills and key competences taught during a module and to successfully complete the module or the final thesis.

(4) As provided in the ECTS, one credit equals a student's workload of 30 clock hours (see appendix 1).

(5) <sup>1</sup>The measure of a student's workload shall be regularly evaluated. <sup>2</sup>The evaluation results shall be used as deemed necessary to adapt credits earnable in a module.

## **§ 6 Outline of the Degree Programme**

(1) <sup>1</sup>The Examination and Study Regulations divide the total amount of credits into 3 areas of study which include at least:

Area a) Core subject studies refers to competences acquired in a special field of knowledge [Fachstudium];

Area b) Professionalisation (incl. key competences [Schlüsselkompetenzen]);

Area c) The final thesis or a final module.

<sup>2</sup>Apart from that, studies may be divided in different segments.

(2) <sup>1</sup>Coursework and examinations have to be earned within the compulsory modules, elective compulsory modules and elective modules. <sup>2</sup>Compulsory modules must be taken by all students enrolled in a degree programme or, in case of a multi-disciplinary degree programme, by all students of a partial degree programme [Teilstudiengang] they have opted for. <sup>3</sup>Elective compulsory modules allow individual specialisations [Spezialisierungen] and other formal specialisations [Studienschwerpunkte]. <sup>4</sup>Elective modules enable students to further personalise their study curriculum. <sup>5</sup>The compulsory, elective compulsory and elective modules are set down in the module overview.

(3) As a rule, a module is held within one semester and concludes with an examination at the end of the module (module examination).

(4) By passing the module examination, the students demonstrate that they have acquired the competences required and achieved the qualification objectives for each module.

(5) <sup>1</sup>Module examinations from modules that are neither compulsory modules of the degree programme nor required for the degree can be taken as voluntary supplemental examinations. <sup>2</sup>The result of a supplemental examination will not be incorporated into the final transcript, if so requested; the result of a successful supplemental examination will be converted into an assessment of "pass", if so requested; the Examination and Study Regulations may limit the scope of supplemental examinations permissible for listing in the certificate, but not to less than 10 per cent of the credits that must be successfully completed in the respective degree programme or study programme offered. <sup>3</sup>Unless otherwise stipulated in the Examination and Study Regulations the result of a supplemental examination will not be included in the computation of the final grade. <sup>4</sup>The student may request that a module completed successfully by a voluntary supplemental examination be converted into



a module for which credits are considered; also, the student may request that a completed module be converted into a voluntary supplemental examination. <sup>5</sup>Unlike in sentence 2, the results of a successful additional examination shall not be included in the transcript of an undergraduate degree programme insofar as it refers to modules from a consecutive degree programme that enlarges on the undergraduate degree programme.

(6) <sup>1</sup>If key competences form an integrative part of specific modules, the credits earned through them shall not be included in the computation of the final grade allocated to the core subject studies [Fachstudium]. <sup>2</sup>If a module can be applied to different study areas of the degree programme, the module overview should define to which study areas the module is applicable.

### **§ 7 Orientation Modules in Bachelor's Degree Programmes**

(1) The Examination and Study Regulations of a Bachelor's degree programme separately list compulsory or elective compulsory modules that allow clear identification of the student's aptitude and propensities (orientation modules).

(2) Orientation modules are offered during the first year of study, and as a rule, during the first semester.

(3) *rescinded*

(4) If the student has not passed the first repeat examination of an orientation module, admission to the second repeat examination is subject to the student's obligation to see a study counsellor.

### **§ 8 Formal Specialisations [Studienschwerpunkte]**

(1) <sup>1</sup>Elective compulsory modules can be used to give shape to formal specialisations. <sup>2</sup>In order for a formal specialisation to be certified on a transcript, the conditions set down in the Examination and Study Regulations must be fulfilled in terms of modules and credits.

(2) The Examination and Study Regulations may provide ancillary conditions which restrict the possibility of freely combining various formal specialisations and further reduce the options for selecting modules outside the scope of the respective admission requirements.

(3) *rescinded*

(4) <sup>1</sup>The degree programme can offer students proposals for sensibly designing their area of professionalisation (profiles). <sup>2</sup>All further details are set down in the Examination and Study Regulations.

## **§ 8 a Key Competences**

<sup>1</sup>Within their area of professionalisation, students may complete 10 out of one hundred of the total number of credits required for the degree by taking the following modules:

- a) Modules offered by the Central Institute for Languages and Key Competences [Zentrale Einrichtung für Sprachen und Schlüsselkompetenzen, ZESS] in accordance with the "Examination Regulations for studies offered by the Central Institution for Languages and Key Competences (ZESS) of the Georg-August-Universität Göttingen", in its currently amended form.
- b) Modules that are being opened for students of other degree programmes in the area of professionalisation by the Examination and Study Regulations of the institution offering the said modules;
- c) Modules denoted in a university-wide "Module Directory Key Competences" ["Modulverzeichnis Schlüsselkompetenzen"], to be determined by decision of the Senate.

<sup>2</sup>Modules as defined in the sentence 1 letter c) shall also mean such modules from other courses offered to all students at the university to enlarge on courses offered in the area of professionalisation. <sup>3</sup>The Examination and Study Regulations may stipulate other rules.

## **§ 8 b Study Abroad**

(1) <sup>1</sup>The university promotes the international mobility of students. <sup>2</sup>For this reason, it maintains a worldwide network of partner universities, which provides students with numerous possibilities to complete a part of their studies or study-related activities abroad.

(2) Prior to starting a study period abroad, a "Learning Agreement" should be concluded as per § 13 section 3.

(2a) The Examination and Study Regulations shall designate periods within the standard period of study that are particularly suitable for the pursuit of a study period abroad.

(3) <sup>1</sup>Students who have accepted an exchange place at another university as part of a scholarship support programme and withdraw without providing any material reason, will be given secondary consideration in the allocation of appropriate university places in the same degree programme, partial degree programme, or other study programmes. <sup>2</sup>The material reason must be submitted to the Examination board immediately in text form at least, and substantiated with evidence.

(4) Students who plan a stay abroad or a study programme abroad should avail of the offers provided by the student advisory service in good time.

### ***Part III: Examination Procedure***

#### **§ 9 Examination Board, Examination Office; Teaching Staff in Charge of Degree Programmes**

(1) <sup>1</sup>With a view to organising all examinations and to fulfilling all missions assigned by these regulations and the Examination and Study Regulations, the faculty or central institution responsible for the degree programme or other courses and degrees offered shall set up an Examination board; the members (and deputies) of said Examination board shall be appointed by the representatives of each group on the Faculty Council and/or a committee responsible as per a regulation as set down in the Examination and Study Regulations. <sup>2</sup>The member groups according to § 16 section 2 sentence 4 nos. 2 and 3 NHG shall appoint not less than one member to the Examination board. <sup>3</sup>The Examination Office participates in meetings of the Examination board in an advisory capacity. <sup>4</sup>It shall organise the examination procedure in line with the specifications set down by the Examination board and the Dean of Studies and shall keep examination records. <sup>5</sup>The Dean of Studies and non-voting members of the Examination board shall participate in the meetings in an advisory capacity; the responsible Equal Opportunity Officer shall be invited to the meetings of the Examination board in the same way as a member and may participate with the right to make motions and speak. <sup>6</sup>The Examination board shall elect a chairperson and deputy chairperson from among its voting members. <sup>7</sup>Pursuant to the Examination and Study Regulations, it is possible to set up several Examination boards with clearly delineated competencies with respect to one degree programme, especially if several faculties are responsible for such a degree programme. <sup>3</sup> All further details are set down in the Examination and Study Regulations.

(1a) <sup>1</sup>A faculty is entitled to appoint one Examination board for several degree programmes or courses offered for which it bears responsibility and that are related in their subject matter. <sup>2</sup>Any resolution in accordance with sentence 1 must clearly designate the degree programmes and the courses offered for which a joint Examination board is responsible. <sup>3</sup>Section 1 shall otherwise apply accordingly.

(2) <sup>1</sup>The Examination boards support the Deans of Studies in their efforts to ensure that the legal regulations and rules set down in these examination regulations are observed and that all examination components can be delivered inside the deadlines stipulated in these regulations. <sup>2</sup>Further to the above, the Examination board shall make suggestions to the

Study Committee responsible for the degree programme on how to reform the Examination and Study Regulations. <sup>3</sup>Furthermore, the Examination board shall make all decisions assigned to it under these and the Examination and Study Regulations. <sup>4</sup>It may propose general regulations to govern the examination procedure. <sup>5</sup>Before being passed on to the Faculty Council, said proposals must be submitted to the competent Study Committee for review.

(3) <sup>1</sup>The members of the Examination board are entitled to be present when module examinations are taken. <sup>2</sup>This entitlement shall not extend to the process of conferring about, announcing or explaining grades.

(4) The meetings of the Examination board are closed to the public. <sup>2</sup>Its members and their deputies are subject to official secrecy. <sup>3</sup>If they are not state officials, the chairperson shall oblige them to secrecy.

(5) <sup>1</sup>The Examination board shall make resolutions by simple majority vote. At a parity of votes, the application shall be deemed rejected, that is a resolution shall not be passed. <sup>2</sup>A majority of Examination board members present shall constitute a quorum, including either the chairperson or deputy chairperson and a majority of the voting members of the member group according to § 16 section 2 sentence 4 nos. 1 and 1a NHG. <sup>3</sup>Student members [studentische Mitglieder] only have an advisory vote with regard to the evaluation and recognition of examination components.

(6) <sup>1</sup>The members of the Examination board shall serve a two-year term; student representatives shall serve for one year. <sup>2</sup>Members can be reappointed. <sup>3</sup>If a member drops out prematurely, a successor shall be appointed for the remainder of their incumbency.

(7) <sup>1</sup>The Examination board may revoke prior decisions governing authority in matters relating to the management of study regulations and confer such authority to the chairperson of the Examination board; this does not apply, however, to decisions governing objections. <sup>2</sup>The minutes of Examination board meetings shall be recorded in writing. <sup>3</sup>They should include the main topics of discussion and any resolutions made by the Examination board.

(8) <sup>1</sup>Examination board resolutions must be conveyed forthwith in text form to the student concerned. <sup>2</sup>Incriminating decisions must be substantiated and include information on legal remedies. <sup>3</sup>Rulings by the Examination board must be announced in a suitable manner insofar as they contain a generally applicable interpretation of the Examination and Study Regulations and may thereafter be applicable on application to other students in similar factual circumstances without a new resolution being necessary.

(9) The Faculty Council may, for one or several degree programmes or partial degree programmes [Teilstudiengänge], authorise a coordinator from the representatives from the member groups according to § 16 section 2 sentence 4 nos. 1, 1a and 2 NHG (Teaching Staff in Charge of Degree Programmes).

### **§ 10 Examination Procedure**

(1) Irrespective of the competence of the Examination board set down in § 9 hereof, the Examination Office shall be in charge of the organisation of the examination procedure.

(2) Examination periods, place and time of module examinations and of the final thesis shall be announced in a manner determined by the Examination board.

(3) <sup>1</sup>Form and scope of the module examination are determined in the module catalogue. <sup>2</sup>Inasmuch as alternative forms of examination and examination scopes are set down for a module in the module catalogue, the nature and scope of examination components must be clearly determined and made known in an appropriate manner at the beginning of the semester in which said module begins. <sup>3</sup>This shall be determined by the Faculty Council, whereas the Examination and Study Regulations may stipulate regulations derogating therefrom. <sup>4</sup>If, given the nature of the coursework and examinations to be obtained, neither the module catalogue nor the Faculty Council are able to set down in an abstract manner individual definitions regarding nature and scope, then said definitions shall be made by the examiner prior to the beginning of the examination; said definitions shall be binding and taken down for the record.

(3a) <sup>1</sup>Notwithstanding section 3, the determination of form and scope of the module examination is dispensable, if all alternative forms of examination and examination scopes referred to in the module catalogue are offered in each semester in which the module is made available. <sup>2</sup>If this is the case, students may choose which form of examination and examination scope they will complete. <sup>3</sup>Insofar as more than one module of a degree programme, partial degree programme [Teilstudiengang] or other study programmes shall be subject to the dispositions of sentence 1 and 2, the minimum number of each alternative form of examination that need to be overall completed, must be laid down in the Examination and Study Regulations.

(4) All examination components within a module including the grading procedure must be able to be completed no later than two weeks prior to the beginning of the registration periods scheduled for the subsequent examination period.

(5) <sup>1</sup>The result of an examination shall be communicated to the Examination Office without delay, but at the latest within three working days of the assessment of the examination. <sup>2</sup>As a rule, this is done by entry of the assessment in the examination administration system by the examiners or their representatives.

### **§ 10 a Examination Administration System**

(1) <sup>1</sup>Students and examiners are responsible for managing their examination data using the online examination administration system, which enables them to register and de-register for module examinations and final examinations and to preview examination results in a text form; the Examination board concerned is entitled to enact more detailed rules governing the implementation of the procedure. <sup>2</sup>The Examination and Study Regulations may stipulate deviating regulations for the implementation of the procedure concerning final theses.

(2) Students are obliged to regularly check the accuracy of their online accounts within the realm of their possibilities. Transmission errors should be contested immediately.

### **§ 10 b Module Examinations: Registration and Deregistration**

(1) <sup>1</sup>Registrations for written examinations are possible up to seven days before the date of the examination. <sup>2</sup>Withdrawal without specification of reasons (deregistration) is possible up to 24 hours before the date of the examination.

(2) <sup>1</sup>Registrations for oral examinations are possible up to seven days before the date of the first examination in the examination period. <sup>2</sup>Withdrawal is possible up to five days before this date.

(3) <sup>1</sup>Registration of examination components that must be completed without supervision (e.g. term papers and term papers similar to written examinations) takes place up to the last day of the defined completion schedule. <sup>2</sup>Deregistration is only possible within the registration period. <sup>3</sup>Contrary to sentence 2, withdrawal is not possible once the examination has been submitted.

(4) <sup>1</sup>Registration for examinations as part of courses takes place within the period defined by the Examination board in accordance with § 15 section 3 sentence 2. <sup>2</sup>Deregistration is possible within the registration period and up to two weeks before the examination date or the first examination date within the examination period, respectively, provided that the time between the end of the period for registration and the examination date or the start of the examination period shall not exceed two weeks.

(5) <sup>1</sup>Registration for examination forms specific to certain subjects shall be defined in more detail by the Examination board, most commonly up to seven days before the date of the examination or the first examination date of the examination period, respectively. <sup>2</sup>Withdrawal is only possible during the registration period.

(6) It is permitted that Examination and Study Regulations may make provisions that differ from sections 1 to 5.

(7) Registration and deregistration shall take place exclusively in text form using the online examination management system, provided a degree course or a course offered is not administrated outside of the examination management system.

(8) <sup>1</sup>Announcement of the examiners shall take place by no later than the start of the examination period. <sup>2</sup>Announcement by posting or publication on the Internet shall be sufficient.

### **§ 10 c Form of Applications**

<sup>1</sup>Applications as per this regulation or per the Examination and Study Regulations have to be made in text form, unless a written form is specified in this regulation or in the respective Examination and Study Regulations. <sup>2</sup>If the university provides forms in written format and/or text format (e.g. digital version or online portal) then these have to be used. <sup>3</sup>Students who can substantiate that the submission of an application in text form is not appropriate for them will be allowed to submit the application in writing. <sup>4</sup>Applications to the Examination Office for which the written form is not prescribed can also be made orally or transcribed. <sup>5</sup>If an application is not submitted in the proper form, it will be rejected.

### **§ 11 Authorised Examiners**

(1) <sup>1</sup>The Faculty Councils of those faculties involved with a degree programme or the commission charged with the responsibility under any regulation shall resolve to appoint the persons authorised to administer module examinations and the supervision and assessment of the final thesis for their respective area of responsibility. <sup>2</sup>Said examination authorisation may be restricted to examinations relating to particular study segments or formal specialisations [Studienschwerpunkte] or individual modules. <sup>3</sup>It may be limited in time. <sup>4</sup>The list of persons authorised to administer examinations shall be updated at least once a year, transmitted to the Examination Office and announced to students in an appropriate manner.

(2) <sup>1</sup>Only those persons who have acquired at least the specialised qualification corresponding to the subject matter of the examination in question may be authorised to hold examinations. <sup>2</sup>The appointment of examiners can include but is not limited to:

- a) Professors, also after joint appointment or employment in a temporary professorship [Professor\*innen, auch nach gemeinsamer Berufung oder Beschäftigung auf einer Zeitprofessur]
- b) Professors by special appointment [außerplanmäßige Professorinnen und Professoren]
- c) Limited-term substitute professors [Vertretungsprofessorinnen und Vertretungsprofessoren]
- d) Honorary professors [Honorarprofessorinnen und Honorarprofessoren]
- e) Associate professors and university lecturers [Privatdozentinnen und Privatdozenten]
- f) Untenured Lecturers [Lehrbeauftragte]
- g) Junior professors [Juniorprofessorinnen und Juniorprofessoren] as well as
- h) Academic staff members, senior lecturers, lecturers hired for specific tasks and lecturers for foreign languages [wissenschaftliche Mitarbeiter\*innen, akademische Rät\*innen, Lehrkräfte für besondere Aufgaben und Lektor\*innen]

<sup>3</sup>Unless a person is entitled to independent teaching, their appointment is only valid if they are qualified to fulfil the task. <sup>4</sup>In well-founded exceptions, persons well versed in professional practice and training can be appointed as examiners in accordance with the purpose and unique nature of the examination; the Senate has the right to pass regulations in derogation therefrom. <sup>5</sup>Other persons as members or associates [Angehörige] of Göttingen University may be appointed as authorised examiners, in particular also visiting academics.

(3) Those members according to § 16 section 2 sentence 4 nos. 1 and 1a NHG who contribute to the respective degree programme through their regular teaching work shall automatically be included in the list of persons authorised to administer examinations.

## **§ 12 Examiners and Co-examiners**

(1) <sup>1</sup>The Examination board shall appoint examiners from among the persons authorised to administer examinations and, if necessary, one co-examiner. <sup>2</sup>Only persons who have acquired at least the specialised qualification corresponding to the subject matter of the examination in question may be appointed as co-examiners. <sup>3</sup>The chairperson of the



Examination board can also be entrusted with the task of appointing examiners and co-examiners.

(2) Should an examination or a partial examination be earned within a course [studienbegleitend], academic staff do not require special appointment within the framework of the module concerned, provided that they are authorised to administer examinations as set down in § 11.

(3) *rescinded*

(4) <sup>1</sup>Should an appointment be required, the examination candidate may propose examiners to administer the examination. <sup>2</sup>The Examination board shall resolve to accept the proposal, unless there is good cause to the contrary, for example if it places an unreasonable burden on the proposed examiner. <sup>3</sup>The proposal shall not constitute any right or entitlement.

### **§ 13 Recognition of Study Periods, Coursework and Examinations**

(1) <sup>1</sup>The Examination board shall be responsible for the recognition of study periods, coursework and examinations. <sup>2</sup>In preparation for its decisions, it may request a statement from a suitable examiner. <sup>3</sup>A statement based on sentence 2 must be obtained in questions relating to the assessment of language skills.

(1a) <sup>1</sup>Coursework and examinations earned within the framework of a different degree programme, partial degree programme [Teilstudiengang] or other study programmes (including as guest student) at the University of Göttingen will be credited officially, provided they must also be completed in accordance with the module overview of a new degree programme, partial degree programme or other study programmes; section 8 remains unaffected. <sup>2</sup>Sentence 1 shall also apply insofar as a module that has already been completed can also be taken within a different degree programme, partial degree programme or other study programme following amendment of the module overview has to be taken or a module to be completed within a completed degree programme, partial degree programme or other study programmes after taking up this degree programme, partial degree programme or other study programmes is completed successfully outside these study programmes and degrees offered (e.g. within the framework of a second course of study). <sup>3</sup>Moreover, successfully completed courses in the sense of sentence 1 are credited on application, provided they can be taken within another degree programme which has been completed or newly taken up, as well as within a partial degree programme or other study programme. <sup>4</sup>In deviation from sentence 1, modules completed successfully within the framework of early studies [Frühstudium] will be credited only on application. <sup>5</sup>§ 16 a section 1a shall apply to

examination attempts relating to coursework and examinations within the sense of sentence 1.

(2) <sup>1</sup>Study periods, coursework and examinations earned in the same degree programme or partial degree programme [Teilstudiengang] at another university or equivalent college of higher education within the area of application of the Basic Law shall be accepted officially without examination of substantial differences. <sup>2</sup>This applies also to study periods, coursework and examinations earned in degree programmes, both domestic and abroad, that are rated as being equivalent to the degree programme in question. <sup>3</sup>The equality of degree programmes or partial degree programmes pursuant to sentence 1 does not result solely from the equality of their designations, but presupposes essentially identical qualification objectives and curricula.

(3) <sup>1</sup>Study periods, coursework and examination components must be recognised on application if they have been earned by a student within academic exchange or mobility programmes which are based on learning agreements [Lernverträge] concluded between Göttingen University, the student and another institution of higher education. <sup>2</sup>A 'Learning Agreement' may only include such courses and examinations offered that:

- a) essentially comply with the requirements levels of the educative cycle (Bachelor or Master),
- b) comply with the qualification objectives of the degree programme, partial degree programme [Teilstudiengang] or study programme and
- c) were not already the subject of a completed module examination or a module examination that must still be completed within the framework of the degree programme, partial degree programme [Teilstudiengang] or study programme before the period of studies at the other university.

<sup>3</sup>The Chairperson of the Examination board is responsible for signing a 'Learning Agreement'; alternatively, the Examination board is entitled to authorise a different person to conclude 'Learning Agreements' on behalf of the University of Göttingen as defined by the rules laid down by the Examination board.

(4) <sup>1</sup>Study periods, coursework and examination components or competencies earned within other degree programmes or outside of a university or college of higher education shall be recognised on application if no substantial differences compared with skills that would have been acquired in a degree course at the University of Göttingen can be established; achievements earned in secondary education prior to the general qualification for university entrance are exempted from this rule. <sup>2</sup>No substantial difference shall exist, if the

competences taught, i.e. the learning results, quality and standards, the education and the credits awarded set down within a module are essentially equivalent to modules of the Göttingen University degree programmes.<sup>3</sup>In this context, no schematic comparison should be made, but rather a comprehensive review and overall assessment be carried out with a view to establishing the importance of the learning outcomes in relation to the purpose of the examinations.<sup>4</sup>Sentences 1 to 3 notwithstanding, the transfer of achievements earned outside of a university or college of higher education shall be limited to no more than 50 per cent of the credits overall required in the respective degree programme or partial degree programme [Teilstudiengang] or study programme.<sup>5</sup>The refusal to transfer credits must be reasoned with statement of the substantial differences identified.

(4a) In recognition decisions, the university respects superior domestic and international agreements, particularly the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of April 11, 1997 (German Version: BGBl. 2007 II S. 712 / English Version: Council of Europe Treaty Series CETS No. 165).

(5) <sup>1</sup>When recognizing examinations, grades must be transferred and included in the computation of grades, inasmuch as grades are available and the grading systems are comparable. <sup>2</sup>If the grading systems are not comparable or examinations are ungraded, the annotation "passed" shall be added. <sup>3</sup>Any recognition shall be noted in the final transcript.

(6) With respect to recognised examination components from module or submodule examinations, the number of credits conferred shall correspond to the module of the corresponding degree programme at Göttingen University.

(7) <sup>1</sup>If the conditions set down in sections 2, 3 or 4 are fulfilled, a student has a legal entitlement to recognition. <sup>2</sup>The students must submit the documents required as proof of their credits, in particular, the certificate of the examinations passed and a detailed description of the module.

(8) <sup>1</sup>Study periods, coursework and examinations are not recognised in postgraduate degree programmes, insofar as they were earned through undergraduate degree programmes whose completion is an entry requirement for the postgraduate degree programme, and for whose completion these achievements were necessary. <sup>2</sup>Sentence 1 applies accordingly for any achievement earned before or outside of studies. <sup>3</sup>The examination board may allow exceptions to sentences 1 and 2, in particular insofar as they concern achievements from the core subject studies [Fachstudium] or the subject-specific qualification objectives and, if, in the case of a Master's degree programme, the standard case of achieving a total of 300 C is guaranteed; crediting is excluded in cases where it would entail that the academic/scientific

breadth or depth of education as formulated in the qualification objectives of the postgraduate degree programme can no longer be achieved.

(9) An application for recognition can always be made if the right to examination within the degree programme, partial degree programme [Teilstudiengang] or other study programme has not expired; this is excluded if the examination which is to be replaced by the achievement to be credited has already been successfully completed.

#### **§ 14 Admission to Modules and Module Examinations**

(1) <sup>1</sup>Admission to examinations and the final thesis, as pursuant to the Examination Regulations, applies to students who have enrolled in the degree programme, partial degree programme [Teilstudiengang] or study programme in question, and have not forfeited their right to examinations in that degree programme or any degree programme, partial degree programme or study programme recognised by the university as equivalent. <sup>2</sup>Sentence 1 applies accordingly for enrolled doctoral candidates, guest students and, where a cooperation agreement to this end exists, students of other universities or colleges of higher education. <sup>3</sup>The module overview must lay down which modules may be taken within a degree programme or partial degree programme [Teilstudiengang]; admission requirements set down in the Examination and Study Regulations or module catalogue for module examinations and for the final thesis must be satisfied and the registration for the examination is present, which must happen only once even when studying several degree programmes, partial degree programmes or other study programmes being part of the same module. <sup>4</sup>If the prerequisites set down in sentence 1 are not fulfilled, admission cannot be granted. <sup>5</sup>Admission cannot be granted if an obligation to see a study counsellor that is obligatory according to these regulations or the Examination and Study Regulations has not been complied with. <sup>6</sup>Students shall be advised of any non-admission in an appropriate manner.

(2) <sup>1</sup>Students who have successfully passed a Bachelor's or Master's examination for the degree programme or partial degree programme [Teilstudiengang] or for a degree programme recognised as equivalent may not participate. <sup>2</sup>Without prejudice to the rule set down in section 1, sentence 1 shall not apply to the semester as defined by § 16 b section 1.

(2a) Furthermore, anyone who has already successfully completed the module examination during the course of another degree programme and/or partial degree programme [Teilstudiengang] or other study programme is not allowed to attend a module examination. The § 16 a section 5 remains unaffected.

(3) <sup>1</sup>Students must be and remain enrolled within the respective university's degree programme or partial degree programme [Teilstudiengang] at the time an application for admission to an examination is submitted and during the entire final examination period. <sup>2</sup>Students shall be excluded from this rule who take an examination on the first possible date the examination is held for a course and are already enrolled at a different university and also students at other universities that complete the examination component within the framework of a cooperation agreement; proof of enrolment has to be furnished. <sup>3</sup>In derogation of sentence 1, enrolment need not be maintained after completion of the last coursework or examination required for graduation; participation in further coursework or examinations, including repeat examinations, is excluded in this case, unless participation in a repeat examination is to be made possible by court order.

(4) <sup>1</sup>One module may require other modules as an admission requirement. <sup>2</sup>Within a module, coursework may be defined that must be successfully completed as prerequisites for earning the credits ascribed to that module. <sup>3</sup>This does not apply to compulsory attendance in lectures. <sup>4</sup>Coursework to be completed in a module can be determined as a prerequisite for admission to the module, submodule, or module subexamination (prerequisites for the admission to an examination/Prüfungsvorleistungen). <sup>5</sup>All further details are set down in the Examination and Study Regulations.

(5) <sup>1</sup>If regular attendance and participation in a course is defined as a prerequisite for the admission to an examination [Prüfungsvorleistung] in terms of section 4 sentence 2, students must attend each designated course; the obligation to attend courses with restricted admission, if any, commences only after admission to the courses. <sup>2</sup>Students may have up to two unexcused absences from courses taking place on a weekly basis within the lecture period; in courses taking place at different time intervals, unexcused absence is determined proportionately by the lecturers or lecturer. <sup>3</sup>If participation requirements are not fulfilled, students will need to repeat the course in order to be admitted to the module examination; periods of absence prior to admission to the course are not counted as absence. <sup>4</sup>In deviation from sentence 3, module supervisors shall determine an appropriate substitute coursework in place of compulsory attendance, if necessary taking into account realised attendance times, if

- a) absences are based on acute or chronic illnesses or disabilities proven to the responsible Examination Office or on maternity leave (§ 21 section 2 applies accordingly),
- b) absences are due to participation in the self-administration or the university quality management system in teaching and learning,

- c) students in a multi-subject degree programme or a degree programme with a minor subject or module package options outside the subject simultaneously attend another course that prepares them for a compulsory or elective module examination accessible to them, whereby it is irrelevant whether regular attendance is also regulated for the other course.

<sup>5</sup>In deviation from sentence 4, the granting of substitute coursework is excluded if a coursework or examination to be taken alongside a course cannot be achieved without participation in a specific course (lehrveranstaltungsbegleitend) (e.g. laboratory course, school internships, language courses); in this case the course has to be repeated as a whole.

<sup>6</sup>The Examination and Study Regulations may stipulate rules in derogation from the above.

(6) Section 5 applies accordingly to regulations of the module lists concerning the active participation in a course.

### **§ 15 Form of Examinations**

(1) <sup>1</sup>Examination components are graded and ungraded module examinations and the graded final thesis. <sup>2</sup>If a module examination has not been graded, it shall be evaluated as "passed" or "failed". <sup>3</sup>Examination components must be graded unless otherwise stipulated in the module catalogue. <sup>4</sup>The number of ungraded module examinations in a degree programme or partial degree programme [Teilstudiengang] must not exceed one third of allocated credits required in the respective degree programme or partial degree programme; a different regulation may be applied in case of intensive academic programmes. <sup>5</sup>It is permitted to exceed the quota defined in sentence 4 based on the transfer of credits.

(1a) Even if a module examination is carried out without grading in accordance with the module directory, exchange students from other universities shall receive a grade in accordance with § 16 upon application, insofar as this is necessary for the crediting of the academic performance concerned at these other universities and the module examination is suitable for grading in terms of examination didactics.

(2) <sup>1</sup>Module examinations take place during the course of study [studienbegleitend]. <sup>2</sup>These module examinations may take place as part of the course [lehrveranstaltungsbegleitend]. <sup>3</sup>A module examination may, in exceptional cases, consist of subexaminations. <sup>3</sup>All further details are set down in the Examination and Study Regulations, i.e. the module catalogue.

(3) <sup>1</sup>Module examinations may be designed as a(n):

- a) Oral examination [mündliche Prüfung]
- b) Written examination [Klausur]

- c) Examination-like term paper [klausurähnliche Hausarbeit]
- d) Term paper [Hausarbeit]
- e) Presentation plus report or supplementary report [Präsentation und Referat oder Koreferat];
- f) Practical examination [praktische Prüfung],
- g) Portfolio or
- h) Subject-specific forms of examination [fachspezifische Prüfungsformen].

<sup>2</sup>As a rule, examination components as defined in sentence 1 d) to g) are usually achieved during the courses. <sup>3</sup>Examinations as defined in sentence 1 e) to h) may also be repeated in the form of oral examination, written examination, term paper or written examination like term paper. <sup>4</sup>The examination components as specified under sentences 1 c), d) and g) as well as final theses must be submitted at least in a text form in the format of a standard word processing programme or alternatively as a PDF file (unprotected). <sup>5</sup>If, e.g. by definition of the Examination and Study Regulations, examinations or final theses are presented in written form, students are obliged to additionally produce a text form version in the format of a standard word processing programme or alternatively as a PDF file (unprotected); in this case assurances must be provided that the written and additionally provided forms are identical. <sup>6</sup>Suitable plagiarism software can be used in order to review the examination component for any possible text sections adopted or any such passages in which the sources have not been appropriately declared. <sup>7</sup>The Examination and Study Regulations can regulate further details regarding the text form as per sentences 4 and 5.

(4) Following more detailed definition of the module description an examination may be conducted as an individual or a collective examination of several candidates. The student shall be enabled – both individually and in cooperation with others (teamwork) - to gain scientific insight, to document such insight, and to identify its relevance for society and professional application. The contribution of the student must fulfil all requirements of the examination and must be identifiable and assessable as an individual achievement.

(5) *rescinded*

(6) <sup>1</sup>Unless otherwise stipulated in these regulations or the Examination and Study Regulations, module examinations shall be graded by one examiner alone. <sup>2</sup>If an examination result as defined in section 3 letters b), c) or d) is graded as "non-sufficient" or "failed", the student may request a second examiner be appointed to review the examination result. Such a request must be submitted no later than three weeks following notification of the examination result.

(7) The final thesis must always be graded by at least two examiners (reviewers).

(8) <sup>1</sup>By their performance in an oral examination, examinees shall prove that they are able to grasp the interrelationships within the examination subject area and to structurally analyse special questions within these interrelationships. <sup>2</sup>As a rule, oral examinations will be held before at least two examiners or by one examiner in the presence of an expert co-examiner as a group with, as a rule, a maximum of three persons to be examined or individual examination on university premises. <sup>3</sup>Before grading, examiners shall discuss the grade to be conferred. <sup>4</sup>An involved co-examiner is to be heard prior to grading. <sup>5</sup>At the end of the examination, the examinee shall be advised of the grade awarded and the reasoning behind the grading. <sup>6</sup>The duration of oral examinations shall be at least 15 minutes and not more than 45 minutes per examinee, wherefrom the Senate may pass resolutions on regulations derogating. <sup>7</sup>All further details are set down in the Examination and Study Regulations. <sup>8</sup>Essential topics of the examination and the grading of the examination shall be taken down for the record. <sup>9</sup>Room permitting, members of the university may watch an oral examination, provided that they prove to have a legitimate interest and none of the examinees objects. <sup>10</sup>The definition of legitimate interest includes but is not limited to the fact that the university member will take the same examination in the near future.

(9) <sup>1</sup>The written examination, which has to be done at least in text form, is designed to show that the examinee is able to perform assignments and work on problems under supervision within a limited period of time, using the methods conventional to the respective subject area. <sup>2</sup>The duration of a written examination shall not be less than 45 minutes and not exceed 240 minutes. <sup>3</sup>All further details are set down in the Examination and Study Regulations, the Examination board in charge and the examiner can decide further details regarding the achievement, (e.g. permitted aids, working on the answer sheets provided by the university). <sup>4</sup>The duration of the assessment procedure shall not exceed a period of four weeks.

(9a) <sup>1</sup>A written examination shall be conducted at least partially anonymously in accordance with the following provisions, unless the examination board, in individual cases, upon application, allows the written examination to be conducted without anonymisation for an important reason; an important reason exists in particular if anonymisation cannot effectively take place due to individual assignments or due to compensation of disadvantages in accordance with § 21 section 1. <sup>2</sup>Partial anonymisation shall be effected at least in such a way that the persons to be examined do not mark their work with their name but exclusively with their matriculation number or an examination code number individually assigned by the university; section 5 sentence 4 shall remain unaffected. <sup>3</sup>Exam candidates shall, upon request, identify themselves to invigilators by means of their student ID card or an official



photo ID; the identification may be noted in the course of their work. <sup>4</sup>If it is not possible to allocate an examination participant to a matriculation number or examination identification number, this shall be noted in the examination record; in this case, a claim to assessment shall only arise if the examination participant's eligibility to participate can be confirmed after the examination has been conducted. <sup>5</sup>The Examination and Study Regulations may regulate further details.

(10) <sup>1</sup>In a written examination-like term paper, the same examination assignment will be put to all examinees. <sup>2</sup>The assignment of a written examination-like term paper can be composed of a single assignment or a series of smaller assignments ("essays"). <sup>3</sup>Every examinee has to deal with the examination assignment independently within the prescribed period of time. <sup>3</sup>All further details are set down in the Examination and Study Regulations. <sup>4</sup>The duration of the assessment procedure shall not exceed a period of four weeks.

(11) <sup>1</sup>In an individually assigned term paper, the examinee shall demonstrate that they are independently able to acquaint themselves with a problem area in a short period of time after having received brief, subject-related instructions, that they are able to deal with this area independently while using the methods conventional to a respective subject area and to present the corresponding results in the appropriate form. <sup>2</sup>The assignment shall be designed in such a way that the time needed to deal with it does not exceed a period of four weeks. <sup>3</sup>The scope and time needed to deal with such a problem are set down in the Examination and Study Regulations, i.e. the module description. <sup>4</sup>The closing date is to be determined in such a way that grading can be completed no later than two weeks prior to the beginning of the registration periods scheduled for the next examination period determined by the Examination board.

(12) <sup>1</sup>Any report, supplementary report, lecture or presentation shall be designed to show that the examinee, using the methods conventional to respective subject area, is capable of dealing with a topic or of solving a problem within a limited period of time; that they can present the results of their work in a convincing manner and discuss them with a technically knowledgeable expert audience. <sup>2</sup>In addition, the examinee may be required to independently prepare an analysis relating to a report, a lecture or presentation that critically examines the subject matter or problem by way of an elaboration at least in text form and to lead the discussion following the report, lecture or presentation. <sup>3</sup>Supplementary reports shall be designed to initiate a critical discussion of a report by stating content, criticisms and points of discussion. <sup>4</sup>The form of the presentation shall be graded along with the examinee's subject-related performance. <sup>5</sup>A record of the presentation shall be kept. <sup>6</sup>The turn-in date for the elaboration shall be scheduled in such a way that evaluation can be completed no later than

two weeks prior to the beginning of the registration periods determined by the Examination board for the next examination period.

(13) <sup>1</sup>A practical module examination consists of a series of practical exercises, experiments or programming tasks including elaboration (e.g. experimental protocol). <sup>2</sup>All further details are set down in the Examination and Study Regulations. <sup>3</sup>The duration of the assessment procedure shall not exceed a period of four weeks.

(13a) <sup>1</sup>A portfolio is a systematic compilation of study-related learning activities and experiences, which are usually collected at least in text form after selection by the examinee. <sup>2</sup>The assignment may be multidimensional; it should include elements of reflection on the learning process of the examinee; it may stipulate that certain learning activities, including coursework, are to be included in the portfolio. <sup>3</sup>The portfolio work may be accompanied by regular feedback from the lecturers; the feedback may be made dependent on students submitting documents relating to specific learning activities separately at dates determined by the teachers. <sup>4</sup>The portfolio shall be presented and evaluated as an overall performance; the duration of the evaluation process shall not exceed four weeks. <sup>5</sup>The Examination and Study Regulations may regulate further details.

(14) The following provisions shall apply whenever a written examination is given based on a multiple-answer or single-answer selection process (multiple-choice procedure):

- a) <sup>1</sup>In a written or text form multiple-choice procedure (multiple-choice assignments), the examinee shall be expected to determine which of the answer alternatives presented as multiple-choice assignments are right or wrong. <sup>2</sup>A multiple-choice assignment must offer at least four answer alternatives.
- b) The multiple-choice assignments must be consistent with the knowledge required for the respective specialist area and enable reliable results to be obtained for an individual's performance.
- c) <sup>1</sup>Multiple-choice assignments shall be drawn up by at least two persons authorised to administer examinations. <sup>2</sup>Said persons shall select the examination subject matter, work out the questions, determine how to weight the questions and which of the answers are considered correct prior to the examination.
- d) <sup>1</sup>Prior to evaluation of individual results, the person authorised to administer examinations shall review the multiple-choice assignments to see if they satisfy the requirements set down in letter b). Said review shall specifically aim to determine if there is any conspicuous accumulation of mistakes by comparing the selected answers in conjunction with a comparison of other examination

components. <sup>2</sup>Should the review show that individual multiple-choice assignments are faulty, they must be left out when computing the individual result. <sup>3</sup>When assessing written multiple-choice assignments according to e) and f), the reduced number of multiple-choice assignments or achieved points should be assumed. <sup>4</sup>A lowering of the number of multiple-choice assignments or of points for a failed multiple-choice assignment must not be detrimental to any examinee. <sup>5</sup>Once the individual results have been evaluated, the provisions set down in § 20 shall apply accordingly.

e) <sup>1</sup>The yardstick for passing the examination is either the total number of MC tasks set or the total number of points attainable; this is determined by the examiner before the examination begins. <sup>2</sup>An examinee has passed the examination if he\*she has correctly answered 60 percent of the questions posed according to the multiple choice procedure (multiple-choice questions) or achieved at least 60% of all possible points, or if the number of questions correctly answered or points achieved by the examinee does not fall short of more than 22 percent of the average performance delivered by the examinees who have taken their examination for the first time within the standard period of study. <sup>3</sup>In deviation from sentence 1, Examination and Study Regulations may set down other scores prerequisites for a passing grade.

f) <sup>1</sup>Performance in an individual examination component shall be graded as follows: If the minimum number of correctly answered multiple-choice questions or of possible points necessary for a passing grade in the individual examination component according to e), then the grade is

"Very Good" [sehr gut] (1,0),	if at least 85 percent
"Very Good" [sehr gut] (1,3),	if at least 75 percent, but less than 85 percent,
"Good" [gut] (1,7),	if at least 67, but less than 75 percent
"Good" [gut] (2,0),	if at least 59, but less than 67 percent
"Good" [gut] (2,3),	if at least 50, but less than 59 percent
"Satisfactory" [befriedigend] (2,7),	if at least 42, but less than 50 percent
"Satisfactory" [befriedigend] (3,0),	if at least 34, but less than 42 percent
"Satisfactory" [befriedigend] (3,3),	if at least 25, but less than 34 percent
"Sufficient" [ausreichend] (3,7),	if at least 12, but less than 25 percent
"Sufficient" [ausreichend] (4,0),	if zero or less than 12 percent

of the multiple-choice questions exceeding the minimum ratio or the exceeding points have been answered correctly. The Examination and Study Regulations may prescribe other scores as percentages. <sup>2</sup>Where an examinee does not achieve the necessary minimum number according to letter e), the grade is one of “non-sufficient” (5,0).

g) Each individual examination result shall be evaluated by the examiner and the examinee shall be informed of the result. The following has to be indicated:

ga) The grade

gb) The passing grade

gc) The number of multiple-choice questions posed and the aggregate amount of those questions correctly answered or the number of overall points achievable and the number of points achieved

gd) The average grade of all examinees

ge) And the average grade of the examinees referred to as reference group under e);

h) Insofar as only a part of the examination consists of multiple-choice questions, and this does not account for a share exceeding 20 per cent of the final grade or the points achieved, the examiner must define in terms of the assignment which of the following methods will be used to determine the final result:

ha) <sup>1</sup>Two partial grades are being calculated, whereby the relative weight of each partial grade has to be determined. <sup>2</sup>The multiple-choice assignments are assessed according to letters a) - g) (partial grade 1), non multiple-choice assignments are assessed according to § 16 sections 1, 2 and 4 (partial grade 2). <sup>3</sup>The overall grade is calculated as the arithmetic mean of the partial grades.

hb) <sup>1</sup>Points are allocated for both multiple-choice assignments and non multiple-choice assignments. <sup>2</sup>The examiner has to determine together with the assignment how many points are allocated to which task of the assignment. <sup>3</sup>Letters a) - g) apply to the assessment of the written exam.

(15) <sup>1</sup>Provisions governing studies and examinations for individual degree programmes decreed by federal or local legislation shall not be affected. <sup>2</sup>This shall also apply if examinations held according to those provisions are taken by students from other degree programmes.

(16) <sup>1</sup>If the examinee submits a well-founded request, an examination may also be conducted in another language than that set down in the Examination and Study Regulations. <sup>2</sup>The examinee's request shall not constitute any right or entitlement; this can only be approved if examiners are available who command the language that is the subject to said request to a sufficient extent.

### **§ 15 a E-Examinations**

(1) <sup>1</sup>Coursework and examination( component)s in rooms of the university can be carried out fully or partially digitally supported in accordance with the following provisions, using digital examination infrastructure or terminals provided by the university (e-exam). <sup>2</sup>E-examinations usually take place in e-examination rooms (including CIP pools).

(2) <sup>1</sup>If the module description does not specify whether a coursework or examination is or can be conducted as an e-examination, students must be informed of this immediately, but no later than two weeks after the start of the lecture period. <sup>2</sup>Sentence 1 shall apply accordingly if a coursework or examination designated as an e-examination is exceptionally not to be conducted as an e-examination. <sup>3</sup>If the persons responsible for the module and the examiners involved disagree on the type of examination to be conducted, the decision shall be made by the responsible Dean of Studies.

(3) <sup>1</sup>Students shall generally be given the opportunity to familiarise themselves with a previously unfamiliar examination infrastructure before taking an e-examination.

(4) <sup>1</sup>If technical malfunctions or other malfunctions for which the students are not responsible occur during an e-examination and impair the performance not only insignificantly, the e-examination shall be interrupted or cancelled for a short period of time; the examiners shall make the decision at their due discretion. <sup>2</sup>In the event of an interruption, a date for a repetition is to be scheduled as soon as possible, but at the latest within four weeks, or, insofar as the examination system used and the type of examination permit this while maintaining examination equality, for the continuation of the examination, taking into account parts already taken and the examination time that has elapsed.

(5) <sup>1</sup>A written examination may be conducted as an e-examination; this also applies when the multiple-choice procedure is used in accordance with § 15 section 14. <sup>2</sup>Section 2 remains unaffected. <sup>3</sup>For other forms of examination, the details shall be regulated in the Examination and Study Regulations.

(6) <sup>1</sup>In the case of a written examination conducted as an e-examination, it must be ensured that the electronic data can be clearly and permanently assigned to the persons to be

examined. <sup>2</sup>In order to prove system security, clearly assignable regular backups of the screen content can be made for each examinee; these remain unconsidered in the context of the examination evaluation and are deleted after completion of the examination procedure (including the legal process). <sup>3</sup>Sentences 1 and 2 shall apply mutatis mutandis to other suitable coursework and examinations that are conducted as e-examinations; the details shall be regulated in the Examination and Study Regulations or shall be decided by the Examination board and shall be made known in an appropriate manner.

### **§ 15 b Online Examinations**

(1) <sup>1</sup>Coursework and examination components may be carried out with digital support in accordance with the following provisions, including outside the university premises, whereby students provide online services directly using a terminal device of their choice or submit an examination paper exclusively digitally or in text form (online examination). <sup>2</sup>The university can provide terminal devices for online examinations in accordance with the following provisions and subject to availability; there is no legal entitlement to this. <sup>3</sup>Coursework and examination components which, according to their layout, are generally prepared without supervision or in the presence of examiners of the university and/or independent of location and are then submitted exclusively in text form according to the provisions of § 15 or the Examination and Study Regulations, in particular term papers, term papers similar to written examinations, work according to § 15 section 12 (oral report or co-authored oral report, lecture or presentation) and 13 (practical examination), portfolio and final thesis, are not online examinations in the sense of this regulation.

(2) <sup>1</sup>Online examinations shall only be conducted for important didactic or study organisation reasons. <sup>2</sup>An important reason exists in particular if:

- a) the examination component or coursework is to be taken by locally distributed learning groups (e.g. within the framework of virtual mobilities or in (partial) degree programmes offered jointly with other universities or other study programmes),
- b) examination components and coursework are carried out within a (partial) degree programme or other study programmes organised in distance learning,
- c) in the case of oral examinations or coursework, the examiners and the persons to be examined are not present at the same place, or
- d) examination components and coursework cannot be carried out in person or cannot be carried out without further organisational measures due to a significant impairment of university operations as determined by the Presidential Board.

<sup>3</sup>In deviation from sentence 1, written examinations may only be conducted as online examinations if they are predominantly aimed at determining the transfer competencies of the persons to be examined and there is an important reason according to sentence 2; this does not apply in the case of sentence 2 letter d).

(3) <sup>1</sup>If the module description does not specify whether a coursework or examination component is to be conducted as an online examination, students must be informed of this immediately, but no later than two weeks after the start of the lecture period. <sup>2</sup>Sentence 1 shall apply accordingly if a coursework or examination component designated as an online examination is exceptionally not to be conducted as an online examination. <sup>3</sup>If the persons responsible for the module and the examiners involved disagree on the type of examination to be conducted, the decision shall be made by the responsible Dean of Studies.

(4) <sup>1</sup>Students shall, as a rule, be given the opportunity to familiarise themselves with a previously unknown examination infrastructure (in particular, if applicable, the software used) before taking an online examination. <sup>2</sup>Students shall be given the opportunity to take an online examination on university premises if there is an important reason for doing so; likewise, for important reasons, they shall be provided with a university terminal device for taking an online examination. <sup>3</sup>Important reasons within the meaning of sentence 2 exist in particular if students:

- a) do not have a suitable terminal device or Internet connection,
- b) are unable to provide rooms suitable for conducting the examination, or
- c) present other significant circumstances that hinder the guarantee of examination equality.

(5) <sup>1</sup>If technical malfunctions or other malfunctions for which the student is not responsible occur during an online examination and impair the performance of the examination not only insignificantly, the online examination shall be briefly interrupted or aborted; the decision shall be made by the examiners at their due discretion; after three malfunctions have occurred, the examination shall always be aborted. <sup>2</sup>In the event of an interruption, an appointment must be made as soon as possible, but within four weeks at the latest, for a repetition or, insofar as the examination system used and the type of examination permit, for the continuation of the examination, taking into account parts already taken and the examination time that has elapsed. <sup>3</sup>In order to report malfunctions, examiners should ensure that they can be reached via a communication channel separate from the examination system used. <sup>4</sup>If the nature of the disruption suggests further disruptions in the course of the repetition or continuation, students may be required to repeat or continue the examination at a suitable

location or as an e-examination. <sup>5</sup>Students are obliged to prove the existence of a technical malfunction affecting them individually; they must be informed of this provision at the latest at the start of the online examination.

(6) If an examination infrastructure comparable to the e-examination is used within the framework of a written examination conducted as an online examination, § 15 a section 6 shall apply accordingly.

(7) If a written examination designed as an online examination is conducted in such a way that the submission is designed by uploading to the examination administration system, another suitable system of the university or sending by e-mail, the submission must be made within ten minutes after the end of the processing time at the latest in view of technical imponderabilities; if students use this period for further processing contrary to this purpose, they are responsible for the failure of the submission for technical reasons.

(8) <sup>1</sup>In a written examination designed as an online examination, provision may be made

- a) that students only after participating in a photo identification procedure and/or after submitting a declaration that they will work on the examination independently and without the use of unauthorised aids and without the presence of third parties, will be given access to examination tasks or acquire a right to assessment,
- b) for students to use a suitable video conferencing system provided by the university in such a way that they are subject to the supervision of a university member during the entire processing time with an activated camera and without fading out or fading in parts of the image, and at the request of the university member they also temporarily switch on the microphone and, in the event of suspicion of an act of deception, cooperate and use their camera in such a way that the supervisor obtains an overall impression of their location (camera panning over the table and the surroundings), and otherwise also do not acquire a claim to assessment; supervisors may, within the scope of this video supervision, each supervise max. 40 persons to be examined at any one time; recording and storage of images and sound is excluded.

<sup>2</sup>Students must be made aware of measures pursuant to sentence 1 in good time before the examination is held, as a rule with the announcement of the examination; they are required to take suitable precautions to protect themselves from intrusion into private space.

(9) <sup>1</sup>Oral examinations and other oral coursework and examination components, e.g. presentations in accordance with § 15 section 12, may be conducted as online examinations.

<sup>2</sup>Sections 2 and 3 remain unaffected. <sup>3</sup>A suitable video conferencing system provided by the



university must be used in such a way that the persons to be examined as well as the examiners and co-examiners participate throughout the examination with the camera image activated. <sup>4</sup>Students are required to take suitable precautions to protect themselves from intrusion into private space. <sup>5</sup>Measures to exclude acts of deception, e.g., camera panning, can be taken at the beginning of the examination and on an ad hoc basis during the course of the examination; section 8 sentence 2 applies accordingly.

(10) Section 9 shall apply mutatis mutandis if a performance that is not generally designed as an online examination is individually designed as an online examination at the request of or with the consent of the examinee for good cause, e.g., for the participation of external examiners or if the examinee carries out a mobility relevant to the course of study.

(11) <sup>1</sup>Oral examinations and other oral coursework and examination components which, in the event of failure, would result in the loss of the examination entitlement, shall not be conducted as online examinations. <sup>2</sup>If the examinee nevertheless requests that the examination be conducted as an online examination, a challenge to the examination in this case cannot be based on the fact that it was conducted as an online examination; this also applies if the examinee does not indicate the existence of an attempted examination pursuant to sentence 1.

### **§ 16 Assessment of Examinations, Formation of Grades**

(1) <sup>1</sup>The grades awarded for individual examination components shall be determined by the respective examiners. <sup>2</sup>When evaluating examination components, the following grading scale shall be applied:

1 = Very Good [sehr gut] = outstanding performance;

2 = Good [gut]= well above average performance;

3 = Satisfactory [befriedigend] = average performance in every respect;

4 = Sufficient [ausreichend] = manages to fulfil the basic requirements despite deficiencies;

5 = Non-Sufficient = does not fulfil the basic requirements because of [nicht ausreichend]substantial shortcomings;

(2) With a view to evaluating examination components in a more sophisticated fashion, it is possible to form interim values by decreasing or increasing a grade by 0.3; grades such as 0.7, 4.3, 4.7 and 5.3 shall not be permitted.

(3) <sup>1</sup>If an examination covers the results of performance in several examination components, then the grade shall be computed from the arithmetical mean (M) of the grades of the

individually graded examination components; if individual examination components are allocated credits or weighted, then the grade shall be computed from the correspondingly weighted arithmetical mean of the grades of the individually graded examination components.

<sup>2</sup>Grades shall be as follows:

for M up to 1.5:	Very Good [sehr gut]
for M above 1.5 up to 2.5:	Good [gut]
for M above 2.5 up to 3.5:	Satisfactory [befriedigend]
for M above 3.5 up to 4.0:	Sufficient [ausreichend]
for M above 4.0:	Non-Sufficient [nicht ausreichend].

<sup>3</sup>When computing a grade, only the first decimal place shall be taken into account, all other places after the decimal point shall be deleted without rounding up or down.

(4) <sup>1</sup>When determining a grade for an examination component that has been assessed by several examiners, the grade shall be computed from the arithmetical mean of the individual examination grades; section 3 sentence 3 shall apply accordingly. <sup>2</sup>The Examination and Study Regulations may stipulate rules in derogation from the above. <sup>3</sup>Where a second examiner is appointed pursuant to § 15 section 5 sentence 2, or his\*her assessment is “satisfactory” or better or “pass”, a third examiner will be appointed by the examination board to assess the examination; this third assessment is to be considered the only grade for this examination; the assessment must match one of the previous ratings or be on an intermediate rating.

(5) <sup>1</sup>The grade for the final thesis shall be computed as the arithmetic mean of the grades awarded by the two examiners. <sup>2</sup>If the arithmetic difference between both grades is greater than 2.0 or one grade allocated is “non-sufficient”, whereas the other grade is “sufficient” or better, a third examiner shall be appointed by the Examination board concerned to assess the final thesis, whose assessment is to be considered the only grade for this examination. <sup>3</sup>The assessment must match one of the previous ratings or be on an intermediate rating. <sup>4</sup>The Examination and Study Regulations may stipulate rules in derogation from the above.

(6) <sup>1</sup>A grade may be determined for a formal specialisation [Studienschwerpunkt], pursuant to the Examination and Study Regulations. <sup>2</sup>When determining a grade for a formal specialisation [Studienschwerpunkt], all module examinations ascribed to that formal specialisation [Studienschwerpunkt] passed by the examinee shall be counted as individual examination components within the meaning of section 3.

(7) <sup>1</sup>Grades for core subject studies [Fachstudium], for the area of professionalisation and for further areas of competence, if any, that are listed in the respective profile of the relevant

degree programme, shall each be computed as the arithmetic mean weighted on the basis of the credits from all the related modules. <sup>2</sup>Section 3 shall apply accordingly.

(8) <sup>1</sup>The overall grade for a Bachelor's or Master's examination shall be computed as the arithmetic mean weighted on the basis of credits ascribed from the grades awarded for all related modules and from the grade for the final thesis. <sup>2</sup>Section 3 shall apply accordingly. <sup>3</sup>A degree may be awarded "with Honours"; all further details are set down in the Examination and Study Regulations.

(9) <sup>1</sup>The Examination and Study Regulations may stipulate that individual successfully passed module examinations will not be taken into account for the computation of grades according to sections 6, 7 and 8 or be converted to ungraded examinations; all further details are set down in the Examination and Study Regulations. <sup>2</sup>The overall number of module examinations not taken into account or ungraded, as well as the number of regularly ungraded module examinations must not exceed one third of allocated credits in the respective degree programme or partial degree programme [Teilstudiengang]; different provisions may apply in case of intensive academic programme.

(10) <sup>1</sup>Derogating from section 1, credit points according to the „Verordnung über eine Noten- und Punkteskala für die erste und zweite juristische Prüfung“ of 03.12.1981 (BGBl. I S. 1243), last amended by the act of 19.04.2006 (BGBl. S. 866) may be used for the grading of module examinations at the Faculty of Law. <sup>2</sup>Where this is the case, points achieved (P) will be converted to grades according to section 1 and 2. <sup>3</sup>The grade is:

for P if at least 12,5	very good [sehr gut] (1,0)
for P up to 12,49	very good [sehr gut] (1,3)
for P up to 11,49	good [gut] (1,7)
for P up to 10,49	good [gut] (2)
for P up to 9,49	good [gut] (2,3)
for P up to 8,49	satisfactory [befriedigend] (2,7)
for P up to 7,49	satisfactory [befriedigend] (3)
for P up to 6,49	satisfactory [befriedigend] (3,3)
for P up to 5,49	sufficient [ausreichend] (3,7)
for P up to 4,49	sufficient [ausreichend] (4)
for P up to 3,99	non-sufficient [nicht ausreichend] (5).

(11) <sup>1</sup>An examination is deemed to have been passed if it has been graded with a 4.0 or higher or – if the performance is an ungraded examination – it has been graded as "passed".

<sup>2</sup>A module examination is deemed to have been passed if all of its submodule examinations have been passed. <sup>3</sup>The regulations adopted by the Senate may require that all module subexaminations must be passed for a module examination to be passed.

### **§ 16 a Repeatability of Examinations**

(1) Failed examinations or examinations that qualify as failed may be repeated twice in accordance with the following provisions.

(1a) <sup>1</sup>The number of repeat attempts available for a module examination must generally be specified in the module description. <sup>2</sup>Insofar as a module can be completed in several degree programmes, partial degree programmes [Teilstudiengänge] or other study programmes within the scope of this regulation, the specification defined in sentence 1 shall apply to all examination attempts completed in the relevant degree programmes, partial degree programmes or other study programmes. <sup>3</sup>The following shall apply insofar as there are no provisions made in the module description according to sentence 1:

- a) the relevant Examination and Study Regulations of the providing teaching unit insofar as the examination is taken with a teaching unit in a degree programme, partial degree programme [Teilstudiengang] or other study programme offering the module,
- b) the regulations according to section 1 insofar as the examination is completed within the framework of imported teaching.

<sup>4</sup>The decision on definitive failure of a module examination shall remain notwithstanding in the event that a degree programme, partial degree programme [Teilstudiengang] or other study programme is commenced which allows a greater number of unsuccessful examination attempts than those already completed for the same module.

(1b) Unsuccessful examination attempts made within the framework of enrolment for secondary school students [Frühstudium] do not reduce the number of possible repeat attempts available according to section 1 a.

(2) Module examinations that belong to

- a) compulsory modules or
- b) elective compulsory modules, which qualify as prerequisites for participation in other modules,

must be offered each semester.

(3) <sup>1</sup>Should module examinations be composed of several submodule examinations, only those submodule examinations may be repeated that have been graded “non-sufficient” or “failed”. <sup>2</sup>Should module examinations be composed of several module-part examinations, module-part examinations, that have been graded “non-sufficient” or “failed”, may be repeated once in order to improve the grade; the provision of section 1 applies accordingly, insofar as the module-part examination has been graded “non-sufficient” or “failed” in a further examination.

(4) A Master thesis that was graded or qualifies as “non-sufficient” may only be repeated once.

(5) <sup>1</sup>The Examination and Study Regulations may stipulate a free trial time period in which module examinations that are taken during this period and graded as “non-sufficient” or “failed” are not recorded (free trial [Freiversuch]). <sup>2</sup>In the event that the module examination was graded as passed or better, the Examination and Study Regulations may stipulate whether the examination may be repeated within this free trial time period [Freiversuch] in order to improve the grade. <sup>3</sup>A free trial time period, i.e. a repeat attempt, to improve the grade is only allowed on one occasion only in the event that a module can be taken in several degree programmes, partial degree programmes [Teilstudiengänge] or other study programmes; the free trial time period, i.e. grade improvement regulations, in the degree programme, partial degree programme or other study programme in which the initial examination attempt was made, shall be applicable. <sup>4</sup>Examinations intended to improve grades must be taken within 15 months following announcement of the examination results.

(6) The Examination and Study Regulations may stipulate rules in derogation from sections 1, 3 and 5 sentence 4.

### **§ 16 b Pass and Definite Failure**

(1) <sup>1</sup>The Bachelor's and Master's examinations have been successfully completed if all credits required for the degree programme have been earned and all required module examinations have been passed in accordance with the Examination and Study Regulations. <sup>2</sup>The course of studies is complete at the end of the semester in which the examination procedure for the last required examination was passed.

(2) <sup>1</sup>The right to undergo examinations expires if,

- a) within the respective degree programme or partial degree programme [Teilstudiengang] or another degree programme in a closely related discipline at Göttingen University or another university in Germany or abroad,

- aa) a compulsory module has been failed or qualifies as failed,
  - ab) a final thesis was twice failed or qualifies as failed, or
  - ac) compulsory elective modules or elective modules may no longer be successfully completed as required; or if
- b) the right to be examined has expired within a degree programme in a closely related discipline at Göttingen University or another university in Germany or abroad.

<sup>2</sup>Under these circumstances, the Bachelor's and Master's examination qualifies as failed.

<sup>3</sup>The Examination and Study Regulations may provide for other circumstances under which the right to examination has expired, particularly if required examination components have not been fulfilled within a fixed time period for which the student may be held responsible.

<sup>4</sup>Insofar as the period as specified under the second half of sentence 3 was exceeded, it shall be assumed that the student is responsible for this circumstance. <sup>5</sup>The student shall be entitled to refute this assumption by means of submitting suitable documents; the responsible Examination board shall rule on this application as defined in the following provisions. <sup>6</sup>Any failure to adhere to the specified period shall at all times be deemed the responsibility of the student insofar as the student has withdrawn from an examination in a required module and no important reason for said withdrawal was recognised or insofar as not all repetition attempts have been completed. <sup>7</sup>The student shall not be responsible for failure to adhere to the specified period if said failure occurs due to an application for admission and enrolment at a higher subject semester in the event of a change in university or degree programme; the responsible Examination board shall define the period in which the component in question must be completed following enrolment.

(3) Notification concerning the failure of the Bachelor's and Master's examination shall be submitted at least in text form and include grounds as well as instructions on the right of appeal.

### **§ 17 Final Transcripts, Degree Certificates and Other Certificates**

(1)<sup>1</sup>Examinees shall receive immediately, if possible, within four weeks, a final transcript of the Bachelor's or Master's examination that was successfully completed. <sup>2</sup>Depending on the completed study profile, the said transcript shall include:

- in the case of a multi-subject degree programme, the grades for the selected partial degree programmes [Teilstudiengänge] (Fächer)
- the topic of and grade for the final thesis.

- the overall grade
- voluntary supplemental examinations required under § 6 section 5
- the designation and, if applicable, grade of a successfully completed formal specialisation or study profile,
- all successfully completed modules including the credits awarded for them and the module grades.

<sup>3</sup>The transcript shall bear the date of issue and the date of the last required examination component; in the event that there is also a completion schedule, it shall also bear the date on which the university received said examination component; it shall also contain a password-protected reference for retrieving a scan of the signed original document from the university's server. <sup>4</sup>Said transcript shall be signed by the chairperson of the Examination board concerned and shall bear the seal of the University of Göttingen. <sup>5</sup>Further details may be set down in the Examination and Study Regulations.

(2) <sup>1</sup>Upon issuance of the final transcript, the examinees shall receive the Bachelor's or Master's degree certificate (cf. appendix 3) bearing the date of the final transcript in the English or German language (if necessary, as defined in greater detail by the Examination and Study Regulations) and also an official translation into the other language. <sup>2</sup>Said degree certificate shall certify the degree awarded. <sup>3</sup>Said degree certificate shall be signed by the Dean of the Faculty responsible for the discipline in which the Bachelor or Master thesis has been delivered and by the chairperson of the competent Examination board and shall bear the seal of Göttingen University.

(2a) Along with the final transcript according to section 1 and the certificate according to section 2 the examinee shall receive digital versions of both documents in text form; these shall each contain a password-protected reference for retrieving a scan of the signed original document from the university's server.

(3) <sup>1</sup>Along with the certificate, the examinee shall receive at the same time a final transcript supplement "Transcript of Records" in English. <sup>2</sup>If in case of credits the authenticated translation of the description of a module or lecture cannot be obtained with reasonable efforts, it is possible to submit the description in German or in the national language.

(3 a) At the same time as the certificate according to section 1, the certificate according to section 2 sentence 1 and the transcript according to section 3 sentence 1, examined students receive digital images of these documents in text form; these each contain a password-protected link to retrieve a scan of the signed original document from the university server.

(4) <sup>1</sup>Upon issuance of the final transcript, the examinees shall receive a transcript supplement "Diploma Supplement" in English in accordance with the "Diploma Supplement Model" by the European Union, European Council and UNESCO; the text agreed with the Standing Conference of Ministers of Cultural Affairs and Education and the German Rector's Conference in its respectively valid version shall be deemed to represent the national education system. <sup>2</sup>The "Diploma Supplement" shall contain in particular information on the university, the form of degree, the degree programme, the entry requirements, the course requirements and the study results; it will also entail a ECTS grading table which provides a tabulation of the percentage distribution of overall grades achieved by graduates in the specified period; this period must be determined at not less than two and not more than five years; the group of comparison are the graduates of the degree programme completed; both the group of comparison and the period of reference must be indicated.

(5) The final transcript supplements issued as defined in sections 3 and 4 shall be signed by the chairperson of the Examination board.

(6) Prior to issuance of the final transcript, text form certificates concerning examinations passed shall be issued and made available via the student online access in the examination management system.

(7) *rescinded*

(8) Students independently determine through settings within the university's online self-service functions whether certificates, transcripts, transcript supplements, and attestations under this regulation should contain gender-typing information.

### **§ 18 Withdrawal, Default, Cheating, Violation of Rules**

(1) The examinee may withdraw from a module examination within a fixed period (de-registration).

(2) <sup>1</sup>If admission to an examination that has to be taken within a period set down in the Examination and Study Regulations is refused on grounds for which the examinee is responsible (e.g. lacking proof of university enrolment) or should the examinee miss the examination date, the examination shall be graded as "non-sufficient" (5.0) or "failed", unless the Examination board accepts the good cause put forward. <sup>2</sup>The same applies if performance in an examination is not achieved within the prescribed processing period. <sup>3</sup>The Examination board must immediately be advised at least in text form of good cause which has to be presented in a substantial and convincing manner. <sup>4</sup>If the examinee withdraws or defaults due to illness, the examinee must furnish a medical statement (e.g. certificate of



incapacity) stating the probable duration of the illness, unless the illness is obviously manifest; information on medically diagnosed symptoms or diagnoses is not required; the medical statement can initially also be provided in text form (e.g. as scan) and need to be submitted to the university in original only upon request. <sup>5</sup>If good cause is given, a new examination date shall be scheduled. <sup>6</sup>If the provisions of the respective Examination and Study Regulations place limits on the extension of the processing period for a term paper or a final thesis, a new topic shall be issued insofar as the extended processing period has been exceeded for good cause; in this case, the examination shall be deemed as not having been attempted. <sup>7</sup>Any previously obtained examination components shall be taken into account. <sup>8</sup>The examinee must be informed if the facts are not deemed to be good cause and this non-acceptance must be substantiated.

(3) The provisions set down in section 2 shall apply accordingly, if the examinee chooses to withdraw after starting or in case of medical incapability unrecognised by the examinee also after ending their performance in the examination; in the event of withdrawal after the end of the examination component, however, in deviation from section 2 sentence 4, a qualified medical statement must be submitted without delay, which also contains information comprehensible to the Examination board on the nature of the impairment and its recognisability for the examinee; it is the responsibility of the Examination board to determine whether an incapacity to take the examination has existed.

(4) In the event of a long-lasting or recurrent illness, where the examination is the last possible attempt of a module examination, or dissertation, the Examination board in charge can demand a certificate from a doctor named by the university (e.g. the official medical service); it has to pass a resolution for this, which has to be announced in a suitable manner.

(5) <sup>1</sup>If an examination candidate should attempt to influence the awarding of coursework or examinations by cheating (including plagiarism) or using unauthorised resources or by subsequently influencing an examiner to their advantage or the advantage of a third party, the corresponding coursework or examinations shall be deemed as receiving the grade "non-sufficient" (5.0) or "failed". <sup>2</sup>The consequences set down in sentence 1 may also be applicable if an examinee is carrying unauthorised resources on their person after the assignment has been handed out. <sup>3</sup>The respective examiner or supervising personnel can exclude an examinee who has infringed upon the Examination and Study Regulations or grossly violated such regulations in any other way from continuing to obtain the coursework or examinations; in such a case, the corresponding coursework or examinations shall be deemed to have been graded "non-sufficient" (5.0) or "failed". <sup>4</sup>In the event of a serious violation, the Examination board may exclude the examinee from earning any further coursework or examination

components; in particular, a repeat infringement shall be considered a serious violation as defined in sentence 1. <sup>5</sup>In less serious cases, imposition of sanctions may be refrained from. <sup>6</sup>Should a suspicion be entertained that unauthorised resources have been sneaked into the room, the examinee is obligated to cooperate in elucidating the facts and to surrender said resources. Should the examinee refuse to do this, the corresponding coursework or examinations shall be deemed to be graded as "non-sufficient" (5.0) or "failed". <sup>7</sup>Before a decision is taken thereon, the person concerned shall be heard.

(6) <sup>1</sup>The Examination board is obligated to review decisions pursuant to section 2 and 5 at the request of the examinee within a period of one month. <sup>2</sup>Incriminating decisions must be communicated immediately to the examinee, substantiated and include information on legal remedies.

### **§ 19 Invalidity of Examinations**

(1) If an examinee has cheated during an examination and if this does not become known until after the final transcript has been issued, the Examination board has the right to correspondingly correct the grades in question and declare the final examination or any portion thereof as "failed".

(2) <sup>1</sup>If the prerequisites for admission to an examination were not fulfilled, without the examined party having the intention to conceal this and if this fact does not become known until after the final transcript has been handed over, said deficiency shall be remedied by the student successfully passing the examination. <sup>2</sup>Should such an admission have been obtained illegitimately with intent, the Examination board may decide to rescind administrative acts made in contravention to the law, giving due consideration to the legal regulations.

(3) Prior to the decision, the examined party according to sections 1 and 2 shall be given the opportunity to explain the matter to the Examination board.

(4) <sup>1</sup>The incorrectly issued examination transcript and the supplement certificate shall be revoked and, reissued in revised form as appropriate. <sup>2</sup>Together with said documents, the Bachelor's or Master's degree certificate shall also be revoked whenever the examination has been declared "failed" on account of cheating. <sup>3</sup>Section 1 and section 2 sentence 2 cannot be applied to decisions taken three years after the date of the final transcript.

### **§ 20 Appeals Procedure**

(1) <sup>1</sup>Decisions of rejection and other incriminatory administrative decisions made under the various Examination Regulations must be substantiated, include information concerning legal

remedies and be notified to the student in text form. <sup>2</sup>An appeal can be lodged against the decision one month after notification of an examination decision concerning the evaluation of an examination result (submodule examination, module examination, or Bachelor or Master thesis) obtained within the scope of these regulations.

(2) <sup>1</sup>Examination results are posted via the examination administration system, unless otherwise stipulated in related legal provisions, in these General Examination Regulations or the Examination and Study Regulations of the respective degree programme, partial degree programme [Teilstudiengang] or other study programmes. <sup>2</sup>Notification regarding examination results has occurred on the third day following activation through the examination administration system, unless the examinee has had prior access to the results; as such, students are required to use the examination administration system. Students are to be informed in text form regarding the time of examination result postings.

(3) Unless such appeal is remedied, the Examination board shall pass a ruling in text form thereon, giving due consideration to the procedure set down in section 4.

(4) <sup>1</sup>If the appeal is directed against the evaluation made by examiners, the Examination board shall present this appeal to them for review (Überdenkungsverfahren/reconsideration procedure). <sup>2</sup>If said examiners alter their evaluation as requested, the Examination board shall then grant the appeal. <sup>3</sup>Otherwise, the Examination board shall review the decision based on the statement of the examiners concerned, paying close attention to whether

- a) The examination procedure was followed
- b) Generally valid evaluation principles were applied
- c) Exclusively pertinent facts were used during the evaluation process
- d) All defensible solutions supported by weighty arguments in a logical fashion were graded as correct.
- e) The examiner was misled by extraneous considerations.

<sup>4</sup>Should concrete and substantiated objections be made to examination evaluations and expert assessments, the examination components shall be evaluated by other examiners not hitherto involved with the examination in question or the examination shall be repeated by said examiners, inasmuch as there appear to be indications that the first examiner's impartiality was in doubt. <sup>5</sup>A re-evaluation may not result in a grade lower than the initial grade. <sup>6</sup>The Examination board shall quickly reach a decision with regard to the appeal, but no later than within 12 weeks.

## § 21 Safeguarding Provisions

(1) <sup>1</sup>If the examinee credibly demonstrates in good time before registering for an examination or commencing a coursework that they are not in a position due to the effects on account of a long-lasting illness or a permanent handicap or mental illness (disabilities within the meaning of § 3 BGG-Bund), pregnancy, raising a child up to the age of 14, caring for close relatives within the meaning of § 7 section 3 of the Caregiver Leave Act (Pflegezeitgesetz), or for other important reasons limiting the presentation of their qualifications to deliver these examinations or coursework or any portion thereof in the prescribed way, duration, processing time or deadline, at the intended location or otherwise in the intended manner, the board of examiners shall grant appropriate compensation for the disadvantage. <sup>2</sup>Measures to compensate for disadvantages include, in particular, a change in the external conditions, including the place and time of performance, an extension of the processing time, the admission of aids or assistants and the determination of a different form of performance; the selected compensation for disadvantages should compensate for any identified disadvantages as fully as possible, but must not overcompensate for them. <sup>3</sup>Circumstances according to sentence 1 are to be presented by the examinee, in the case of non-obvious health issues to be proven by a qualified medical, as a rule specialist medical, or psychotherapeutic statement, otherwise to be made credible by other suitable documents; the examinee should also explain which measures of disadvantage compensation he\*she considers adequate due to the circumstances presented according to sentence 1. <sup>4</sup>An application in accordance with sentence 1 may be made jointly for several examination components and coursework and may cover all examination components and coursework to be completed in the course of a degree programme or partial degree programme, unless a change in the circumstances in accordance with sentence 1 is to be expected. <sup>5</sup>The Examination board defines in a definitive form the amended terms of the examination performance. <sup>6</sup>These conditions must be communicated to the examinee at least in text form and must be justified; § 9 section 8 sentences 1 and 2 apply accordingly. <sup>7</sup>If a decision according to sentence 5 concerns several pieces of coursework and examination components over the period of several semesters, the examinee is obliged to inform the Examination board immediately of any change in the circumstances presented according to sentence 1. <sup>8</sup>In difficult cases involving health issues, the representative for students with disabilities and chronic illnesses should be consulted.

(1a) A restriction of the maximum extension of the processing time for examinations and coursework by the Examination and Study Regulations does not apply to measures for compensation of disadvantages as per section 1.

(2) With respect to the observance of deadlines for first-time examination registration, repeat examinations, the grounds for missing examinations or a free-trial examination and failure to observe processing period deadlines set for examination papers, it shall be deemed that an illness of a close relative and the provision of necessary exclusive care are equivalent to the illness of the examinee within the meaning of § 7 section 3 of the Long-Term Care Act (Pflegezeitgesetz).

(3) <sup>1</sup>Pregnant students shall not be permitted to take examinations or coursework if, according to a medical certificate, this would endanger the life or health of the mother or child. <sup>2</sup>Furthermore, the safeguarding provisions set down in §§ 3, 4, 6 and 8 of the German Maternity Protection Act<sup>1</sup>, the time limits and provisions stipulated in § 1 section 1 or section 3 no. 3 or section 5 in cases of particular hardship as well as §§ 15 and 16 of the Federal Parental Benefit and Parent Leave Act<sup>2</sup> in their currently amended forms shall apply.

(4) <sup>1</sup>No disadvantages for the student may arise from his observance of the provisions set down in section 3. <sup>2</sup>The fulfilment of prerequisites set down in sections 2 to 3 must be demonstrated by adequate documents, such as medical certificates, birth certificates, certificates issued by the residents' registration office etc.

## **§ 22 Inspection of Examination Records; Digital Examination Files; Copyright on Examination Papers**

(1) The examined party may submit a request to inspect their examination papers on the premises of the university, all related correction remarks and opinions issued by examiners and the examination records kept; the time limit for filing an objection pursuant to § 20 section 1 remains unaffected. <sup>2</sup>The university may provide copies or scans to the examinees in lieu of personal inspection; there is no legal entitlement to this. <sup>3</sup>Examination files that are recorded in the Electronic Student File (ESA) or are otherwise digitally available to the university will generally be made available in digital form upon request in accordance with sentence 1. <sup>4</sup>As a rule, inspection of examination papers on which an examination is based will only be granted within the objection period pursuant to § 20 section 1.

(2) <sup>1</sup>Applications submitted in writing in accordance with the Examination and Study Regulations, coursework and examination components (including correction comments), examination protocols and reports, notifications and other documents relevant to the examination can be recorded in the electronic student file (ESA), and the written originals

---

<sup>1</sup>Mutterschutzgesetz

<sup>2</sup>Bundeselterngeld- und Elternzeitgesetz

destroyed after recording in the ESA in accordance with the PersDatO in the currently valid version. <sup>2</sup>The Examination board may, by way of derogation, determine that documents pursuant to sentence 1 may be returned to students who submitted them after they have been entered in the ESA; it shall regulate the details of the procedure.

(3) <sup>1</sup>Examination tasks are works protected by copyright. <sup>2</sup>They may not be used by examiners or examinees without the permission of the copyright holder in any way other than that required for their own examination procedure, in particular they may not be reproduced, distributed in social networks or otherwise passed on to third parties.

## **§ 22 a Measures in the Event of Significant Impairment of University Operations**

(1) <sup>1</sup>In the event of a significant impairment of university operations as determined by the Presidential Board, a Dean of Studies, after receiving the opinion of the Examination board, may decide on the following in deviation from the provisions of the Examination and Study Regulations in the area of his\*her own responsibility in order to ensure the operation of teaching and examinations:

- a) for individual or several courses, the implementation in alternative course forms as well as the suspension of compulsory attendance or other coursework or prerequisites for the admission to an examination [Prüfungsvorleistungen] which require attendance in rooms of the university; in this case, the person responsible for the module can determine an appropriate substitute coursework;
- b) *rescinded*
- c) the possibility of conducting an examination as an oral examination or in another form of examination instead of an examination pursuant to § 15 section 3 sentence 1 letters b) and e) to h), insofar as this is possible with reasonable effort due to the expected number of examination registrations within the framework of technical possibilities;
- d) in the case of written performances (including final theses), the waiver of the written form in favour of the text form; in this case, the submission of a final thesis shall be made via the examination administration system;
- e) the possibility for students on leave of absence to participate in coursework and examinations, insofar as the leave of absence is based on the same reason as the significant impairment of university operations;

- f) exceptions from the requirements of § 14 section 3 sentence 1 for students who were enrolled in the same degree programme or partial degree programme [Teilstudiengang] at the time of the application for admission to an examination; the time of enrolment may not be more than one year ago;
- g) the possibility for former students to participate in coursework and examinations, provided that they were enrolled in the same degree programme or partial degree programme [Teilstudiengang] prior to the determination of the significant impairment of university operations and the entitlement to examinations has not lapsed for other reasons; the time of enrolment may not be more than one year ago;
- h) the extension of time limits according to §§ 16 a section 5, 16 b section 2 sentence 3 in conjunction with the Examination and Study Regulations as well as according to further provisions of the Examination and Study Regulations by a reasonable period of time due to the impairment of university operations.

<sup>2</sup>The Dean of Studies, the Examination board and the person responsible for the module shall take into account that the purpose of the coursework and examinations to be replaced can also be achieved to the greatest possible extent by the type of performance determined as a substitute. <sup>3</sup>A decision in accordance with sentence 1 may be taken across the board for the entire degree programme or partial degree programme [Teilstudiengang] or the entire range of degree programmes; the students shall be informed of this in a suitable manner, in the case of the announcement of examination dates at least 14 days in advance. <sup>4</sup>In the case of sentence 1 letter c), the Dean of Studies and the person responsible for the module may, by offering several alternative forms and scopes of examinations within the meaning of § 10 section 3 letter a), take into account the fact that students cannot participate in individual or group examinations in presence for the protection of their health or the health of a person living in their household or being cared for by them; participation in individual alternatives may be linked to the fact that students prove this need for protection.

(2) <sup>1</sup>If the significant impairment of university operations means that final transcripts, degree certificates and certificate supplements pursuant to § 17 sections 1, 2, 3, 4 and 6 cannot be issued immediately, examinees shall initially receive only digital versions within the meaning of § 17 section 2a. <sup>2</sup>Final transcripts, degree certificates and certificate supplements shall in this case be made available after the end of the significant impairment of university operations.

(3) <sup>1</sup>If a compulsory study period abroad (including study-related stays) or a compulsory internship provided for in the Examination and Study Regulations cannot be completed or not to the extent actually envisaged for the same reasons on which the significant impairment of university operations is based, the examination board shall determine appropriate substitute performances corresponding to the qualification objectives of the degree programme, partial degree programme [Teilstudiengang] or other study programmes, which shall be provided in place of the stay or internship; in the case of an insignificant shortfall in the scope actually envisaged, the stay or internship shall be deemed to have been completed in full. <sup>2</sup>In the case of programmes conducted in cooperation with partner institutions at home or abroad and leading to joint or combined degrees, the institutions involved shall take appropriate measures with the aim of continuing to enable degrees to be awarded within the programme.

(4) May for the same reasons as those on which the significant impairment of university operations is based,

- a) proof pursuant to § 18 section 2 sentence 4 cannot reasonably be provided, notification of the illness in text form shall be sufficient,
- b) a statement in accordance with § 21 section 1 sentence 3 is not submitted, it shall be replaced by a certificate in text form of treatment by a medical specialist or a licensed psychological psychotherapist, which must show the study-relevant effects of the impairment.

## ***Part IV: Final Provisions***

### **§ 23 Amendments**

<sup>1</sup>Amendments to these regulations shall be passed by resolution of the Senate at the proposal of the Central Senate Commission for Teaching and Academic Programmes. <sup>2</sup>Prior to passing the corresponding resolution, the Faculty Councils shall be granted the opportunity to present their views.

#### **§ 23 a Opening Clause for Double and Joint Degrees**

<sup>1</sup>Other Examination and Study Regulations may provide for regulations in derogation hereto, inasmuch as the aim is to award a double or joint degree together with a domestic or foreign university. <sup>2</sup>Any divergent regulations under sentence 1 have to be made identifiable, unless they merely concern the structure of the study, examination organisation, or regulations governing final transcripts, degree certificates and other certificates.



## **§ 24 Transitional Regulations**

(1) <sup>1</sup>Examination Regulations, supplementary Study Regulations issued, module catalogues and module manuals introduced based on these regulations in the version in force until 31.03.2015, shall retain their validity until replaced with suitable Examination and Study Regulations and module catalogues. <sup>2</sup>§ 4 remains applicable to regulations as defined under sentence 1 in its version in force until 31.03.2015; the regulations applicable to Examination and Study Regulations and module catalogues in force from 01.04.2015 shall otherwise apply.

(2) <sup>1</sup>Insofar as Examination and Study Regulations stipulate the submission of coursework or examination components or theses or related declarations in written form, submission in text form, in the case of theses in text form via the examination administration system, shall be equivalent to this up to and including the summer semester 2024. <sup>2</sup>§ 15 section 3 sentence 4 remains unaffected. <sup>3</sup>Sentence 1 does not apply to affirmations in lieu of oath. <sup>4</sup>The Examination board may decide,

- a) that sentence 1 does not apply to certain coursework and examination components or declarations in its area of responsibility, and
- b) that, in the case of theses, a claim to assessment only arises if the student has additionally submitted the thesis in writing, insofar as an assessor requests this in text form within two weeks of submission of the thesis; such a decision is to be announced in a suitable manner.

## **APPENDIX 1**

### **NOTES EXPLAINING THE ALLOCATION OF CREDITS AND ASSESSMENT OF STUDENTS' WORKLOAD**

#### **General specifications for the allocation of ECTS credits**

The ECTS workload of an entire academic year shall be allocated 60 credits: 30 credits per semester.

The students' workload of one academic year shall amount to 1,800 working hours.

Thus, one credit requires a student's workload of 30 clock hours.

Credits may only be awarded, if the student has demonstrated successful participation in the respective course and has achieved the targeted learning outcome. Therefore, an evaluation and a grade of at least "passed" shall be a prerequisite for issuing credits.

#### **Definition of students' workload (ECTS workload)**

Students' workload encompasses the entire amount of study time expended by the average student to achieve the respective targeted learning outcome (of a module, an academic year).

These include:

- Time of attendance / weekly lecture hours (in lectures, seminars, practical courses etc.);
- Time invested in preparation for and follow-up to such contact hours;
- Time needed to prepare term papers, do project work etc.;
- Time needed to prepare for examinations;
- Time needed to take the examinations themselves.

#### **Evaluation of students' workload**

The correct allocation of credits to learning units of the degree programme shall be evaluated regularly and adapted appropriately as the case may warrant.

#### **APPENDIX 2 (*rescinded*)**

#### **APPENDIX 3 (*see German Version*)**