

## Announcements of Justus Liebig University Giessen

**4 October 2004****7.34.00 No 1**

General Regulations for modular and multi-stage  
study programmes at Justus Liebig University Giessen

### General Regulations for modular and multi-stage study programmes at Justus Liebig University Giessen of 21 July 2004

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General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 2
--	-----------------	--------------	------

**Directory**

Preamble ..... 4

I. General regulations..... 4

    § 1 Purpose of the examinations and definitions ..... 4

    § 2 Academic qualification..... 4

    § 3 Requirements for admission to the Bachelor’s programme..... 5

    § 4 Requirements for admission to the Master’s programme ..... 5

II. Programme organisation..... 5

    § 5 Modules ..... 5

    § 6 Scope of the modules ..... 6

    § 7 Workload and credit points ..... 7

    § 8 Admission to modules or courses with a limited number of places ..... 7

    § 9 Professional field work placements ..... 8

    § 10 Module examinations ..... 8

    § 11 Programme structure ..... 9

    § 12 Standard duration of studies ..... 9

    § 13 Commencement of studies ..... 9

    § 14 Development of the programmes on offer..... 9

    § 15 Student advisory service ..... 10

III. Examination arrangements ..... 10

    § 16 Examination board..... 10

    § 17 Examination board duties ..... 10

    § 18 Examination committees ..... 11

IV. Examination requirements and procedures ..... 11

    § 19 General admission requirements ..... 11

    § 20 General documentary evidence required to register for the thesis module ..... 11

    § 21 Examination dates and registration deadlines ..... 11

    § 22 Admission to the module examinations ..... 12

    § 23 Withdrawal from examinations and non-appearance..... 12

    § 24 Credits for study periods, course performance and examination performance ..... 12

    § 25 Conduct of examinations ..... 13

    § 26 Thesis module ..... 13

    § 27 Allowance for student disadvantages ..... 14

V. Evaluation of the examination performance ..... 14

    § 28 Evaluation of the examination performance ..... 14

    § 29 Composition and weighting of grades ..... 14

    § 29a ECTS Grading Table ..... 18

    § 30 Pass and fail, plagiarism ..... 18

    § 31 Calculating the overall grade for Bachelor and Master’s study programmes ..... 18

    § 32 Compilation of the transcript of records ..... 19

    § 33 Access to records ..... 19

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 3
--	-----------------	--------------	------

VI. Retaking examinations and free attempt .....	19
§ 34 Retaking the examination .....	19
VII. Transcript of records, certificate, diploma supplement .....	19
§ 35 Transcript of records.....	19
§ 36 Degree certificate .....	19
§ 37 Diploma supplement .....	20
§ 38 Invalid Bachelor's or Master's examinations .....	20
§ 39 Transitional provisions.....	20
§ 40 Entry into force .....	20

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 4
--	-----------------	--------------	------

## Preamble

Pursuant to Article 39, second paragraph, No 2, of the Hesse Higher Education Act (HHG) in the wording of 31 July 2000 (GVBl., p. 374), last amended by the Act of 18 December 2003 (GVBl., pp. 513, 518), read in conjunction with Article 6, paragraph 2, No 1.4 of the Constitution of Justus Liebig University Giessen of 23 April 2003 (Staatsanzeiger für das Land Hessen, p. 4216), on 21 July 2004 the Senate of Justus Liebig University Giessen issued the following "General Regulations for modular and multi-stage study programmes at Justus Liebig University Giessen" within the meaning of Article 33, paragraph 1, of the HHG.

These General Regulations are a directly applicable general part of the Examination and Study Regulations for the study programmes in accordance with the applicable version of the common structural guidelines applicable to the German federal states (Ländergemeinsame Strukturvorgaben) pursuant to Article 9, paragraph 2, of the Higher Education Framework Act (HRG) for the Accreditation of Bachelor's and Master's Programmes issued by the Conference of Education Ministers of 10 October 2003 as well as for all modular study programmes, unless they are subject to contradictory regulations.

## I. General regulations

### § 1 Purpose of the examinations and definitions

(1) The Bachelor's course is intended to lead to a first professional qualification and the Master's course to an advanced professional qualification.

(2) Successful completion of the Bachelor's or Master's programme is intended to determine whether the examinee has acquired the specialist knowledge necessary to progress to professional practice, appreciates the intricacies of the subject and has the ability to work in accordance with scientific methods. Examinees who successfully complete the Master's programme should also demonstrate a more developed aptitude for academic work.

(3) Examinations within the meaning of these Regulations are module examinations. They take the form of intra-module or end-of-module examinations. Intra-module examinations must be taken at various points during the module and cover parts of the skills to be acquired during the module. End-of-module examinations are taken at the end of the module and cover the entirety of the skills to be acquired. End-of-module examinations may take several different forms.

(4) Pre-examination exercises are performance testing measures which are a prerequisite for admission to a module examination.

(5) The amount of time required by a student for his or her studies (workload) is indicated in hours.

(6) A module brings together thematically, systematically and/or methodically related contents. The aim of a module is to develop specific competencies, which must be indicated in the module description.

(7) The thesis is a study which must be written by a student in the final module of the Bachelor's or Master's study programme.

(8) Credit points (CP) are units of measurement and evaluation that are awarded for successful module attendance.

(9) The transcript of records takes the form of a list of modules that have been completed successfully.

### § 2 Academic qualification

On successful completion of the study programme, the faculties at Justus Liebig University Giessen award a Bachelor's or a Master's degree in accordance with the applicable version of the common structural guidelines applicable to the German federal states (Ländergemeinsame Strukturvorgaben) pursuant to Article 9, paragraph 2, of the Higher Education Framework Act (HRG) for the Accreditation of Bachelor's and Master's Programmes issued by the Conference of Education Ministers of 10 October 2003. They may also award the degree in the equivalent Latin wording.

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 5
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### **§ 3 Requirements for admission to the Bachelor's programme**

(1) For admission to the Bachelor's programme, students must have obtained the general higher education entrance qualification (Allgemeine Hochschulreife) or an equivalent entitlement to study at an establishment of higher education pursuant to Article 54 the HHG. Admission may be subject to further requirements or those that need to be evidenced by passing an aptitude test. In that case, the following matters in particular must be stipulated in the Special Regulation:

1. the requirements;
2. the examination procedure and the examination organisation, particularly the deadline for registration.

(2) Foreign applicants for a Bachelor's study programme which is taught in German from the beginning must present evidence of linguistic competence in accordance with the relevant version of the Regulation governing the German language proficiency examination for admission to a higher education institution (DSH) to be taken by applicants with a foreign entitlement to study at a higher education institution at Justus Liebig University Giessen of 1 February 2001. In agreement with the International Office, the examination board concerned may accredit equivalent certificates.

(3) Admission to a Bachelor's programme is precluded if, pursuant to Article 22, paragraph 2, No 1, admission to examination in a module has to be refused.

### **§ 4 Requirements for admission to the Master's programme**

(1) The requirements for admission to the Master's programme are:

- (a) Completion of a Bachelor's study programme at a university or of a study programme recognised as equivalent in the Special Regulation;
- (b) A subject profile in the previous study programme that provides a basis for admission to the chosen Master's study programme; if there are doubts in that respect, admission may be made dependent on passing an aptitude test or on fulfilling certain additional requirements.
- (c) The fulfilment of one or more additional admission criteria may be established in the Special Regulation.

(2) The Examination Board is responsible for deciding whether the admission requirements pursuant paragraph 1 have been fulfilled. Further details are stipulated in the Special Regulation.

## **II. Programme organisation**

### **§ 5 Modules**

(1) The course contents are worked on in modules in accordance with Article 1, paragraph 6. A module description shall be prepared for each module.

The module description shall contain, at least, details of:

- Requirements for participation
- Target competencies
- Number of credit points
- Pre-examination exercises
- Types of examination
- Composition of the module grades
- Language of tuition

(2) The contents of the courses in a module must be interrelated and may be progressively structured. A course may cover modules from various study programmes. Students are obliged to follow the sequence of courses indicated in the module description; the module coordinator shall decide on exceptions. An appeal against his or her decision may be presented to the Examination Board.

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 6
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(3) On request, the module coordinator may give approval in writing for exceptions, particularly for students making use of regulations governing allowances for student disadvantages pursuant to Article 27. In such cases it must be ascertained whether it is possible for an examination to be conducted to attest the competence of the student in question.

(4) For students to be admitted to a module, they may be required to have passed other modules. The skills to be acquired in the module may be made a requirement for admission to other modules.

(5) A module may be common to several study programmes. Modules may be interdisciplinary.

(6) The thesis shall form a separate module (thesis module).

(7) On presentation of compelling reasons, the Examination Board may release a student, on request, from the obligation pursuant to paragraph 2, third sentence, and Article 6, paragraph 2, third sentence. Compelling reasons include, in particular:

- study-related periods abroad,
- approved semesters of absence,
- work on the University's committees and the official student body,
- reasons pursuant to Article 27, paragraph 1 or other personal or study-related stress situations preventing orderly study.

The reasons for applying for release must be substantiated and the application must be accompanied by appropriate documents. The Examination Board may request presentation of other documents and in cases of doubt may require presentation of a medical certificate. Students must resume the module at the next possible date following the end of the period of absence. Students will be required to renew their registration and will be treated as first repeaters in accordance with Article 8, paragraph 5, third sentence, No 3, of this Regulation. Examination performance predating the period of absence shall remain valid.

## § 6 Scope of the modules

(1) With the exception of the thesis module, a module shall be worth 6-12 credit points (CP). This may vary in particularly well-founded exceptions if:

1. the particular features of the subject allow only for smaller modules,
2. the subject structure makes larger modules necessary,
3. modules for key qualifications are provided.

The thesis module in the Bachelor's programme is worth 6-12 credit points (CP) and in the Master's programme 15-30 credit points (CP). A Bachelor's programme lasting 6 semesters shall comprise no more than 30 modules excluding the thesis module and a Master's programme lasting 4 semesters shall comprise no more than 20 modules excluding the thesis module.

(2) A module shall generally last one or two semesters. Exceptions are only permitted if there are subject-related reasons, if this does not undermine the organisation of the study programme and the studiability and, in the case of modules lasting more than two semesters, if intra-module examinations are set each semester. If modules last over more than one semester, the concomitant courses must be provided and attended in immediately consecutive semesters.

(3) Modules which form part of a Bachelor's programme with several independent subjects or of the teacher-training programme must conform to a standard model. The standard module

1. has a workload of 270 hours and is worth 9 credit points (CP); in the case of particularly well-founded requirements pursuant to Article 6, paragraph 1, 6 or 12 credit points (CP) may also be an option,
2. generally has a ratio of attendance to independent work of around 1:2,
3. generally consists of no less than 3 courses.

The Faculties may vary the structure of the standard module if this is necessary to enable students to acquire the skills and provided that it does not make it difficult for other Faculties to plan for the study programme or make the module difficult to study.

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 7
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## § 7 Workload and credit points

- (1) The workload for one academic year shall be 1,800 hours.
- (2) The average time taken by students to acquire the skills specified in the module description is indicated in hours (workload).
- (3) This required time is expressed for the whole module in credit points (CP) and, within the module, in hours (workload), with 30 workload units being equal to one credit point. The criterion for the award of a credit point is governed by Article 1, paragraph 8.
- (4) A module comprises the following parts; the total workload (T-WL) must include these parts (P-WL):
  1. Attendance at courses. The time taken by each course is expressed in hours per semester week. The corresponding part of the workload in terms of hours is the number of hours per semester week multiplied by 15, i.e. the number of weeks of courses (P-WL Aa).
  2. Time for the required preparation and follow-up work is allocated to every course; one hour of lecture attendance requires at least 0.5 hour of preparation and follow-up work. The time taken to prepare studies and to carry out other types of individual study tasks and to prepare for pre-examination exercises and intra-module examinations is shown in hours (P-WL Ab).
  3. The time needed for independent work within the whole module is expressed in hours (P-WL B).
  4. The time taken to prepare for and take an examination for the whole module must be shown (P-WL C).

The workload for a module and the distribution of the parts A-C must be specified on the basis of assumptions about the average time needed by students to complete the module.

- (5) Following the introduction of the study programme, the workload must be evaluated as part of the evaluation pursuant to Article 12, paragraphs 1 and 2, of the HHG and for the purpose of reaccrediting the study programme. If the result of the evaluation reveals a clear deviation from the initial assumption, the workload must be adjusted.
- (6) If periods of absence occur for reasons beyond the student's control (especially as a result of stress situations in the meaning of Article 27, paragraph 1) the student should if possible be given the opportunity to make up for the missed parts of the course in the same semester. If this is not possible, the module coordinator shall decide whether and in what manner equivalent performance can make up for periods of absence. An appeal against the decision may be presented to the Examination Board.
- (7) The Special Regulation can stipulate whether regular attendance at a course is required as a pre-examination exercise in order for a record of performance to be issued.
- (8) If regular attendance is required as a pre-examination exercise, the Special Regulation must stipulate the extent to which it must be fulfilled in order for the record of performance to be issued.
- (9) If no rule is set forth in the Special Regulation, the issue of the record of performance may not be made dependent on regular attendance. If the Special Regulation makes no mention of the extent of regular attendance, this criterion is considered to have been fulfilled if the student has attended most of the sessions.

## § 8 Admission to modules or courses with a limited number of places

- (1) On the basis of the Special Regulation that it has issued and in accordance with the budget funds available, the Faculty shall establish the appropriate criteria for students to fulfil the conditions necessary to complete their studies within the standard duration.
- (2) If insufficient study and attendance places are available for individual compulsory modules, on request from the subject departments concerned, the Faculty providing the module must review the module capacity. The Faculty is obliged to take appropriate measures to expand the capacity as far the available budget funds allow.
- (3) If courses similar to an overcrowded course or an overcrowded module are available in the same or the following semester and these can be attended by the students within the time allocated, students may be directed to those courses. Students will be selected by lot. The Special Regulation may provide for other procedures for selecting students for courses in this connection. Students who, owing to a specialisation within the same discipline, of which the Examination Board has been informed, are required to provide evidence of attending a specific course, have priority in the distribution of places for that course.

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 8
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(4) The admission limit for courses is taken as the sizes of the courses taken from the applicable capacity regulation. For courses with security-related laboratory procedures or if consideration must be given to the situation of third parties, particularly during school placements, these limits shall apply directly. The limited number of laboratory places may also restrict admission to courses. For other sessions, a maximum of 20% more students may be admitted if necessary. Only if it can be shown that other teaching rooms are not available, factors such as the capacity of rooms may also restrict the number of participants. The Special Regulation may stipulate rules for implementing the capacity rules in subject-specific cases.

(5) The admission capacity for practical exercises and courses is restricted by the staffing, spatial and functional design of the teaching unit. Of the places available in a laboratory course or a practical course, 5% will be reserved in advance for second repeat students; if there are no second repeat students, these places will be allocated in the sequence stipulated in Nos 1 to 3 and 5.

Account will be taken of the following in order of priority:

1. Students who, in accordance with the programme structure, were entitled to attend the course in the previous semester, registered and were unable to obtain a place on the course, or students who for reasons beyond their control were unable to take part in the practical laboratory course.
2. Students who, in accordance with programme structure, are entitled to attend the course in this semester or who were entitled to do so in past semesters, and students who have completed the course for the first time without success (first repeaters).
3. If the number of students exceeds the number of remaining course places following allocation pursuant to No 1, decision is taken by lot in this group. Students who are ruled out are included in the group in the next semester pursuant to No 1.
4. Students who, in accordance with the programme structure, would have been entitled to attend the course only at a later date.
5. If several second repeaters apply for the course places reserved for them, the matter shall be settled by drawing lots. Second repeaters are students who have already repeated the course once without success. If, after Nos 1 to 3 have been dealt with, course places are still available, lots will be drawn for them among the second repeaters. No advance record is kept of second repeaters for coming semesters.

### **§ 9 Professional field work placements**

(1) The study programme may include a work placement related to a professional field or field of activity, for which the Special Regulation defines the extent and its integration into the module. More detailed rules for the work placement must be stipulated in a Work Placement Regulation appended to the Special Regulation.

(2) The Special Regulation may require students to complete pre-programme work placements as a precondition for admission to the study programme. The work placement Regulation must include appropriate rules enabling students who, for reasons beyond their control, were unable to complete the pre-programme work placement before beginning the study programme to complete it within their first year of studies.

### **§ 10 Module examinations**

(1) The module examination shall consist either of an end-of-module examination or the sum of the intra-module examinations pursuant to Article 1, paragraph 3.

In the case of intra-module examinations, the Special Regulation may require a compensatory examination to be taken in each of the failed examinations should one or more of these examinations have been failed.

The compensatory examination must be equal to the failed parts of the module examination in scope and duration. If the module procedure permits, the type of compensatory examination shall be the same as that of the initial examination.

If a compensatory examination is required, the total grade for the module will be calculated on the basis of the result of the compensatory examination instead of the failed parts of the examination together with the parts passed.

In derogation from the fifth sentence, the Special Regulation may stipulate that the grade for the partial examination in question must be calculated in equal parts from the grade for the first examination attempt and



General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 9
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the grade from the compensatory examination. In the case of the sixth sentence, the overall grade for the module will be calculated on the basis of the parts passed in the initial examination and the grade pursuant to the sixth sentence in the parts in which a compensatory examination was required.

If the overall grade is not at least “Ausreichend/Sufficient”, the module examination has been failed. If the student declines to take the compensatory examination, if he/she fails that examination or if a pass in it does not lead to a pass in the module examination, a repeat examination must be taken pursuant to Article 34. The Special Regulation must stipulate how the module grade is calculated pursuant to Article 29.

If a compensatory examination is not held, provision must be made for a second repeat examination for those modules.

(2) The type of examination must be appropriate to the topic and the targeted competence and must be indicated in the module description.

(3) The Special Regulation must contain provisions governing the form, evaluation and procedure for module examinations, compensatory examinations and repeat examinations. If parts are contributed by those teaching individual courses for a module examination, they must be checked to see if they match the current contents of courses and examinations. In the case of intra-module examinations or end-of-module examinations comprising several parts, failed part examination or parts of examinations may be offset by correspondingly better examination results in other part examinations or parts of examinations, unless this is precluded in the Special Regulation or in the module description.

#### **§ 11 Programme structure**

(1) Every Special Regulation must be appended to the programme structure; it gives students guidance on how to design their studies in accordance with their objectives. It takes account of connections regarding the programme content between the modules and organisational conditions of the study programmes on offer. A specialised student advisory service is offered before the student takes a binding decision regarding specialisation within a study programme. The specialisation may be made dependent on approval by the Examination Board.

(2) On the basis of the module descriptions and the programme structure, the Faculty shall draw up a list of modules and courses with comments, which shall include a content-related and organisational description of the courses on offer and shall update this for each semester.

#### **§ 12 Standard duration of studies**

(1) The standard duration of studies for a Bachelor’s programme is a minimum of six and a maximum of eight semesters and for a Master’s course a minimum of two and a maximum of four semesters.

(2) A Bachelor’s programme immediately followed by a Master’s programme may last no longer than 10 semesters.

(3) If a Bachelor’s programme lasts more than six semesters, those modules which are the equivalent of a mid-term examination must be specified.

#### **§ 13 Commencement of studies**

As stipulated in the Special Regulation, Bachelor’s and Master’s programmes may be started in the winter and/or summer semester.

#### **§ 14 Development of the programmes on offer**

It is the Faculty’s duty to keep the courses up to date and to improve them. The Dean shall report on this to the Faculty Council. An evaluation of the courses shall be conducted. In order to ensure that the studies are related to practice, analyses of professional fields should also be taken into account.

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 10
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### **§ 15 Student advisory service**

(1) General advice for students is provided by the Central Student Advisory Service at Justus Liebig University Giessen, while specialised subject-related advice for students is provided by the Dean of the Faculty or by the person designated by him/her.

(2) Specialised advice on establishing the individual structure of the course of study is provided by the Faculty as the study programme progresses. Students are given advice during their studies so as to enable them to gear their studies to the final qualification and to complete them with the standard period of study.

(3) The Chair of the Examination Board shall give advice on examination-related matters.

## **III. Examination arrangements**

### **§ 16 Examination board**

(1) An examination board shall be established in the Faculty for the area governed by a Special Regulation. For teacher-training programmes, matters will be dealt with in accordance with Article 48 of the relevant version of the HHG.

(2) The Examination Board shall generally consist of at least five professors, two students and one research assistant. The latter must have taken the corresponding or similar final examination. If several faculties are involved in the study programme, they shall second to the Examination Board a number of members that is in keeping with their weightings in the study programme. If required, faculties or groups may be represented in rotation. The group of professors must have a majority. The student members shall take part in the meetings in an advisory capacity, unless a decision is to be taken on general matters concerning examination arrangements.

(3) The members together with a deputy from each group shall be appointed to the Faculty Council. The term of office for student members shall be one year and for all other members two years. Members may be appointed more than once.

(4) If matters concerning examinations relate to a member's examination, said person's membership shall be suspended for the matter in question and shall be dealt with by the deputy. This shall not apply to purely organisational matters.

(5) The Board shall elect the Chairperson and the Deputy Chairperson from among the participating professors.

### **§ 17 Examination board duties**

(1) The Examination Board is responsible for examination arrangements. It shall take care to comply with the examination regulations. The Examination Board shall take decisions in all matters relating to examinations that are not transferred by regulation or statute to another official body or committee or to the Chairperson.

(2) In addition to the duties referred to in these General Regulations, the Examination Board's duties cover the following duties in particular:

1. Appointing the examination committees;
2. Setting the dates, periods and registration dates for the examinations and announcing them;
3. Decisions regarding admission to examinations;
4. Organising the transfer of credits from outside the applicable Special Regulation;
5. Making suggestions to the Faculty Council about altering the study programme and the examinations.

(3) It must inform the Faculty Council about the development of examination and study periods, the demand for individual modules, the distribution and time taken to process the Bachelor's and Master's thesis and the distribution of subject and overall grades.

(4) The Examination Board may confer individual duties on the Chairperson, who then conducts and decides on them independently. The members of the Examination Board and the examinee concerned are entitled to object to his/her decisions. The Examination Board shall decide on the objection by majority vote among its members.

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 11
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(5) The members of the Examination Board are entitled to take part in the examinations.

(6) The members of the Examination Board are bound by the duty to maintain confidentiality. If they are not members of the civil service, they must be bound to maintain confidentiality by the Chairperson.

#### **§ 18 Examination committees**

(1) Examination committees are responsible for the conduct of individual examinations. Appointment is handled by the Examination Board.

(2) The examination committees shall comprise at least the module coordinator as the examiner and one observer from the teaching body. The module coordinator may decide, instead, on another examiner from the teaching body involved in the module. The Examination Board must be informed.

(3) Only persons pursuant to Article 18, paragraph 2, of the HHG may be appointed as examiners. Emeritus and retired professors may be appointed as examiners only with their prior agreement. It shall be possible to deviate from the provisions of Article 23, paragraph 3, of the HHG for modules relating to extra-curricular competences and the work placement module.

(4) In the context of a Bachelor's study programme, only a member or associate of Justus Liebig University who has passed the Bachelor's examination or a similar examination may be appointed as an observer. In the context of a Master's study programme, only a member or associate of Justus Liebig University who has passed the Master's examination or a similar examination may be appointed as an observer.

### **IV. Examination requirements and procedures**

#### **§ 19 General admission requirements**

Admission to a module examination is conditional upon studies that comply with the regulations in the study programme concerned. When examinees take the examination for the first time, they must be enrolled in the relevant study programme at Justus Liebig University Giessen.

#### **§ 20 General documentary evidence required to register for the thesis module**

(1) The following documents must be presented in order to register for the thesis module:

1. Certificates regarding course performance or work placements and other documents required by the Special Regulation.
2. A statement to the effect that the applicant is entitled to take the examination and that the examinee has not already attempted, passed or failed the examination in the same or related study programme or the same examination.

(2) The Special Regulation may require an examinee to present an individual examination schedule, which must be approved by the Examination Board. In this case, the Special Regulation must stipulate the type, scope and date of presentation.

(3) If provided for by the Special Regulation, students must also present their transcripts of records when registering for the thesis module.

#### **§ 21 Examination dates and registration deadlines**

End-of-module examinations must be held promptly. The Examination Board in the study programme concerned is responsible for setting the examination period in the thesis module. The relevant Examination Board shall set the registration deadlines for individual examinations; the deadlines must be announced no later than four weeks before the start of the registration period by being displayed on noticeboards or by other appropriate means. Students who miss the registration deadline shall not be allowed to take the examination. On application, the Chair of the Examination Board may, in well-founded exceptional cases, decide to extend the deadline.

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 12
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## **§ 22 Admission to the module examinations**

(1) The Chair of the relevant Examination Board shall decide on admission to module examinations. The Chair may delegate the admission decision to the module coordinator. The Chair of the relevant Examination Board shall decide on admission to the examinations.

(2) Admission to the module examination must be refused if

1. the examinee has finally failed the examination in question at Justus Liebig University Giessen or at another higher education establishment;
2. the examinee has failed to supply the evidence referred to in Articles 19 et seq.

(3) The relevant Examination Board shall decide in special cases on request by the examinee.

## **§ 23 Withdrawal from examinations and non-appearance**

(1) The Special Regulation may deal with further details of registration and deregistration for modules and module examinations and of withdrawal from examinations.

(2) If the Special Regulation does not provide otherwise, candidates may withdraw from an examination for which they have registered at the latest three days before the date of the examination without giving a reason; the relevant Examination Board must be informed of the withdrawal in one of the ways that it specifies. Students may not withdraw from compensatory examinations or repeat examinations solely on the basis of the three-day ruling. Notice of withdrawal must be presented in writing to the relevant Examination Board.

(3) By submitting an application within the three-day deadline, students may withdraw from an examination on presentation of valid reasons. The withdrawal application must be presented to the relevant Examination Board promptly as soon as the reasons become known. The reasons must be substantiated. In the case of illness, the application must be submitted with a medical certificate. In cases of doubt, the Chair of the Examination Board may request a medical certificate from a medical officer. The illness of a child under the age of 14 for whom the examinee has primary responsibility is deemed equal to illness of the examinee. The Chair of the Examination Board must take a decision regarding recognition of the reasons prior to the examination date.

(4) If withdrawal does not comply with paragraph 2 or if valid reasons have not been recognised pursuant to paragraph 3, the examinee shall be deemed to have failed the examination. Students who withdraw from an examination for reasons beyond their control will be given an opportunity to take the examination within an appropriate period.

## **§ 24 Credits for study periods, course performance and examination performance**

(1) The Examination Board will credit study periods, course performance and examination performance to modules if they are recognised as equivalent. They are said to be equivalent if the requirements for the corresponding studies at Justus Liebig University are essentially fulfilled. If study periods, course performance and examination performance outside the Federal Republic of Germany are credited, compliance with the equivalence agreements approved by the Conference of Education Ministers and the Conference of University Chancellors and with the details of university cooperation agreements must be ensured.

Skills and abilities acquired by students outside university shall be treated in the same way as the aforementioned course performance and examination performance. Such performance can count towards up to 50% of the credit points allocated to the study programme.

(2) Relevant professional activities may be credited to a work placement pursuant to Article 9.

(3) If credits are granted for course performance, examination performance and/or skills and abilities acquired outside university, the grades in comparable grading systems must be transferred and included in the calculation of the overall grade. If the grading systems are not comparable, the comment "pass" will be used. The credited grade may be flagged in the transcript of records.

(4) Fulfilment of the conditions in paragraph 1 confers legal entitlement to credits.

(5) Students shall apply to the appropriate Examination Board for such performance, skills and abilities to be credited by presenting relevant documentary evidence. Generally applicable decisions on matters concerning

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 13
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such credits shall be taken by the Examination Board, while credits in individual cases shall be enforced by its chairperson, with consultation of a specialist examiner if necessary. If performance, skills and/or abilities are credited, they may be tied to a requirement to make up specific courses and/or examinations. Students must be informed in writing of requirements and any deadlines for the completion of said courses or examinations. The information must be accompanied by notification of the right of appeal. With due consideration being given to the credits, a subject-related semester shall be stipulated if necessary.

## **§ 25 Conduct of examinations**

(1) The Special Regulation may provide for examinations to take the form of oral examinations, written examinations or other written studies or practical examinations. The Faculty shall stipulate appropriate forms for intra-module examinations in the Special Regulation.

(2) Oral examinations must be taken in each module and by each student in an official examination; group examinations are possible. The Special Regulation shall stipulate the minimum and maximum duration of oral examinations, regardless of the number of module examinations in the study programme. The minimum duration should be no less than 15 minutes. Written tasks may also be set during oral examinations. The focus must be on an examination discussion. Oral examinations must be taken before the entire examination committee.

(3) Oral examinations may be attended by students from the same study programme who wish to take the same examination in the current or subsequent semester. The examinee may object to public admission. Public admission does not extend to consultation by the examination committee or to the announcement of the examination results to the examinee and may also be limited for reasons relating to capacity. In order to verify the reasons referred to the first sentence, the examination committee may require corresponding evidence.

(4) A record must be kept of the main topics and results of the oral examination performance. Following consultation by the examination committee, the examinee must be informed of the result at the end of the oral examination and be given an explanation of it.

(5) In supervised written examinations, examinees shall demonstrate that, in a limited time and with defined aids, they are able to recognise and tackle problems using the common methods applied in their subject field. The Special Regulation shall stipulate the minimum and maximum duration of written examinations on the basis of the number of module examinations in the study programme. The minimum duration should be no less than 45 minutes.

(6) Other written studies (presentations, projects, final dissertations) must be prepared by the examinee in accordance with the rules of good academic practice; in particular, he/she must ensure when submitting the work that he/she has written it independently and indicated all sources and aids used in the study and agrees to an anti-plagiarism software program being used to check his/her work. Final dissertations must be submitted in digital form (searchable). This also applies to other written studies if stipulated by the course tutor at the start of the course.

## **§ 26 Thesis module**

(1) A thesis must be presented as part of the Bachelor's programme and as part of the Master's programme. It is part of a module which also includes its defence or an oral examination in an oral colloquium if this is provided for in the Special Regulation.

(2) The aim of the thesis is for the examinee to demonstrate that he or she is capable of working independently on a task using scientific/artistic methods. It must be prepared as an individual study. If the topic is suitable, the Chair of the Examination Board may allow it to take the form of group work. In the latter case, it must be possible to identify the individual examination performances and the examinees must indicate the individual contributions. The contributions must be allocated to the individuals concerned on the basis of objective criteria allowing clear delimitation.

(3) On approval by the Chair of the Examination Board, the thesis may be prepared at an establishment outside the university provided that it can be supervised by a member of the group of professors.

(4) The thesis and/or the oral examination or the colloquium may be conducted in a foreign language if the corresponding evaluation can be provided.

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 14
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(5) The Special Regulations shall stipulate when and at what point in time the thesis can be issued by the Examination Board and the period of time in which it is to be prepared and submitted to the examination committee. The topic must be such that it can be dealt with within the period allowed. In well-founded cases, the Examination Board may extend the deadline by up to half of the length of the original writing period but by no more than three months.

(6) The Special Regulation may permit the thesis topic to be rejected once by the mid-point of the planned processing time but within no longer than two months. Rejections may be linked to factual criteria. Following rejection, a new topic shall be issued without delay and may not be rejected.

### **§ 27 Allowance for student disadvantages**

(1) Throughout the study programme, account shall be taken of stress situations caused by disability, chronic illness or pregnancy or the care of children under the age of 14 by their guardian or the care of relatives in the meaning of Article 20, paragraph 5 of the Administrative Procedure Act of Hessen, who have been assigned a care level according to Article 15 of the Eleventh Book of the Social Code.

(2) If students can present a credible case for their inability to complete coursework or assessed work in the planned form as a result of said stress situations, the Chair of the Examination Board shall take corresponding measures to compensate for this disadvantage by application (e.g. extension of deadlines, breaks, technical aids, approval of assistance). The requirements concerning the skills to be tested shall not be reduced.

(3) The application for allowance for student disadvantages must be submitted at the latest four weeks before the examination date. The nature and severity of the stress must be substantiated in a plausible way with suitable certifications; in cases of doubt, other documents may be required (e.g. a medical certificate from a medical officer). An appeal against the decision may be presented to the Examination Board.

## **V. Evaluation of the examination performance**

### **§ 28 Evaluation of the examination performance**

(1) Written papers must generally be evaluated in writing by an examiner on the examination committee within six weeks. Oral module examinations, the final retake of written module examinations pursuant to Article 18, paragraph 2, of the HHG and the thesis must always be evaluated by two members of the examination committee in accordance with Article 18, paragraph 2, of the HHG. The person who set the topic and supervised the work should be involved in evaluating the thesis. If the two examiners provide different evaluations, the average of their two evaluations will be taken.

(2) In derogation from paragraph 1, fourth sentence, whenever one of the examiners has failed to evaluate the thesis as at least "sufficient", the Examination Board shall decide on the final evaluation after hearing the examiners concerned.

(3) The Special Regulation may stipulate that only specific parts of the pass performance shall be included in the overall grade for the module. The student shall be entitled to select the parts.

(4) Grades are deemed to have been announced when they are available to students in the University's central examination administration system.

### **§ 29 Composition and weighting of grades**

(1) If modules are to be graded, they must be awarded whole grades (see Table 1, middle column). In calculating a module grade from part grades, it may be necessary to round the points up or down, with points below x.5 being rounded down to x and points above/equal to x.5 being rounded up to x+1.

(2) For the purpose of preparing the final transcript of records, the differentiated number of points, solely for the purpose of calculating the overall grade from the individual module grades, is rounded up to one digit after the decimal point. The corresponding decimal grade (Table 2, middle column) is allocated. Only this decimal grade together with the corresponding oral assessment (Table 2, right-hand column) is shown in the final transcript of records.

Table 1: Module grades

Percentages for the evaluation of part examinations	Grades	Oral assessment
≥97	15	Very good with distinction
≥92	14	Very good
≥87	13	Very good
≥82	12	Good
≥77	11	Good
≥73	10	Good
≥68	9	Satisfactory
≥64	8	Satisfactory
≥59	7	Satisfactory
≥54	6	Sufficient
≥50	5	Sufficient
≥45	4	Fail
≥38	3	Fail
≥32	2	Fail
≥21	1	Fail
≥0	0	Fail

(3) The Special Regulation may make provision for a percentage-based evaluation of the part module examinations. The module grade must then be derived from the grades allocated to the percentages in Table 1.

Table 2: Preparing the final transcript of records

Differentiated grades used to determine the overall grade in the transcript of records	Decimal grades as the overall grade for the transcript of records	Oral assessment
15.0	0.7	Very good with distinction
14.9	0.8	Very good with distinction
14.8	0.8	Very good with distinction
14.7	0.8	Very good with distinction
14.6	0.9	Very good with distinction
14.5	0.9	Very good with distinction
14.4	0.9	Very good with distinction
14.3	0.9	Very good with distinction
14.2	1.0	Very good
14.1	1.0	Very good
14.0	1.0	Very good
13.9	1.1	Very good
13.8	1.1	Very good

13.7	1.1	Very good
13.6	1.2	Very good
13.5	1.2	Very good
13.4	1.2	Very good
13.3	1.2	Very good
13.2	1.3	Very good
13.1	1.3	Very good
13.0	1.3	Very good
12.9	1.4	Very good
12.8	1.4	Very good
12.7	1.4	Very good
12.6	1.5	Very good
12.5	1.5	Very good
12.4	1.6	Very good
12.3	1.6	Very good
12.2	1.7	Good
12.1	1.7	Good
12.0	1.7	Good
11.9	1.8	Good
11.8	1.8	Good
11.7	1.8	Good
11.6	1.9	Good
11.5	1.9	Good
11.4	1.9	Good
11.3	1.9	Good
11.2	2.0	Good
11.1	2.0	Good
11.0	2.0	Good
10.9	2.1	Good
10.8	2.1	Good
10.7	2.1	Good
10.6	2.2	Good
10.5	2.2	Good
10.4	2.2	Good
10.3	2.2	Good
10.2	2.3	Good
10.1	2.3	Good
10.0	2.3	Good
9.9	2.4	Good
9.8	2.4	Good
9.7	2.4	Good



9.6	2.5	Good
9.5	2.5	Good
9.4	2.6	Good
9.3	2.6	Good
9.2	2.7	Satisfactory
9.1	2.7	Satisfactory
9.0	2.7	Satisfactory
8.9	2.8	Satisfactory
8.8	2.8	Satisfactory
8.7	2.8	Satisfactory
8.6	2.9	Satisfactory
8.5	2.9	Satisfactory
8.4	2.9	Satisfactory
8.3	2.9	Satisfactory
8.2	3.0	Satisfactory
8.1	3.0	Satisfactory
8.0	3.0	Satisfactory
7.9	3.1	Satisfactory
7.8	3.1	Satisfactory
7.7	3.1	Satisfactory
7.6	3.2	Satisfactory
7.5	3.2	Satisfactory
7.4	3.2	Satisfactory
7.3	3.2	Satisfactory
7.2	3.3	Satisfactory
7.1	3.3	Satisfactory
7.0	3.3	Satisfactory
6.9	3.4	Satisfactory
6.8	3.4	Satisfactory
6.7	3.4	Satisfactory
6.6	3.5	Satisfactory
6.5	3.5	Satisfactory
6.4	3.6	Satisfactory
6.3	3.6	Satisfactory
6.2	3.7	Sufficient
6.1	3.7	Sufficient
6.0	3.7	Sufficient
5.9	3.8	Sufficient
5.8	3.8	Sufficient
5.7	3.8	Sufficient
5.6	3.9	Sufficient

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 18
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5.5	3.9	Sufficient
5.4	3.9	Sufficient
5.3	3.9	Sufficient
5.2	4.0	Sufficient
5.1	4.0	Sufficient
5.0	4.0	Sufficient

### § 29a ECTS Grading Table

(1) The ECTS Grading Table for the final grade in each study programme shall be shown on a separate certificate in accordance with the following rules and appended to the Diploma Supplement.

(2) The ECTS Grading Table shall refer to one specific study programme. It shall show the statistical distribution of the grades. The ECTS Grading Table shall show the distribution of grades as percentages in accordance with the classification scheme for the oral grades in Article 29 of the General Regulations (Table 2).

(3) The ECTS Grading Table shall use the final grades achieved in the two years immediately preceding the date on which the transcript of records is prepared. Only those who have successfully completed the study programme are included. If there are fewer than 20 students in the relevant period, it will not be possible to establish any meaningful connection to the overview of grades and the Grading Table will not be prepared.

### § 30 Pass and fail, plagiarism

(1) An individual examination has been passed if it has been awarded the grade "Ausreichend/Sufficient" or higher.

(2) A module has been passed if the number of tasks or examinations prescribed in the Special Regulation has been successfully completed. The Bachelor's or Master's programme has been passed if all modules stipulated in the Special Regulation have been passed and the thesis module evaluated at least as "Sufficient".

(3) If the thesis is not submitted within the prescribed period, the thesis module will be marked as "Nicht Bestanden/Fail".

(4) If an examinee attempts to influence the result of his or her examination performance by deception or by using non-permitted aids or sources, the examination shall be evaluated as "Fail" (0%, Grade 5.0 or 0 points). If it is the first attempt at an end-of-module examination, the only option open to the examinee is to retake the examination. If it is the first attempt at one of the intra-module examinations within a module, the intra-module examinations in the module concerned are all considered to have been failed and the only option open to the examination is to retake the examination. If there is evidence that the examinee has already cheated in a previous examination in the study programme, renewed deception will lead to a final fail in the examination.

(5) An examinee who is responsible for disrupting the examination procedure may be excluded from continuing the examination by the relevant examiners or supervisors.

### § 31 Calculating the overall grade for Bachelor and Master's study programmes

(1) The Special Regulation shall stipulate which modules are to be graded or to be evaluated as "passed" or "failed", which modules are included in the calculation of the overall grade, which modules are multiplied by which weighting factors and how the overall grade is to be calculated. The overall grade must be based on the grading system referred to in Article 29.

(2) The rules pursuant to paragraph 1 must take account of the profile of the study programme and the student's acquired skills.

(3) The thesis module must, in any case, be taken into account when the final grade is calculated.

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 19
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### **§ 32 Compilation of the transcript of records**

A table shall be drawn up in German and in English for each student and shall contain at least the title of the module, the dates of the examinations and the grades.

### **§ 33 Access to records**

After each module examination and on completion of the entire procedure, examinees may, on request, view the records. The Special Regulation may also provide for the records to be viewed after each individual examination. The entitlement to view the records may be tied to specific periods.

## **VI. Retaking examinations and free attempt**

### **§ 34 Retaking the examination**

(1) Pursuant to Article 10, paragraphs 1 and 2, failed end-of-module examinations may be taken again on one occasion. If the module examination consists solely of the total of intra-module examinations and an end-of-module examination is required pursuant to Article 10, paragraph 1, sixth sentence, retaking the end-of-module examination may be subject to a condition.

(2) The Special Regulation may stipulate that module examinations may be repeated more than once. A failed thesis may be repeated once only, although the Examination Board may allow a second repeat attempt in well-founded exceptional cases. A repeat thesis must be on a different topic from that addressed in the first attempt.

(3) The Special Regulation may also provide for a free attempt at improving the grades in a module that has been passed, with the exception of the thesis module. A free attempt may be allowed for no more than one quarter of all module examinations to be taken.

If the result of the free attempt turns out to be worse than the original examination, the latter shall prevail.

(4) The Special Regulation shall specify the retake periods and dates and the procedure. The rules must be so designed that they present no disadvantage for part-time studies. If no regulations are specified in the Special Regulation, repeat examinations must take place within three months and at the latest in the next examination cycle for the same module. Students must report for repeat examinations at the next possible date and are thus considered to have registered. Otherwise, the module is considered to have been failed conclusively.

## **VII. Transcript of records, certificate, diploma supplement**

### **§ 35 Transcript of records**

(1) Examinees shall be given a transcript of records for the Bachelor's or Master's study programme successfully completed, if possible, within the four weeks following the final examination. The grades awarded for the modules, the subject of the Bachelor's or Master's thesis and the overall grade are to be recorded in the transcript of records. The transcript of records may also include the study discipline and the main fields of study and, if requested by the examinee, the results in other than the prescribed modules (additional modules) and the number of semesters taken to complete the Bachelor's or Master's study programme.

(2) The transcript of records shall be signed by the Chair of the relevant Examination Board and shall bear the University's seal.

(3) The transcript of records shall bear the date on which the final examination performance was evaluated.

### **§ 36 Degree certificate**

Promptly on passing the examination, and if possible within four weeks, the examinee shall be given a certificate which attests the award of the academic qualification. The certificate shall be signed by the Dean of the Faculty

General Regulations for modular and multi-stage study programmes	04 October 2004	7.34.00 No 1	S. 20
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responsible for the study programme. The certificate shall bear the date of the transcript of records and the University's seal.

### **§ 37 Diploma supplement**

The University shall issue a diploma supplement (DS) in accordance with international rules; the relevant version of the text agreed by the Conference of University Chancellors and the Conference of Education Ministers must be used. For Master's programmes, an indication must be given as to whether they have a "more research oriented" or a "more practically oriented" profile.

### **§ 38 Invalid Bachelor's or Master's examinations**

(1) If an examinee has cheated during an examination and this comes to light only after the transcript of records has been issued, he/she may be said to have failed the examination. This must be determined by the Examination Board.

(2) If the criteria for acceptance of a module examination were not fulfilled although the examinee's intention was not to deceive and if this fact comes to light only after the transcript of records has been issued, this will be corrected by a pass in the module examination. If the examinee has resorted to deception in order to be admitted to the module examination, he or she may be deemed to have failed the module examination and the Bachelor's or Master's examination.

(3) Before a decision is taken, the examinee must be given an opportunity to provide an explanation.

(4) The incorrect transcript of records must be withdrawn and a new one issued. If the Bachelor's or Master's examination is said to have been failed owing to deception, the Bachelor's or Master's certificate must also be withdrawn together with the incorrect transcript of records. A decision pursuant to paragraphs 1 and 2 may not be taken if five years have elapsed since the deception came to light.

### **§ 39 Transitional provisions**

(1) For students who have already commenced a Diplom or a Magister programme at Justus Liebig University Giessen, the Special Regulation must contain rules as to whether and under what circumstances they may complete the course under the previous rules or under the new rules. This option shall end with the entry into force of the Special Regulation after the number of semesters corresponding to the standard period of study for the previous Diplom or Magister programme.

(2) The Special Regulation must contain the criteria for transferring from the previous Diplom or Magister programme to the multi-stage or modular study programme.

### **§ 40 Entry into force**

These General Regulations according to the 17th amendment shall enter into force on 1 February 2017; until this point in time, the pre-sent General Conditions shall continue to apply. Contrary provisions in the Special Regulations shall remain in effect until the study programme is next accredited.