



16th June 2023 // No 50/23

TRANSLATION OF

GAZETTE

Administrative Bulletin of the Public Sector and the Foundation

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- Fourth Amendment to the Framework Examination Regulations for the Leuphana Bachelor's Programme
- New Announcement of the Framework Examination Regulations for the Leuphana Bachelor's Programme

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Fourth Amendment to the Framework Examination Regulations for the Leuphana Bachelor's Programme

On the basis of Art. 41 para. 1 sentence 1 of the Lower Saxony Higher Education Act (NHG) in the version of 26 February 2007 (Nds. GVBl. p. 69), last amended by Art. 7 of the Act of 23 March 2022 (Nds. GVBl. p. 218), the senate adopted on 19 April 2023 the following fourth amendment to the Framework Examination Regulations for the Leuphana bachelor's degree of 16 April 2014 (Leuphana Gazette No. 18/14 of 18 July 2014), last amended on 20 November 2019 (Leuphana Gazette No. 22/20 of 31 March 2020). The presidential board has approved this fourth amendment pursuant to Art. 37 para. 1 sentence 3 No. 5 b) NHG in its meeting on 10 May 2023.

SECTION I

The framework examination regulations for the Leuphana bachelor's are amended as follows:

1. In the table of contents, after "Art. 6" the word "forms of courses" shall be replaced by the word "courses" and a new paragraph "Art. 25 Transitional Provisions" shall be inserted.
2. In all paragraphs concerned, the word "subject-specific" or "subject-specific annex" shall be capitalised.
3. In Art. 1 sentence 1, the words "in a full-time study programme" shall be inserted after the word "study programmes".
4. The following sentence 1 shall be added to Art. 2:
"In the system of tiered courses of study, the bachelor's degree constitutes a first higher education degree qualifying for a profession."
5. sentences 1 and 2 in Art. 2 shall become sentences 2 and 3 and in sentence 2 the word "subject-specific" shall replace the term currently used.
6. Art. 2 para. 1 sentence 3 shall be replaced by the following:
"³ Further details on the qualification objectives specific to the degree programme are regulated in the subject-specific annexes."
7. In Art. 2 para. 2, sentence 1 shall be deleted without replacement.
8. In Art. 3 para. 1 sentence 6, the word "study modules" shall be replaced by "modules" and the following sentences 7 to 10 shall be newly inserted:
"⁷ Modules of a degree programme can be structured in sequence with regard to content. ⁸The subject-specific annexes may stipulate that admission to the examination of an advanced module is only granted after passing the examination of the corresponding basic module. ⁹In this form, a maximum of two modules may be combined, i.e. one basic and one advanced module. ¹⁰The number of advanced modules in a major may not exceed a total of three modules; the number of advanced modules in a minor may not exceed a total of one module."
9. In Art. 3 para. 2 sentence 1, the word "study module" shall be replaced by the word "module".
10. In Art. 3 para. 4, the words "in full-time studies" shall be inserted after the words "shall be".

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11. The second sentence of Art. 3 para. 5 shall be replaced by the following:
"This includes the attendance and interaction time (contact hours) in courses as well as the self-learning time (time for preparation and follow-up of courses, independent elaboration and acquisition of study content, preparation for examinations as well as study and examination achievements)."
12. In Art. 3 para. 6 in sentences 1 and 2, the references to "para. 4" shall be changed to "para. 3" and the words "in full-time study" shall be inserted after the word "has" in sentence 1.
13. Art. 3 para. 7 shall be replaced by the following:
"¹ In addition to the credit points mentioned under para. 3, further credit points (additional achievements) can be acquired to supplement and deepen or to acquire further competences, provided that places are available in the respective modules. These achievements can be certified on the final certificate, but are not included in the calculation of the final grade. ²There is no entitlement to the acquisition of additional achievements and the taking of the corresponding examinations."
14. In Art. 6, the heading shall be changed to "Courses".
15. Art. 6 para. 1 shall be replaced by the following:
"¹ The study programme requires the completion of the total workload (see Art. 3 para. 6 or Art. 4 para. 3). ²The contact hours as a part of the workload to be achieved (see Art. 3 para. 7) are achieved in the form of continuous participation and collaboration of the students in the courses within the framework of a module."
16. In Art. 6, the following new para. 2 shall be inserted:
"¹ In the subject-specific annexes, regular attendance in courses may be stipulated as a prerequisite for admission to the module examination if this is necessary to achieve the qualification objective, in particular to acquire practical skills or to practise a joint interactive academic discourse. ²Compulsory attendance is not permitted:
 - a) in lectures and
 - b) as a prerequisite for admission to module examinations that take place alongside the course.³The obligation to attend regularly arises in the case of courses with a limited number of participants only upon admission to the course."
17. In Art. 6, the following new para. 3 shall be inserted:
"¹ For courses, up to 20 per cent of the course time may be missed without giving reasons. ²This corresponds to up to three appointments for courses that take place once a week during the lecture period. ³Tardiness of up to 15 minutes does not count as absence. ⁴Further absences, including those excused by a doctor's certificate, are not permitted. ⁵In deviation from this, students may apply for an individually designed exemption if they are unable to attend in-person sessions more often than permitted at the time of the course due to restrictions in accordance with Art. 15 para. 1 sentence 1, due to care and nursing duties in accordance with Art. 15 para. 2 or due to the exercise of an honorary elective office or mandate at Leuphana University Lüneburg. ⁶The relevant evidence must be enclosed with the application. ⁷The examination board decides on the application. ⁸Attendance is checked and documented by the lecturers with the help of the attendance list for courses according to para. 2. ⁹The attendance data pursuant to sentence 8 may be used

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by the lecturers to take into account absences pursuant to this paragraph until admission to the examination performance."

18. In Art. 6, the following new para. 4 shall be inserted:

"¹ The existence of an admission requirement according to para. 2 sentence 1 is announced in the subject-specific annexes and with the publication of the provision of range of courses according to Art. 9. ²An admission requirement acquired in accordance with para. 2 sentence 1 is valid for the module examination in the same semester and any repeat examination in accordance with Art. 13 para. 2 sentences 3 and 4."

19. Art. 6 para. 3 shall become para. 5 and the words "This may be" shall be deleted.

20. In Art. 6, the following new para. 6 shall be inserted:

"¹ The courses are held at the place of study Lüneburg. ²In cooperation degree programmes, courses may also be held elsewhere in accordance with the cooperation agreement. ³By way of exception, courses may be held wholly or partly online or hybrid in accordance with paras. 7 to 9. ⁴The "Guideline for the Planning of Courses" regulates the implementation of the courses in more detail. ⁵The method of implementation shall be announced with the publication of the course programme in accordance with Art. 9."

21. In Art. 6, the following new para. 7 shall be inserted:

"¹ The following categories of personal data may be collected from all Leuphana members and guests participating in the teaching session, which means that

- a) audio and video data and
- b) the data technically necessary for the provision of a videoconferencing system

may be recorded, temporarily stored and transmitted to the participants for the purpose of participation via a video conferencing system. ²The audio and video data may also be stored for a maximum of two subsequent semesters and made available to the participants of the course on Leuphana's learning platforms for retrieval."

22. In Art. 6, the following new para. 8 shall be inserted:

"¹ The following categories of personal data

- a) (Account) names,
- b) Communication content, in particular audio, video and text data, and
- c) the data technically necessary for the provision of the platform used

may be collected from Leuphana members and guests participating in the course, recorded, temporarily stored and transmitted to the participants as far as this is necessary,

1. because an interaction of the participants, especially the practice of a scientific discourse, is a necessary part of the course, and
2. to enable quality improvements, cooperation projects or didactic innovations, and
3. to perform higher education tasks pursuant to Art. 3 para. 1 sentence 1 nos. 1 to 5 NHG.

²Data processing shall be restricted to those parts and participants of the course for whom the requirements set out in sentence 1 are met."

23. In Art. 6, the following new para. 9 shall be inserted:

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"¹ Online or hybrid teaching sessions are held exclusively via digital video conferencing systems and platforms provided centrally by Leuphana. ²Access is to be restricted to the participants. ³The selected technical and organisational measures for the protection of the personal data processed shall be recorded in Leuphana's directory of processing activities before the start of processing, taking into account the procedures according to paras. 7 and 8. ⁴In all other respects, the data protection requirements from the GDPR, the NDSG and Art. 17 NHG shall apply."

24. Art. 6 para. 4 becomes para. 10.

25. Art. 7 para. 1 shall be replaced by the following:

"¹ Exam performances are performances that are graded. ²The respective type of exam performance according to para. 2 is to be determined for each module in the subject-specific annexes. ³Up to one fifth of the credit points required in this degree programme may also be awarded in the form of ungraded examinations. ⁴Exceeding the quota regulated in sentence 3 due to credit transfer according to Art. 21 is permissible. ⁵Further details are regulated in the subject-specific annexes."

26. In Art. 7 para. 2, sentence 1 shall be deleted; the word "written examination" shall be replaced by the words "written academic paper under supervision", the words "without supervision" shall be added after the words "written academic paper", and the words "practical performance" shall be replaced by the words "practical examination."

27. Art. 7 para. 3 shall be replaced by the following:

"¹ In a written academic paper under supervision, in which non-written content such as video or audio files can also be integrated, the person to be examined should demonstrate that he or she can independently work on questions in a limited time, with limited aids and with the acquired knowledge and skills, the common methods of the subject or interdisciplinary approaches (depending on the question and subject culture). ²The processing time for the written academic work under supervision is specified in the respective subject-specific annexes. ³The answer-choice procedure (multiple choice) is permissible in appropriate cases. ⁴The written academic work under supervision can be carried out

- a) handwritten in examination rooms at Leuphana,
- b) computer-based in Leuphana examination rooms using hardware and software provided centrally by Leuphana, or
- c) as remote work without an obligation to be present in an examination room at Leuphana.

⁵In the case of computer-assisted written academic work under supervision, the personal allocation, immutability and verifiability of the examination performance and the assessment must be guaranteed; personal identification features of the persons to be examined (matriculation number, Leuphana account identification or other unique allocation) and of the examiners may be collected and stored together with the examination performance, insofar as this is necessary for the identification and allocation of these persons. ⁶The "Regulations on the Conduct of Online Examinations" regulate more detailed provisions on the conduct of remote work. ⁷The exact form in which the written academic work is to be carried out under supervision will be announced when the teaching and examination offer is made available in accordance with Art. 9."

28. Art. 7 para. 4 shall be replaced by the following:

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¹In the oral examination, the person to be examined should demonstrate that he/she recognises the context of the examination area and is able to classify special questions in this context. ²The oral examination takes place before two examiners or before one examiner and one expert assessor as an individual examination or as a group examination for up to four students at the same time. ³The assessor must be heard before grades are determined. ⁴The duration of the oral examination as an individual examination is usually 30 minutes. ⁵In the case of a group examination, the duration per person to be examined shall be reduced appropriately, whereby the duration per person to be examined shall not be less than 15 minutes. ⁶Oral examinations can also be conducted online via video conferencing software provided centrally by Leuphana. ⁷The "Regulations for the Conduct of Online Examinations" regulate more detailed provisions for the conduct of online oral examinations. ⁸The form in which the examinations are conducted is announced when the courses and examinations offered are made available in accordance with Art. 9."

29. Art. 7 para. 5 shall be replaced by the following:

¹In a written academic paper without supervision, the person to be examined should demonstrate that he or she is able to work independently on academic questions in a limited amount of time, using suitable aids for this purpose, the acquired knowledge and skills, the common methods of the subject or interdisciplinary approaches (depending on the question and subject culture). ²Written academic papers without supervision are submitted via a university information system provided centrally by Leuphana or electronically by e-mail using the university e-mail address in the form of a readable and commentable PDF document. ³The personal allocation, immutability and provability of the examination performance as well as the assessment must be guaranteed. ⁴Personal identification features of the person to be examined (matriculation number, Leuphana account identification or other unique assignment) and of the examiners may be collected and stored together with the examination performance, insofar and as long as this is necessary for the identification and assignment of these persons. ⁵The form of submission is announced when the teaching and examination offer is made available in accordance with Art. 9."

30. Art. 7 para. 6 shall be replaced by the following:

¹In a combined scientific paper, the person to be examined shall prove that he/she can independently work on scientific questions with suitable aids in a limited period of time. ²It combines at least a written part with further oral, written or practical examination elements. ³paragraphs 3 to 5 and 7 apply accordingly to examination elements, depending on the examination element. ⁴A combination of more than three examination elements is excluded. ⁵In the case of a combined academic paper, an overall grade shall be formed on the basis of an overall consideration of all examination elements. ⁶Withdrawal in accordance with Art. 16 para. 1 may be excluded with the publication of the course offer in accordance with Art. 9."

31. Art. 7 para. 7 shall be replaced by the following:

¹In a practical examination, the person to be examined should demonstrate that he or she has mastered and can apply practical skills or techniques, depending on the subject; this is, for example, an experimental, artistic or practical sports performance, which can be supplemented by a corresponding report (e.g. laboratory report). ²The practical examination can also be conducted online via video conferencing software provided centrally by Leuphana. ³The "Regulations for the Conduct of Online Examinations" regulate more

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detailed provisions for the conduct of practical examinations conducted online. ⁴The form of implementation is announced when the teaching and examination offer is made available in accordance with Art. 9.”

32. In Art. 7, the following new para. 8 shall be inserted:

"¹ Study achievements are the following achievements which are not examination achievements and are not graded, but which serve the progress in the content of the study programme and the acquisition of competences and knowledge:

- Written academic performance under supervision
- Oral academic performance
- Written academic performance without supervision
- Combined academic performance
- Practical academic performance.

²Paragraphs 3 to 7 apply accordingly to study achievements according to sentence 1. ³They are an integral part of the workload of the respective module in accordance with Art. 3 para. 7. ⁴The respective type and scope of any course work that is a prerequisite for admission to the examination in the respective module shall be specified for each module in the subject-specific annexes. ⁵Modules in which a semester-accompanying examination has been specified, which is already taken from the beginning of the semester (e.g. combined academic work according to para. 6), may not provide for a course credit as an admission requirement for the examination credit."

33. In Art. 7, para. 8 shall become para. 9 and shall be replaced by the following:

"¹ In any written work that is not written under supervision, including the bachelor's thesis, all passages that are taken verbatim from publications or other sources must be given the necessary identification. ²The citation must be given in direct connection with the quotation. ³The citation must be given for the analogous transfer from publications or other sources. ⁴Each written paper as well as the bachelor's thesis must contain the independently signed declaration that

- the work - in the case of a group work the part of the work marked accordingly - was written independently and no sources and aids other than those indicated were used and
- all passages in the work which have been taken verbatim or in spirit from other sources have been marked as such, and
- the electronic version of the thesis as well as the additionally required electronic version of the thesis are identical in content, with the exception of the anonymisation of the thesis pursuant to para. 10 sentence 2.

⁵In the bachelor's thesis, it must also be declared that the thesis has not yet been submitted to any examination authority in the same or a similar form. ⁶The declaration according to sentence 4 and, in the case of bachelor's theses, additionally according to sentence 5 is made by means of an independent electronic declaration via a university information system provided centrally by Leuphana or, in the case of submission by e-mail, as an electronic document with an inserted scanned signature. ⁷Personal identification features of the person to be examined (matriculation number, Leuphana account identifier or other unique assignment)

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as well as the time of submission may be collected and stored together with the declaration, insofar as this is necessary for the identification and assignment of the student."

34. In Art. 7, para. 9 shall become para. 10 and shall be replaced by the following:

"¹ For the purpose of checking plagiarism, all written work pursuant to para. 9, sentence 1, must also be submitted in electronic form that meets the requirements of this para., via a data carrier, via a university information system centrally provided by Leuphana or electronically via e-mail using the university e-mail address. ²The examiner decides on the form of submission. ³In order to check the independence of the examination performance, the work can be checked with pseudonymised data of the author by means of suitable plagiarism detection software without suspicion for possibly unidentified adopted text passages or other sources. ⁴The authors must ensure that the electronic version of the written work pursuant to sentence 1 does not contain any information that could enable direct attribution of the electronic version of the work to their person. ⁵For the execution of plagiarism checks via software, a centrally provided examination software or a centrally provided web service is to be used by Leuphana. ⁶The data provided shall be deleted from the software or service used without delay, but at the latest after three months."

35. In Art. 7, para. 10 shall become para. 11 and shall be replaced by the following:

"¹ Examination and study performance in the form of group work is permissible, provided that the individual contributions can be clearly distinguished and separately assessed on the basis of objective criteria. ²The contributions of the respective person to be examined must be clearly and recognisably attributable to that person. "

36. In Art. 8, the words "the examinee" or "of the examinee" shall be replaced by the words "the person to be examined" in all paragraphs and the following new para. 6 shall be inserted:

"¹ The submission of the bachelor's thesis is done electronically in accordance with Art. 7 para. 5.² The responsible examination board announces the form of submission with the issue of the topic."

37. In Art. 8, para. 6 becomes para. 7 and para. 7 becomes para. 8.

38. In Art. 9 para. 1, the words "study and" shall be inserted after the word "associated" and the word "issued" shall be replaced by the word "announced".

39. Art. 9 para. 3 shall be replaced by the following:

"The teaching and examination offer contains the following information:

- Modules offered, courses and the associated examinations and, if applicable, study achievements
- Any admission requirements
- Information on the implementation instructions for courses
- Information on block sessions
- Information on the examination performances including the method of execution and the responsible examiners
- In the case of oral examinations and practical examinations, the examination periods in which the examination performances are to be performed must be named.
- In the case of written scientific work under supervision, the examination periods must be named.

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- In the case of written academic work without supervision, the deadlines and the form of submission must be specified.
 - In the case of combined scientific work, the individual examination elements, their submission and/or form of delivery as well as their weighting must be stated. The examination date or submission date of the last examination element is stated as the examination date.
 - Information on the language of teaching and examination."
40. In Art. 9 para. 4, the words "in accordance with Art. 7 para. 2 and, if applicable, coursework in accordance with Art. 7 para. 8" shall be inserted after the word "examinations".
41. Art. 10 para. 1 shall be replaced by the following:
"Due to the rights and obligations associated with membership of Leuphana University, students are obliged to use the university information systems provided by Leuphana University Lüneburg and the university e-mail address provided by Leuphana University Lüneburg."
42. Art. 10 para. 2 shall be replaced by the following:
"Students shall register for and deregister from courses and examinations via the university information systems and are obliged to regularly check the accuracy of their on-line account as well as the P.O. box and, in particular, to take note of notices and examination results posted there in order to comply with the deadlines pursuant to Art. 18 (1)(a)."
43. Art. 11 para. 1 shall be replaced by the following:
"¹ Students register bindingly online via the university information system for the allocation of modules and the associated courses from at least one week before the start of the lecture period until the start of the lecture period. ²A list of substitutes is compiled from which places are allocated as soon as registered students cancel their registration in the first two weeks of lectures or give up their place by not appearing in the course in the first two weeks of lectures without prior notification of the lecturers. ³Notifications are made without giving reasons by e-mail using the university e-mail address."
44. Art. 11 para. 2 shall be replaced by the following:
"¹ Students register online for examinations via the university information system. ²The deadline for registering for examinations begins on the first day of the lecture period and ends 15 days after the start of the lecture period. ³When registering for examinations, students who fail the examination or withdraw from the examination for a valid reason pursuant to Art. 16, paras. 2 and 3 are automatically registered for a repeat examination. ⁴In the event of withdrawal pursuant to Art. 16 para. 1, participation in the repeat examination date is excluded and a renewed examination registration for the examination date is possible within the framework of the next execution of the course in the module. ⁵ If the repeat examination date pursuant to sentence 3 is not attended, a withdrawal pursuant to Art. 16 must be declared. ⁶For each further examination date, the person to be examined must register again independently in accordance with sentence 1.
45. Art. 11 para. 3 shall be replaced by the following:
"¹ Examinations and examination periods according to Art. 9 para. 3 begin at the earliest eight days after the end of the registration period according to para. 2 and end in the winter semester on 31 March at the latest

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and in the summer semester on 30 September at the latest. ²The examination periods set by the presidential board and the deans shall apply to written academic work under supervision."

46. Art. 12 para. 1 shall be replaced by the following:

"¹ Only students who have passed the following examinations are admitted to the Leuphana bachelor's if he or she

1. is enrolled as a student in the corresponding major/minor at Leuphana University Lüneburg and is not on leave of absence,
2. has duly registered for examinations within the specified deadlines,
3. has not already definitely failed a bachelor's examination, a Vordiplom or Diplom, a Magister intermediate examination or Magister examination or an intermediate examination or state examination in the same or a related degree programme or major/minor at a higher education institution,
4. has not lost the examination entitlement by finally failing the degree programme according to Art. 13,
5. has not lost the right to take an examination by missing an examination deadline in the same or a related degree programme at a higher education institution,
6. if applicable, has passed a module of a degree programme as a basic module, which is followed by a module building on it in terms of content as an advanced module, with a grade of at least 4.0 (sufficient), if this has been specified as a binding admission requirement in the respective subject-specific annex; until proof of this requirement is provided, students registered for the examination performance of the advanced module remain registered, but do not receive admission to the respective examination performances,
7. if applicable, has fulfilled the requirements according to Art. 6 para. 2 sentence 1, if these have been bindingly stipulated as admission requirements in the respective subject-specific annex; until proof of this requirement is provided, students registered for the examination remain registered, but do not receive admission to the respective examinations.
8. if applicable, has passed the course work defined as compulsory according to Art. 7 para. 8; until proof of this requirement is provided, students registered for the examination remain registered, but do not receive admission to the respective examination.

²The decision on admission to the examination in accordance with this para. must be announced in the university information system at least four weeks before the start of the examination."

47. Art. 12 para. 2 shall be replaced by the following:

"¹ The application for admission to the bachelor's thesis according to Art. 8 is to be submitted separately in written printed or electronic form to the responsible examination board or to the office appointed by it. ²In the case of electronic form, the application is to be submitted in a readable PDF document by e-mail using the university e-mail address. ³The proposed topic and the first examiner must be stated on this application. ³The issuing of a topic is governed by Art. 8 para. 4.

48. Art. 13 para. 2 shall be replaced by the following:

"¹ An examination that has not been passed or is deemed to have been failed may be repeated twice. ²The bachelor's thesis can be repeated once if it is not passed. ³The possibility of repeating examinations is

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offered in the following semester at the latest. ⁴This does not apply to examinations which are didactically inseparable from a specific course. ⁵The deadlines according to Art. 11 apply accordingly.”

49. In Art. 13, the following new para. 3 shall be inserted:

"¹In addition to para. 2, sentence 1, each student has one additional attempt to repeat a single failed examination (one additional attempt) during his/her bachelor's degree programme, with the exception of the bachelor's thesis. ²He/she can apply for this additional attempt once to the responsible examination board and, after approval by the examination board, take it when the examination is offered again. ³Additional attempts beyond this are excluded.

50. In Art. 13, para. 3 becomes para. 4 and para. 4 becomes para. 5.

51. In Art. 14 para. 1, the following sentence 3 shall be added:

"³Deviating from this, ungraded examination performances according to Art. 7, para. 1 as well as study performances according to Art. 7, para. 8, which have been determined as compulsory, are graded as "passed" or "failed". "

52. In Art. 14 para. 2 sentence 2, the words "or, in the case of an ungraded examination performance, with "passed"" shall be added after the parenthesis.

53. In Art. 14 para. 5 sentence 1, the words "the examinee" shall be replaced by the words "the person to be examined".

54. In Art. 15 para. 1, the words "study or" shall be inserted in each place before the word "examination performance".

55. In Art. 15 para. 2 sentence 1, the words "the taking or" shall be inserted after the first comma and the word "examination papers" shall be replaced by the words "course or examination achievements".

56. In Art. 15 para. 3 sentence 6, the word "student" shall be replaced by the words "pregnant woman/mother".

57. In Art. 16 para. 1, in the first sentence, the number "5" shall be replaced by the number "3".

58. In Art. 16, in paras. 1 to 5, the words "the candidate", "the candidate" or "a candidate" shall be replaced by the words "the person to be examined".

59. In Art. 16 para. 4 sentence 1, the words "and in the case of an ungraded examination or study performance with "failed" shall be added after the parenthesis.

60. In Art. 16 para. 6 sentence 1, the words "the examinee" shall be replaced by the words "the examined person".

61. In Art. 17 para. 1, the word "candidates" shall be replaced by the word "examined".

62. In Art. 18 para. 1 sentence 2, the word "access" shall be replaced by the word "announcement" and the following sentence 3 shall be inserted:

"³Notwithstanding sentence 2, an action may be brought before the competent administrative court against negative decisions or onerous administrative acts issued under Art. 12 para. 1 no. 6, no. 7 or no. 8 within one month of notification. "

63. In Art. 18 para. 3 sentence 1, the words "the examinee in his" shall be replaced by the words "the person to be examined in his".

64. Art. 19 para. 7 sentence 1 shall be replaced by the following:

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"¹ The Audit Committee may delegate powers revocably to the Chair or his/her deputy."

65. In Art. 19 para. 12 sentence 1, the word "university public" shall be deleted.

66. The following Art. 25 with paras. 1 to 6 shall be inserted.

- (1) If a "written examination" is specified as the examination in the respective subject-specific annexes belonging to these framework examination regulations, it shall apply from the effective date of the amendment for the winter semester 2023/2024 that the examination is a "written academic paper under supervision" pursuant to Art. 7 para. 3. The other modalities for the examination performance regulated in the subject-specific annexes, such as the processing time, remain unchanged.
- (2) If a "written academic paper" is specified as the examination performance in the respective subject-specific annexes belonging to these framework examination regulations, it shall apply from the effective date of the amendment for the winter semester 2023/2024 that the examination performance is a "written academic paper without supervision" pursuant to Art. 7 para. 5. The other modalities for the examination performance regulated in the subject-specific annexes, such as the processing time, remain unchanged.
- (3) If a "practical performance" is specified as an examination performance in the respective subject-specific annexes belonging to these framework examination regulations, it shall apply from the time the amendment comes into force in the winter semester 2023/2024 that the examination performance is a "practical examination" pursuant to Art. 7 para. 7. The other modalities for the examination performance regulated in the subject-specific annexes remain unchanged.
- (4) Students who have already been admitted to the examination associated with the respective modules prior to the amendment coming into force in the winter semester 2023/2024 and who have attempted the examination for at least the first time but have not passed it, are also admitted to further repeat attempts of the examination from the winter semester 2023/2024 onwards, even if one of the admission requirements pursuant to Art. 12, para. 1, No. 6, No. 7 or No. 8 of the RPO has been specified in the respective subject-specific annex for the module from the winter semester 2023/2024 onwards.
- (5) Notwithstanding the provisions of Art. 11 of these regulations, the following shall apply up to and including the summer semester 2024:
 1. Students register bindingly online via the university information system for the enrolment in modules and the associated courses from at least one week before the start of the lecture period until two weeks after the start of the lecture period.
 2. ¹Students register online for examinations via the university information system. ²The deadline for registering for examinations begins on the first day of the lecture period and ends on 15 November in the winter semester and on 15 May in the summer semester. ³For the registration for written academic papers under supervision, the registration for the examination date in the case of a fail or a withdrawal according to Art. 16 automatically includes the registration for the repeat date in the second examination phase for written academic papers under supervision. ⁴If the resit date is not taken in the second examination phase for supervised written academic work, a withdrawal in accordance with Art. 16 must be declared for this examination date.

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3. ¹Examinations and examination periods according to Art. 9 para. 3 begin at the earliest five working days after the end of the registration period according to para. 2 and end in the winter semester at the latest on 15 March and in the summer semester at the latest on 15 September with the exception of the examination form written academic work under supervision. ²The times of the examination periods set by the presidential board and the deans shall apply here; in the winter semester these examination periods shall end on 31 March at the latest and in the summer semester on 30 September at the latest.
- (6) In deviation from the provisions of Art. 13 para. 2 of these regulations, the following shall apply up to and including the summer semester 2024:
¹An examination that has not been passed or is deemed to have been failed can be repeated twice. ²The bachelor's thesis can be repeated once if it is not passed. ³A repetition of examinations according to Art. 7 para. 3 (written academic work under supervision) must be offered in the same semester. ⁴Repetitions of all other module examinations must be offered in the following semester. ⁵This does not apply to examinations that are didactically inseparable from a specific course. ⁶The deadlines according to para. 5 apply accordingly."

SECTION II

The amendment to these regulations shall come into force in the winter semester 2023/24.

Please note: Only the German version of this regulations shall be valid exclusively.

New Announcement of the Framework Examination Regulations for the Leuphana Bachelor's Degree

The presidential board of Leuphana University Lüneburg hereby publishes the wording of the Framework Examination Regulations for the Leuphana bachelor's of 16 April 2014 (Leuphana Gazette No. 18/14 of 18 July 2014), in the version now in force taking into account the

- 1st amendment of 18 February 2015 (Leuphana Gazette No. 22/15 of 25 June 2015),
- 2nd amendment of 15 June 2016 (Leuphana Gazette No. 32/16 of 30 June 2016)
- 3rd amendment of 20 November 2019 (Leuphana Gazette No.22/20 of 31 March 2020), and
- 4th amendment of 19 April 2023 (Leuphana Gazette No. 50/23 of 16 June 2023).

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Please note: Only the German version of this regulations shall be valid exclusively.

Art. 1 Scope of application, designations

- (1) These framework examination regulations (RPO) contain general regulations on the process and procedure of course-related study and examination achievements of the Leuphana bachelor's at Leuphana University Lüneburg in a full-time study programme. ²All other study programmes at Leuphana University Lüneburg are not affected by this RPO. ³The content-related provisions for the Leuphana Semester, the major and minor as well as the Complementary Studies according to Art. 3 para. 2 are regulated in the subject-specific annexes (Annexes 5 - 8) of these framework examination regulations. ⁴The planned major-minor combinations are regulated in Annex 9.

Art. 2 Aim of the study programme, purpose of the examination

- (1) ¹In the system of tiered courses of study, the bachelor's degree represents a first higher education degree qualifying for a profession. ²Within the bachelor's degree programme, students are taught the required subject-specific and interdisciplinary knowledge, theories and methods, taking into account the requirements in the professional world, in such a way that they are enabled to apply the acquired knowledge and skills in the corresponding professional fields, including scientific professional fields, to reflect on complex problems scientifically and to solve them in an interdisciplinary manner, as well as to learn independently and self-directedly. ³More details on the qualification objectives specific to the degree programme are regulated in the subject-specific annexes.
- (2) ¹The bachelor's examinations according to Art. 7 are intended to determine whether the candidates have acquired the necessary interdisciplinary and subject-specific competences and knowledge, have an overview of contexts and the ability to solve complex problems and practice-relevant issues as well as to explain, critically question and evaluate the results achieved. ²For the bachelor's degree with integrated year abroad, this increasingly includes intercultural competences as well as country-specific, subject-specific knowledge.

Art. 3 Modularisation, study structure and scope, standard period of study

- (1) ¹The degree programme has a modular structure. ²Modularisation is the grouping of areas into thematically and temporally limited, self-contained, didactically meaningful and examinable units with credit points. ³It must be possible to complete each module within the time frame. ⁴A module ends with an examination. ⁵In the case of practical modules (internship), the subject-specific annexes may waive this requirement. ⁶The subject-specific annexes also regulate the individual examination requirements of modules. ⁷ Modules of a degree programme can be designed to build on each other in terms of content. ⁸The subject-specific annexes may stipulate that admission to the examination of an advanced module shall only be granted after the examination of the associated basic module has been passed. ⁹In this form, a maximum of two modules may be combined, i.e. one basic and one advanced module. ¹⁰The number of advanced modules in a major may not exceed a total of three modules; the number of advanced modules in a minor may not exceed a total of one module.
- (2) ¹A module can be used in different study programmes. ²In this case, only an entire module is to be adopted and not individual courses. ³The specifications defined for the module with regard to performance apply to all study programmes.
- (3) ¹The Leuphana bachelor's programme comprises 180 credit points and is structured as follows:

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a) Leuphana Semester	30 Credit Points,
b) Major (incl. bachelor's thesis)	90 credit points,
c) Minor	30 Credit Points,
d) Complementary studies	30 credit points.

²The study programme of the Leuphana bachelor's with integrated year abroad comprises 180 credit points in the distribution according to sentence 1 as well as a further 60 credit points, thus a total of 240 credit points.

³The distribution of the additional 60 credit points is regulated by the subject-specific annexes.

- (4) ¹As a rule, 30 credit points (CP) are to be acquired in 900 hours of required working time (workload) per semester in full-time studies. ²Thus, 1 credit point comprises 30 hours of student workload. ³A module comprises at least 5 credit points or a multiple thereof.
- (5) ¹The student workload comprises the total time required on average by students to achieve the respective learning objective (of a module, of a semester). ² This includes the attendance and interaction time (contact hours) in courses as well as the self-study time (time for preparation and follow-up of courses, independent development and acquisition of study content, preparation for examinations as well as study and examination achievements).
- (6) ¹The study programme of the Leuphana bachelor's with a scope of 180 credit points according to para. 3 sentence 1 has a standard period of study of six semesters in full-time study. ²The study programme of the Leuphana bachelor's with an integrated year abroad and a scope of 240 credit points according to para. 3 sentence 2 has a standard period of study of eight semesters.
- (7) ¹In addition to the credit points mentioned under para. 3, further credit points (additional achievements) can be acquired to supplement and deepen or to acquire further competences, provided that places are available in the respective modules. These achievements can be certified on the final certificate, but are not included in the calculation of the final grade. ²There is no entitlement to the acquisition of additional achievements and the taking of the corresponding examinations.
- (8) Practical study phases can be included in the Leuphana bachelor's and are regulated in the subject-specific annexes to these regulations.
- (9) ¹As a rule, the fifth semester is intended as a mobility window for a study period abroad. ²Deviations as well as the year abroad in the Leuphana bachelor's with 240 credit points are regulated in the subject-specific annexes.

Art. 4 Part-time study

- (1) ¹The Leuphana bachelor's can also be completed as part-time study on the basis of the "Regulations of Leuphana University Lüneburg for the Regulation of Part-time Study for the Leuphana bachelor's, the bachelor's of Teaching and Learning, the bachelor's of Vocational Education in Social Pedagogy and the bachelor's of Business Education" of 14 March 2008. ²Part-time study is not possible during the integrated year abroad of the Leuphana bachelor's in the scope of 240 credit points.
- (2) ¹In part-time studies, 15 credit points should be acquired per semester in 450 hours of required working time (workload). ²The acquisition of more than 30 credit points per academic year is not permitted. ³Further details are regulated by the examination board upon application.

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- (3) The standard period of study for a complete part-time programme until graduation is 12 semesters for the Leuphana bachelor's with 180 credit points and 14 semesters for the Leuphana bachelor's with integrated year abroad with 240 credit points.
- (4) Upon request, an annex to the certificate will be issued showing the part-time semesters (Annex 1a).

Art. 5 Academic degrees

¹If the Leuphana bachelor's examination is passed, the university awards the academic degree Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Engineering (B.Eng.) or Bachelor of Law (LL.B.). ²Further details are regulated in Annex 6 of these regulations.

Art. 6 Courses

- (1) ¹The study programme requires the achievement of the total workload (see Art. 3 para. 4 and Art. 4 para. 2). ²The contact hours as a part of the workload to be achieved (see Art. 3 para. 5) are achieved in the form of continuous participation and collaboration of the students in the courses within the framework of a module.
- (2) ¹In the subject-specific annexes, regular attendance in courses may be stipulated as a prerequisite for admission to the module examination if this is necessary to achieve the qualification objective, in particular to acquire practical skills or to practise a joint interactive academic discourse. ²Compulsory attendance is not permitted:
 - a) in lectures and
 - b) as a prerequisite for admission to module examinations that take place alongside the course.³In the case of courses with a limited number of participants, the obligation to attend regularly only arises upon admission to the course.
- (3) ¹For courses, up to 20 per cent of the course time may be missed without giving a reason. ²This corresponds to up to three appointments for courses that take place once a week during the lecture period. ³Tardiness of up to 15 minutes does not count as absence. ⁴Further absences, also excused by a doctor's certificate, are not permitted. ⁵In deviation from this, students may apply for an individually designed exemption if they are absent more often than permitted due to restrictions according to Art. 15, para. 1, sentence 1, due to care and nursing duties according to Art. 15, para. 2, or due to the exercise of an honorary elective office or mandate at Leuphana University Lüneburg at the time of the course. ⁶The relevant evidence must be enclosed with the application. ⁷The examination board decides on the application. ⁸Attendance is checked and documented by the lecturers with the help of the attendance list for courses according to para. 2. ⁹The attendance data according to sentence 8 may be used by the lecturers to take into account absences according to this paragraph until admission to the examination performance.
- (4) ¹The existence of an admission requirement according to para. 2 sentence 1 is announced in the subject-specific annexes and with the publication of the courses offered according to Art. 9. ²An admission requirement acquired in accordance with para. 2 sentence 1 is valid for the module examination in the same semester and any repeat examination in accordance with Art. 13 para. 2 sentences 3 and 4.
- (5) ¹A module can be composed of different courses:
 - **Lectures (V)** systematise theoretical knowledge and in them teachers present larger contexts; lectures can

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contain exercise parts.

- **Exercises (Ü)** are courses in which above all theoretical knowledge is deepened, skills and abilities are developed further depending on the research question and subject culture, and applications are practised. In the natural sciences, practical courses in the laboratory and in the field are particularly intended for this purpose.
- **Seminars (S)** are courses that are essentially characterised by joint learning and joint discussion with the active participation of the students and serve the intensive familiarisation with a topic. Seminars can also serve to carry out research or practice-oriented projects and include practical components.
- **Excursions (Exk)** include the subject-related occupation with objects, theories and methods of the subject through concrete location-, space- or object-related observations that are directly related to the module contents.
- **Colloquia (Koll)** serve to present students' ongoing research work and to discuss it.
- **Projects (Pro)** serve to carry out practical, empirical and theoretical work. Problems are worked on in a team, documented and presented.

(6) ¹The courses are held at the place of study Lüneburg. ²In cooperative degree programmes, courses may also be held elsewhere in accordance with the cooperation agreement. ³Exceptionally, courses may be held wholly or partly online or hybrid in accordance with paragraphs 7 to 9. ⁴The "Guideline for the Planning of Courses" regulates the implementation of the courses in more detail. ⁵The method of implementation shall be announced with the publication of the courses offered in accordance with Art. 9.

(7) ¹The following categories of personal data may be collected from all Leuphana members and guests participating in the teaching session:

- a) audio and video data and
- b) the data technically necessary for the provision of a videoconferencing system

may be recorded, temporarily stored and transmitted to the participants via a video conferencing system for the purpose of participation. ²The audio and video data may also be stored for a maximum of two subsequent semesters and made available to the participants of the course on Leuphana's learning platforms for retrieval.

(8) ¹The following categories of personal data may be collected from members and relatives of Leuphana and guests participating in the course:

- a) (account) names,
- b) communication content, in particular audio, video and text data, and
- c) the data technically necessary for the provision of the platform used

may be recorded, temporarily stored and transmitted to the participants as far as this is necessary,

1. because an interaction of the participants, especially the practice of a scientific discourse, is a necessary part of the course and
2. to enable quality improvements, cooperation projects or didactic innovations and
3. to perform higher education tasks pursuant to Art. 3 para. 1 sentence 1 nos. 1 to 5 NHG.

²Data processing shall be restricted to those Articles and participants of the course for which the requirements set out in sentence 1 are met.

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- (9) ¹Online or hybrid sessions are held exclusively via digital video conferencing systems and platforms provided centrally by Leuphana. ²Access is to be restricted to the participants. ³The selected technical and organisational measures to protect the personal data processed shall be recorded in Leuphana's directory of processing activities before the start of processing, taking into account the procedures pursuant to paras. 7 and 8. ⁴In all other respects, the data protection requirements from the GDPR, the NDSG and Art. 17 NHG shall apply.
- (10) ¹The languages of teaching and examination are generally German or English. ²Other languages may be used for teaching and examinations as determined by the faculty council or, for the Leuphana Semester and the complementary studies, by the senate or a committee appointed by it. ³The determination of a different teaching or examination language is announced with the provision of the teaching and examination offer according to Art. 9.

Art. 7 Study and examination achievements

- (1) ¹Examination performances are performances that are graded. ²The respective type of examination performance according to para. 2 is to be determined for each module in the subject-specific annexes. ³Non-graded examinations are also possible to the extent of up to one fifth of the credit points required in this degree programme. ⁴Exceeding the quota regulated in sentence 3 due to credit transfer according to Art. 21 is permissible. ⁵Further details are regulated in the subject-specific annexes.
- (2) Examination achievements are the bachelor's thesis (Art. 8) and the following achievements:
- written scientific work under supervision (para. 3)
 - oral examination (para. 4)
 - written scientific work without supervision (para. 5)
 - combined scientific work (para. 6)
 - practical examination (para. 7)
- (3) ¹In a written academic paper under supervision, which may also include non-written content such as video or audio files, the person to be examined should demonstrate that he or she can independently work on questions in a limited time, with limited aids and with the acquired knowledge and skills, the common methods of the subject or interdisciplinary approaches (depending on the question and subject culture). ³The processing time for the written academic work under supervision is specified in the respective subject-specific annexes. ⁴The answer-choice procedure (multiple choice examination) is permissible in appropriate cases. ⁵The written academic work under supervision can be carried out
- a) handwritten in examination rooms at Leuphana,
 - b) computer-based in Leuphana examination rooms using hardware and software provided centrally by Leuphana or
 - c) as remote work without an obligation to be present in an examination room at Leuphana.
- ⁶In the case of computer-assisted written academic work under supervision, the personal allocation, immutability and provability of the examination performance and the assessment must be guaranteed; personal identification features of the persons to be examined (matriculation number, Leuphana account identification or other unique allocation) and of the examiners may be collected and stored together with the examination

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performance, insofar as this is necessary for the identification and allocation of these persons. ⁷The "Regulations for the Conduct of Online Examinations" regulate more detailed provisions on the conduct of remote work. ⁸The exact form of execution of the written academic work under supervision is announced when the course and examination offer is made available in accordance with Art. 9.

- (4) ¹In the oral examination, the person to be examined should demonstrate that he/she recognises the context of the examination area and is able to classify special questions in this context. ²The oral examination takes place before two examiners or before one examiner and one expert assessor as an individual examination or as a group examination for up to four students at the same time. ³The assessor must be heard before grades are determined. ⁴The duration of the oral examination as an individual examination is usually 30 minutes. ⁵In the case of a group examination, the duration per person to be examined shall be reduced appropriately, whereby the duration per person to be examined shall not be less than 15 minutes. ⁶Oral examinations can also be conducted online via video conferencing software provided centrally by Leuphana. ⁷The "Regulations for the Conduct of Online Examinations" regulate more detailed provisions for the conduct of online oral examinations. ⁸The form in which the examinations are conducted is announced when the teaching and examination offer is made available in accordance with Art. 9.
- (5) ¹In a written scientific paper without supervision, the person to be examined should prove that he or she can independently work on scientific questions in a limited amount of time, using suitable aids for this purpose, the acquired knowledge and skills, the common methods of the subject or interdisciplinary approaches (depending on the question and subject culture). ²Written academic papers without supervision are submitted via a university information system provided centrally by Leuphana or electronically by e-mail using the university e-mail address in the form of a readable and commentable PDF document. ³The personal allocation, immutability and provability of the examination performance as well as the assessment must be guaranteed. ⁴Personal identification features of the person to be examined (matriculation number, Leuphana account identification or other unique assignment) and of the examiners may be collected and stored together with the examination performance, insofar and as long as this is necessary for the identification and assignment of these persons. ⁵The form of submission is announced when the teaching and examination offer is made available in accordance with Art. 9.
- (6) ¹In a combined scientific paper, the person to be examined should prove that he or she can independently work on scientific questions with suitable aids in a limited amount of time. ²It combines at least a written part with further oral, written or practical examination elements. ³Paragraphs 3 to 5 and 7 apply accordingly to examination elements, depending on the examination element. ⁴A combination of more than three examination elements is excluded. ⁵In the case of a combined academic paper, an overall grade is formed on the basis of an overall consideration of all examination elements. ⁶Withdrawal in accordance with Art. 16 para. 1 can be excluded with the publication of the course offer in accordance with Art. 9.
- (7) In a practical examination, the person to be examined should demonstrate that he or she has mastered and can apply practical skills or techniques, depending on the subject; this is, for example, an experimental, artistic or practical sports performance, which can be supplemented by a corresponding report (e.g. laboratory report). ²The practical examination can also be conducted online via video conferencing software provided centrally by

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Leuphana. ³More detailed regulations on the conduct of practical examinations conducted online are set out in the "Regulations for the Conduct of Online Examinations". ⁴The form of implementation is announced when the teaching and examination offer is made available in accordance with Art. 9.

(8) ¹Study achievements are the following achievements which are not examination achievements and are not graded, but which serve the progress in the content of the study programme and the acquisition of competences and knowledge:

- written academic performance under supervision
- oral academic performance
- written academic performance without supervision
- combined academic performance
- practical academic performance

²Paragraphs 3 to 7 apply accordingly to study achievements according to sentence 1. ³They are an integral part of the workload of the respective module in accordance with Art. 3 para. 5. ⁴The respective type of any course-work that is a prerequisite for admission to the examination in the respective module shall be specified for each module in the subject-specific annexes. ⁵Modules in which a semester-accompanying examination has been defined, which is already taken from the beginning of the semester (e.g. combined scientific work according to para. 6), may not provide for a course credit as an admission requirement for the examination.

(9) ¹In every written paper, including the bachelor's thesis, which is not written under supervision, all passages which are taken verbatim from publications or other sources must be marked as necessary. ²The citation must be given in direct connection with the quotation. ³The citation must be given for the analogous transfer from publications or other sources. ⁴The written work must contain the personally signed declaration that

- the work - in the case of a group work the part of the work marked accordingly - was written independently and no sources and aids other than those indicated were used and
- all passages in the work that have been taken verbatim or in spirit from other sources have been marked as such and
- the electronic version of the thesis as well as the additionally required electronic version of the thesis are identical in content, with the exception of the anonymisation of this version pursuant to para. 10 sentence 2.

⁵In the bachelor's thesis, it must also be declared that the thesis has not yet been submitted to any examination authority in the same or a similar form. ⁶The declaration according to sentence 4 and, in the case of bachelor's theses, additionally according to sentence 5 is made by means of an independent electronic declaration via a university information system provided centrally by Leuphana or, in the case of submission by e-mail, as an electronic document with an inserted scanned signature. ⁷Personal identification features of the person to be examined (matriculation number, Leuphana account identifier or other unique assignment) as well as the time of submission may be collected and stored together with the declaration, insofar as this is necessary for the identification and assignment of the student.

(10) ¹For the purpose of plagiarism control, all written work in accordance with para. 9, sentence 1 must also be submitted in electronic form that meets the requirements of this para. via a data carrier, via a university

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information system provided centrally by Leuphana or electronically via e-mail using the university e-mail address. ²The examiner decides on the form of submission. ³In order to check the independence of the examination performance, the work can be checked with pseudonymised data of the author by means of suitable plagiarism detection software without suspicion for possibly unidentified adopted text passages or other sources. ⁴The authors must ensure that the electronic version of the written work pursuant to sentence 1 does not contain any information that could enable direct attribution of the electronic version of the work to their person. ⁵For the execution of plagiarism checks via software, a centrally provided examination software or a centrally provided web service is to be used by Leuphana. ⁶The data provided will be deleted from the software or service used immediately, but after three months at the latest.

- (11) ¹Examinations and coursework in the form of group work are permissible, provided that the individual contributions can be clearly distinguished and separately assessed on the basis of objective criteria. ²The contributions of the respective person to be examined must be clearly and recognisably attributable to that person.

Art. 8 Bachelor's thesis

- (1) ¹With the bachelor's thesis, the person to be examined should show that he or she is able to work on a suitable problem using scientific methods within a given period of time. ²The scope of work for the bachelor's thesis is 12 credit points. ³The bachelor's thesis is supplemented by an accompanying course and an examination discussion in accordance with Art. 7, para. 4. ⁴The topic and task of the bachelor's thesis must correspond to the purpose of the examination according to Art. 2 and the scope of work specified in the subject-specific annex of the respective major. ⁵The type of task and the assignment must be fixed when the topic is issued.
- (2) ¹The bachelor's thesis can be written in the form of a group work. ²The contribution of the individual person to be examined, which is to be assessed as an examination performance, must be clearly distinguishable on the basis of the specification of Articles, page numbers and other objective criteria, be assessable in its own right and meet the requirements according to para. 1.
- (3) ¹The bachelor's thesis is assessed by two examiners. ²Notwithstanding the regulation in Art. 20, students may propose examiners for the examination. ³The suggestion does not constitute a claim. However, it shall be complied with unless there are important reasons, in particular an unreasonable burden on the examiners.
- (4) ¹The topic of the bachelor's thesis is determined by the first examiner, taking into account the candidate's proposal, and confirmed by the chairperson of the examination committee when the topic is issued. ²Upon request, the responsible examination board shall ensure that the person to be examined receives a topic in good time. ³The issue of the topic is to be recorded. ⁴With the issue, the first examiner who has set the topic and the second examiner are appointed by the chairperson of the responsible examination board. ⁵With the consent of the first examiner, the responsible examination board can also appoint an external practical representative as an examiner. ⁶In this case, the first examiner must be a professor (also Priv.Do. or Apl. Prof.) of the university. ⁷During the preparation of the thesis, the person to be examined is supervised by the first examiner.
- (5) ¹The topic of the bachelor's thesis can only be returned once and only within the first fourteen days of the processing time. ² Art. 12 para. 1 applies accordingly. ³In the case of a repetition of the bachelor's thesis, it is no longer possible to return the topic.

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- (6) ¹The bachelor's thesis is submitted electronically in accordance with Art. 7 para. 5. ²The responsible examination board announces the form of submission with the issue of the topic.
- (7) ¹The examiners shall each prepare a written report on the work independently of each other. ²In the case of a divergence of at least two grades between the evaluations of the two examiners, another expert reviewer must be appointed by the responsible examination board before the grade is announced. ³The grade is calculated in accordance with Art. 14 para. 4 and is included in the grade of the module "bachelor's thesis" with four fifths.
- (8) ¹There is always an oral examination for the bachelor's thesis according to Art. 7 para. 4. ²The scope of the oral examination is 3 credit points. ³ Admission to the oral examination is granted if the bachelor's thesis has been assessed by both examiners and, in the case of para. 7 sentence 2, by two examiners with at least 'sufficient' (4.0). ⁴The oral examination shall be conducted jointly by the examiners of the bachelor's thesis as an individual examination or, in the case of a group thesis according to para. 2, as a group examination. ⁵In the case of para. 7, sentence 2, the oral examination shall be conducted by all three examiners. ⁶The grade shall be calculated according to Art. 14, para. 4 and shall be included in the grade of the module "bachelor's thesis" with one fifth.

Art. 9 Provision of teaching and examination offered

- (1) For each major or minor, the teaching and examination programme for the respective semester, which has been approved by the responsible faculty council and which specifies the modules offered in the respective semester and the associated course and examination achievements in a binding manner, is announced online via the university information system no later than six weeks before the start of the lecture period.
- (2) The Senate or a committee appointed by it shall assume the tasks of the faculty council according to para. 1 for the Leuphana Semester and the Complementary Studies.
- (3) The teaching and examination offered contains the following information relevant to the examination:
- Modules offered, courses and the associated examinations and, if applicable, course credits.
 - Any admission requirements
 - Information on the mode of delivery of courses
 - Information on block sessions
 - Information on the examination performances including the method of execution and the responsible examiners
 - In the case of oral examinations and practical examinations, the examination periods in which the examination performances are to be performed must be named.
 - In the case of written scientific work under supervision, the examination periods must be named.
 - In the case of written academic work without supervision, the deadlines and the form of submission must be specified.
 - In the case of combined scientific work, the individual examination elements, their submission and/or form of delivery as well as their weighting must be stated. The examination date or submission date of the last examination element is stated as the examination date.
 - Information on the teaching and examination language.

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- (4) The modules are offered with their examinations according to Art. 7 para. 2 and, if applicable, coursework according to Art. 7 para. 8 at least in a two-semester cycle.

Art. 10 University Information Systems

- (1) Due to the rights and obligations associated with membership of Leuphana University, students are obliged to use the university information systems provided by Leuphana University Lüneburg and the university e-mail address provided by Leuphana University Lüneburg.
- (2) Students register for and deregister from courses and examinations via the university information systems and are obliged to regularly check the accuracy of their online account as well as the P.O. box, in particular to take note of notifications and examination results posted there in order to meet the deadlines according to Art. 18 para. 1a.

Art. 11 Dates and deadlines

- (1) ¹Students register online via the university information system for the enrolment of modules and the associated courses at the latest one week before the start of the lecture period until the start of the lecture period. ²A list of substitutes is compiled from which places are allocated as soon as registered students cancel their registration in the first two weeks of lectures or give up their place by not appearing in the course in the first two weeks of lectures without prior notification of the teaching staff. ³Notifications are made without giving reasons by e-mail using the university e-mail address.
- (2) ¹Students register online for examinations via the university information system. ²The deadline for registering for examinations begins on the first day of the lecture period and ends 15 days after the start of the lecture period. ³When registering for examinations, students who fail the examination or withdraw from the examination for a valid reason pursuant to Art. 16, paras. 2 and 3 are automatically registered for a repeat examination. ⁴In the event of withdrawal pursuant to Art. 16 para. 1, participation in the repeat examination date is excluded and a renewed examination registration for the examination date is possible within the framework of the next execution of the course in the module. ⁵If the repeat examination date pursuant to sentence 3 is not attended, a withdrawal pursuant to Art. 16 must be declared. ⁶For each further examination date, the person to be examined must register again independently in accordance with sentence 1.
- (3) ¹Examinations and examination periods according to Art. 9 para. 3 begin at the earliest eight days after the end of the registration period according to para. 2 and end in the winter semester at the latest on 31 March, and in the summer semester at the latest on 30 September. ²For written academic work under supervision, the examination periods set by the presidential board and the deans shall apply.

Art. 12 Admission to examinations

- (1) ¹Only those students are admitted to examinations in the Leuphana bachelor's programme who
1. are enrolled as students in the corresponding major/minor at Leuphana University Lüneburg and are not on leave of absence,
 2. have duly registered for examinations within the specified deadlines,

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3. have not already definitively failed a bachelor's examination, a Vordiplom or Diplom, a Magister intermediate examination or Magister examination or an intermediate examination or state examination in the same or a related degree programme or major/minor at a higher education institution,
4. have not lost the examination entitlement due to a final failure of the Leuphana bachelor's according to Art. 13,
5. have not lost the examination entitlement by missing an examination deadline in the same or a related degree programme or major/minor at a higher education institution,
6. if applicable, have passed a module of a degree programme that is followed by a module that builds on it in terms of content with a grade of at least 4.0 (sufficient), if this has been specified as a binding admission requirement in the respective subject-specific annex; until proof of this requirement is provided, students registered for the examination performance of the advanced module remain registered, but do not receive admission to the respective examination performances,
7. if applicable, have fulfilled the requirements according to Art. 6 para. 2 sentence 1, if these have been bindingly stipulated as admission requirements in the respective subject-specific annex; however, no admission to examination performances shall be granted until proof of this requirement has been provided.
8. if applicable, have passed the course work defined as compulsory in accordance with Art. 7 para. 8 until proof of this requirement is provided, students registered for the examination remain registered, but do not receive admission to the respective examination.

²The decision on admission to the examination in accordance with this para. must be announced at least four weeks before the start of the examination.

- (2) ¹The application for admission to the bachelor's thesis according to Art. 8 is to be submitted separately to the responsible examination board or to the office commissioned by it in printed or electronic form. ²In the case of electronic form, the application must be submitted in a readable PDF document by e-mail using the university e-mail address. ³ The proposed topic and the first examiner must be stated on this application. ³The issuing of a topic is governed by Art. 8 para. 4.

Art. 13 Repetition of examinations and final failure of the bachelor's examination

- (1) Modules that have already been passed cannot be repeated.
- (2) ¹An examination that has not been passed or is deemed to have been failed can be repeated twice. ²The bachelor's thesis can be repeated once if it is not passed. ³The possibility of repeating examinations will be offered in the following semester at the latest. ⁵This does not apply to examinations which are didactically inseparable from a specific course. ⁶The deadlines according to Art. 11 apply accordingly.
- (3) ¹In addition to para. 2, sentence 1, each student has one additional attempt to repeat a single failed examination (one additional attempt) during his/her bachelor's degree programme, with the exception of the bachelor's thesis. ²He/she can apply for this additional attempt once to the responsible examination board and, after approval by the examination board, take it when the examination is offered again. ³Additional attempts beyond this are excluded.

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- (4) ⁴If an examination has not been passed after exhausting the retake options according to paragraphs 2 and 3, the bachelor's examination is deemed to have been definitively failed.
- (5) In special exceptional cases, the subject-specific annexes may, in deviation from para. 1, specify modules that can be repeated once within the framework of additional achievements according to Art. 3 para. 8.

Art. 14 Assessment of examination performances, formation and weighting of grades

- (1) ¹The grades 1, 2, 3, 4 and 5 according to the first column of the following table are to be used for the assessment of the examination performances. ²For differentiated assessment of the examination performances, individual grades may be raised or lowered by 0.3 to intermediate values; the grades 0.7, 4.3, 4.7 and 5.3 are excluded. ³Deviating from this, ungraded examination performances according to Art. 7, para. 1 as well as study performances according to Art. 7, para. 8, which have been determined as compulsory, shall be graded as "passed" or "failed".

Single Note	Overall grade/ grade designation according to MPO HRK/KMK		
	Overall grade	German	English
1,0 1,3	1,0 - 1,5	Very good	Excellent
1,7 2,0 2,3	1,6- 2,5	Good	Good
2,7 3,0 3,3	2,6- 3,5	Satisfactory	Satisfactory
3,7	3,6- 3,9	Sufficient	Sufficient
4,0	4,0		
5,0	worse than 4.0	Not sufficient	Failed

- (2) ¹The credit points assigned to a module are acquired if all requirements of the module are fulfilled and it is passed. ²A module is passed if it has been assessed with at least 'sufficient' (4.0) or, in the case of an ungraded examination performance, with "passed".
- (3) ¹As a rule, written examination performances are to be assessed four weeks after the performance of the examination. ²The assessment is announced online via the university information system usually no later than one

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week after receipt of the results by the responsible examination board.

- (4) ¹In the case of examinations with more than one examiner, the examination is passed if all examiners assess the performance with at least 'sufficient' (4.0). ²The grade is calculated from the arithmetic mean of the examiners' individual grades. ³When calculating the grade, only the first decimal place after the comma is taken into account, all other places are deleted. ⁴Assessors shall be heard before the grade is determined.
- (5) ¹The reasons for the assessment decision in examinations, together with the considerations on which it is based, shall be communicated to the person to be examined, unless they are given at the same time as the assessment and recorded in the examination record. ²Examination papers may be inspected at the examiners' premises on a date set by the examiner for up to four weeks after the grade has been announced in accordance with para. 3. ³The justification is part of the examination file.
- (6) ¹The overall grade of the bachelor's degree programme is calculated from the arithmetic mean of the module grades weighted with credit points and the grade of the bachelor's thesis module. ² When calculating the grade, only the first decimal place after the comma is taken into account, all other places are deleted.

Art. 15 Compensation for disadvantages

- (1) ¹If students can credibly demonstrate that they are unable to complete all or part of their coursework or examinations in the intended form, e.g. due to long-term physical or psychological limitations, they must be given the opportunity to complete the coursework or examinations in an extended period of time or to complete equivalent coursework or examinations in another form. ³The decision is made by the responsible examination board.
- (2) ¹Insofar as compliance with deadlines for registration for examinations, taking or repeating examinations, reasons for missing examinations and compliance with processing times for study or examination achievements are affected, the illness of the student and the necessary sole care of a close relative shall be deemed equivalent to the illness of the student. ²Close relatives are children, parents, grandparents, siblings, spouses and partners. ³Art. 16, para. 3 applies accordingly.
- (3) ¹The regulations of the Maternity Protection Act (Mutterschutzgesetz, MuSchG) are also taken into account, in particular the use of the protection periods of Art. 3 para. 2 and the protection regulations of Art. 5 para. 2 and Art. 6 para. 2 of the Maternity Protection Act (Mutterschutzgesetz, MuSchG), as well as the regulations on parental leave in Arts. 15 and 16 of the Parental Allowance and Parental Leave Act (Elterngeld und Elternzeitgesetz, BEEG). ²A corresponding application must be sent to the relevant examination board. ³If pregnant women / mothers would like to attend courses, examinations and internships during the maternity leave period, a written declaration must be submitted to the Student Services Office in advance. ⁴This can be revoked at any time with effect for the future. ⁵The same applies to courses, examinations and internships between 8 p.m. and 6 a.m. and on Sundays or public holidays. ⁶If, in particular, a pregnant woman/mother participates in courses, examinations and internships without the university being aware of the ongoing maternity protection period and no information is provided by the pregnant woman/mother about the ongoing maternity protection period together with the required written declaration or even a revocation until their respective conclusion, the participation is deemed to be an express declaration of intent to participate in courses, examinations and internships despite the ongoing maternity protection period. ⁷The same applies to participation in courses, examinations and internships

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between 8 p.m. and 6 a.m. as well as on Sundays or public holidays.

- (4) ¹No disadvantages may arise for the students concerned from the observance of the regulations according to paras. 1 to 3. ²The fulfilment of the requirements according to paras. 1 to 3 must be proven by suitable documents, e.g. specialist medical certificate, official medical certificate if applicable, birth certificates, maternity passport, certificates from the Residents' Registration Office, etc.

Art. 16 Withdrawal, failure, deception, invalidity of the bachelor's examination

- (1) ¹Withdrawal without stating reasons is possible up to 3 working days before the examination date set in accordance with Art. 9 para. 3 or the beginning of the examination period. ²The withdrawal must be made electronically via the university information system. ³With the provision of the teaching and examination offer pursuant to Art. 9, withdrawal without stating reasons can be excluded in the case of combined academic work.
- (2) ¹An examination performance shall be deemed to have been assessed as 'unsatisfactory' (5.0) if the person to be examined misses an examination date without valid reasons outside the deadlines according to para. 1 or if the person to be examined withdraws from the examination during or after the examination without valid reasons. ² The same shall apply if a written examination performance is not completed within the prescribed processing time.
- (3) ¹If valid reasons are asserted for the withdrawal or the missed examination in accordance with para. 2, these must be reported to the Student Services immediately in writing and must be made credible. ²In the case of illness, the submission of a medical certificate showing the restriction with regard to the missed examination (inability to take the examination) must be submitted to the Student Services immediately. ³In case of doubt, the submission of a specialist or official medical certificate may be requested. ⁴If the person to be examined withdraws due to valid reasons, the withdrawal applies to the entire examination performance.
- (4) ¹If the person being examined attempts to influence the result of a performance by deceiving or faking his or her own performance or using unauthorised aids, the corresponding examination performance is to be assessed as 'not sufficient' (5.0) and, in the case of an ungraded examination or course performance, as 'failed'. ²In the case of repetition or other serious cases of cheating, the examination performance and the Leuphana bachelor's can be assessed as finally not passed. ³The decision according to sentences 1 and 2 is made by the examination board after hearing the person to be examined. ⁴Until the decision of the examination board, the person to be examined continues the examination, unless, according to the decision of the supervisor, a temporary exclusion of the person to be examined is indispensable for the proper continuation of the examination.
- (5) If cheating has taken place during an examination and this fact only becomes known after the certificate has been issued, the responsible examination board may subsequently correct the grades for those examination performances in the performance of which the person to be examined cheated and declare the examination wholly or partially 'not sufficient' (5.0).
- (6) ¹If the requirements for admission to an examination were not fulfilled without the examined person intending to deceive about this, and if this fact only becomes known after the certificate has been issued, this defect shall be remedied by passing the examination. ²If the admission was intentionally obtained unlawfully, the competent examination board shall decide on the withdrawal of unlawful administrative acts in compliance with the

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statutory provisions.

- (7) The persons concerned shall be given the opportunity to discuss the matter with the competent examination board before a decision is taken.
- (8) ¹An incorrect certificate shall be withdrawn and replaced by a correct certificate or a certificate in accordance with Art. 22 paras. 3 and 4. ²The certificate shall be withdrawn together with the incorrect certificate if the examination was declared "failed" due to deception. ³A decision in accordance with paragraphs 5 and 6, sentence 2, is excluded after a period of five years from the date of the certificate.

Art. 17 Inspection of the examination file

- (1) Up to one year after the end of the examination procedure, the examined persons shall be granted access to their examination documents, in particular examination protocols and examination reports, upon written request.
- (2) ¹The application must be submitted to the chairperson of the relevant examination board. ²The chairperson shall determine the time and place of the inspection.

Art. 18 Opposition proceedings

- (1) ¹Rejection decisions and other onerous administrative acts made in accordance with these Framework Examination Regulations and the associated subject-specific annexes shall be issued in writing, shall state the reasons for the decision, shall be accompanied by instructions on how to appeal and shall be announced in accordance with Art. 41 VwVfG. ²An appeal against these decisions may be lodged with the competent examination board within one month of notification of the decision in accordance with Arts. 68 ff. VwGO. ³Notwithstanding sentence 2, an appeal against negative decisions or onerous administrative acts issued pursuant to Art. 12, para. 1, nos. 6, 7, or 8 may be lodged with the competent administrative court within one month of notification.
- (a) ¹In deviation from para. 1, the assessment decisions on examinations pursuant to Art. 14 para. 1, which are made in accordance with these Framework Examination Regulations and the associated subject-specific annexes, shall be announced online via the university information system. ²They shall be accompanied by instructions on how to appeal. ³An appeal against the assessment of examination results pursuant to Art. 14, para. 1, may be lodged with the competent examination board pursuant to Arts. 68 ff. of the German Higher Education Act within one month of the announcement in the university information system.
- (2) If the objection is directed against an assessment by an examiner, the responsible examination board shall decide after reviewing it in accordance with paragraphs 3 and 5.
- (3) ¹If the person to be examined raises concrete and substantiated objections to examination-specific evaluations and professional assessments of an examiner, the responsible examination board forwards the objection to this examiner for review. ²If the examiner amends the assessment in accordance with the application, the responsible examination board will rectify the objection. ³Otherwise, the responsible examination committee shall review the decision on the basis of the examiner's statement, in particular as to whether
1. the examination procedure has not been conducted properly,
 2. the assessment was based on incorrect facts,
 3. generally applicable valuation principles have not been observed,

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4. a justifiable solution that has been logically justified with weighty arguments has been judged to be wrong,
5. the examiner has been guided by irrelevant considerations.

⁴The same applies if the objection is directed against the assessment by several examiners.

- (4) If the responsible examination board does not help the objection, the faculty council shall decide on the objection upon application.
- (5) ¹A decision on the appeal should be made within six weeks. ²If the appeal is not upheld, the head of the university shall inform the appellant of the decision. ³The decision on the appeal shall be accompanied by instructions on how to appeal.
- (6) The appeal procedure must not lead to a lowering of the examination grade.

Art. 19 Examination boards

- (1) According to Art. 45 para. 3 NHG, the dean of studies is responsible for ensuring that courses are offered, that student counselling is provided and that examinations are conducted.
- (2) ¹The major and minor are each assigned to a faculty. ²Each faculty shall form one or more examination boards - if necessary, from among its board of studies. ³These examination boards are responsible for organising the examinations in the major and minor in the college as well as for the tasks assigned by these framework examination regulations.
- (3) ¹A further examination board is elected by the Senate for the Leuphana Semester and the complementary studies, which assumes the tasks assigned by these examination regulations for the Leuphana Semester and the complementary studies. ²This examination board is also responsible for all interdisciplinary examination matters and other examination-related questions in the Leuphana bachelor's that are not assigned to a major or minor. ³According to para. 4, it should be composed of members who are responsible for modules in the Leuphana Semester and/or responsible for a perspective in the complementary studies. ⁴The Leuphana Semester and Complementary Studies Commission proposes sufficient members and deputies to the Senate.
- (4) ¹The respective examination board according to paragraphs 2 and 3 shall consist of five members, three of whom shall be members of the professorial group, one of whom shall be a member of the staff group and one of whom shall be a member of the student group. ²The chair shall be held by a member of the professorial group; it is also possible for a dean of studies who belongs to the staff group to hold the chair. ³The same applies to the appointment of the deputy chair. ⁴A sufficient number of deputies shall be elected for the members of the committee. ⁵Re-election is permitted.
- (5) ¹The Audit Committee shall adopt its resolutions by a majority of the valid votes cast; abstentions shall be considered as votes not cast. ²In the event of a tie, the chairperson shall have the casting vote. ³The examination board has a quorum if the majority of its members, including two members of the professorial group, are present and the chair is guaranteed. ⁴The examination board or the body appointed by it shall keep the examination files. ⁵The student member has only an advisory vote in the assessment and crediting of achievements.
- (6) The term of office of the members of the examination board is three years, that of the student member one year.
- (7) ¹In case of urgency, decisions may be taken by circulation. ²The examination board may revocably delegate powers to the chairperson or his/her deputy. ³The chairperson shall prepare and implement the decisions of the

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examination board. ⁴He or she shall report to the Audit Committee on these activities on an ongoing basis.

- (8) The members of the examination board have the right to attend the examinations as observers.
- (9) ¹The meetings of the Audit Committee are not public. ²The members of the examination board and their representatives are subject to official secrecy. ³If they are not in public service they shall be sworn to secrecy by the chairperson. ⁴The main subjects of discussion and the decisions of the examination board shall be recorded in the minutes.
- (10) Examination periods as well as the place and time of examinations and the deadline for submitting the bachelor's thesis are announced in the form determined by the examination board.
- (11) Without prejudice to the competence of the examination boards, these administrative activities in connection with the examination procedure may be transferred to the Student Services.
- (12) ¹Decisions and other measures taken in accordance with the Framework Examination Regulations, in particular admission to examinations, refusal of admission, registration and examination dates and deadlines as well as examination results, shall be announced by the Student Services in the manner customary in the locality. ²Data protection regulations must be observed.

Art. 20 Examiners and assessors

- (1) ¹The examinations are taken by the persons responsible for the courses of the module. ²The responsible examination board appoints the examiners and the assessors. ³Members of this university or of another university who are authorised to teach independently in the respective examination subject or in a sub-area of the examination subject shall be appointed to conduct examinations. ⁴Academic staff members may be appointed as examiners, provided that they have been entrusted with academic services in teaching in accordance with Art. 31 para. 1 sentence 2 NHG. ⁵Teachers for special tasks as well as persons experienced in professional practice and training may be appointed to conduct examinations in suitable examination areas. ⁶Only persons who themselves possess at least the qualification to be determined by the examination or an equivalent qualification may be appointed as examiners or assessors.
- (2) ¹Teachers who are authorised to conduct examinations in accordance with para. 1, sentences 1 and 3 do not require a special appointment in accordance with para. 1, sentence 2. ²If there are more authorised examiners than required to conduct the examination, para. 1, sentence 2 shall apply. ³For important reasons, the examination committee may temporarily relieve teachers authorised to conduct examinations of their duties as examiners.
- (3) The responsible examination board shall ensure that students are informed of the names of the examiners in good time.

Art. 21 Recognition of periods of study and examination achievements as well as vocationally acquired competences

- (1) ¹Periods of study, examination achievements and practical work experience in the same or a related degree programme at a higher education institution in the Federal Republic of Germany shall be recognised without a determination of equivalence, including failed attempts. ²Recognition shall be ex officio.

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- (2) ¹Periods of study, examination achievements and practical professional activities in another degree programme shall be credited if the competences, contents, credits and examination requirements imparted in a module on the basis of the module at Leuphana University do not differ significantly from those of a module from another degree programme for which credit is requested. ²An overall consideration must be made with regard to the significance of the achievements for achieving the objectives of the degree programme and the purpose of the examinations according to Art. 2. ³An application for recognition with the corresponding evidence of competence shall be submitted to the competent examination board in accordance with para. 8.
- (3) ¹Study periods and examinations completed by students within student exchange or student mobility programmes or at a higher education institution of a state party to the Convention on the Recognition of Qualifications concerning Higher Education in the European Region shall be recognised if there are no significant differences to the corresponding examinations to be completed at Leuphana University Lüneburg. ²An application for recognition with the corresponding proof of competence is to be submitted to the responsible examination board in accordance with para. 8.
- (4) ¹The burden of proof for the assertion of substantial differences or lack of equivalence lies with Leuphana University Lüneburg. ²The equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference (Hochschulrektorenkonferenz) or other intergovernmental agreements are decisive for the determination of substantial differences in periods of study and examination achievements at foreign higher education institutions. ³The higher education institution must be marked with the status H+ in the database of the Central Office for Foreign Education (ZAB) of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany. ⁴Insofar as agreements do not exist or a more extensive credit is applied for, the responsible examination board shall decide whether significant differences are to be ascertained. ⁵A statement from the ZAB of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany may be obtained to clarify the factual and legal situation. ⁶Deviating credit regulations based on agreements with foreign higher education institutions, in particular within the framework of the European Credit Transfer System (ECTS), must be observed.
- (5) ¹Professionally acquired competences are recognised according to equivalence. ²The decision on this is made by the responsible examination board.
- (6) paragraphs 1 and 2 shall apply mutatis mutandis to periods of study and examination achievements in state-recognised distance learning courses.
- (7) ¹If an examination performance is recognised, the number of credit points achieved is determined in each case. ²The grades are taken over - insofar as the grading systems are comparable. ³Grades from a non-comparable linear grading system are converted according to the Bavarian formula and included in the calculation of the overall grade. ⁴In the case of the recognition of examination achievements with other non-comparable grading systems acquired within student exchange or student mobility programmes, the grades shall be determined according to the conversion table of Leuphana University Lüneburg pursuant to Annex 11 in the version valid at the time of application. ⁵In cases other than those mentioned in sentences 2 to 4, the examination performance shall be recorded ungraded with the remark "passed". ⁶In the case of examination performances to be credited, failed

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attempts shall be included. ⁷Acknowledged examination achievements shall be marked on the certificate.

- (8) ¹The responsible examination board decides on the recognition according to paragraphs 2 and 3 upon application by the student. ²In the case of non-recognition, the examination board issues a notification with reasons and instructions on how to appeal.

Art. 22 Certificate, bachelor's degree certificate, diploma supplement, transcript of records

- (1) ¹A certificate of the passed bachelor's examination shall be issued immediately, if possible, within four weeks (Annex 1). ²In addition to the overall grade, the certificate also contains the grades and credit points of the individual module examinations. ³The certificate is issued with the date of completion of the last examination.
- (2) ¹The certificate is written in German and English. ²At the same time as the certificate, the candidate will receive a certificate in German and English with the date of the certificate (Annex 2). ³This certifies the award of the degree according to Art. 5. ⁴The certificate and report shall be signed by the chairperson of the examination board and the president of Leuphana University Lüneburg and shall bear the seal of the university.
- (3) ¹In addition, graduates receive a Diploma Supplement (Annex 4). ²When leaving the university or changing to another degree programme, a Transcript of Records (Annex 3) is issued upon application. ³In the event of final failure in a degree programme, the Transcript of Records will also be issued without an application. ⁴It shows that the bachelor's examination has been definitively failed.
- (4) ¹In application of the European Credit Transfer System (ECTS), an ECTS grading table (Annex 10) is issued with the Diploma Supplement. ²The final grade is classified in the grade distribution of the previous two graduation years of the same major.
- (5) ¹If, at the end of a semester, all results of that semester have been administratively recorded, students will receive a Transcript of Records (Annex 3) upon request (overview of previous achievements, including all failed attempts). ²Only fully completed modules are certified.
- (6) Deviating provisions may be established on the basis of a cooperation agreement with one or more partner university/universities.

Art. 23 Gender Diversity Certificate

- (1) ¹In the course of the bachelor's programme, students can acquire a Gender Diversity Certificate. ²The certificate shows the acquisition of gender diversity competences, which include gender diversity knowledge, analytical and methodological skills. ³The certificate comprises 20 CP.
- (2) ¹These 20 CP are completed integratively within the framework of the complementary studies. ²Further details are regulated in Annex 8 of these regulations.

Art. 24 Foreign Language Certificate

- (1) ¹In the course of the bachelor's degree programme, students can acquire foreign language certificates. ²The certificates confirm proven foreign language competences.
- (2) Further details are set out in Annex 12 to these regulations.

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Art. 25 Transitional provisions

- (1) If a "written examination" is specified as the examination in the respective subject-specific annexes belonging to these framework examination regulations, it shall apply from the effective date of the amendment for the winter semester 2023/2024 that the examination is a "written academic paper under supervision" pursuant to Art. 7 para. 3. The other modalities for the examination performance regulated in the subject-specific annexes, such as the processing time, remain unchanged.
- (2) If a "written academic paper" is specified as the examination performance in the respective subject-specific annexes belonging to these framework examination regulations, it shall apply from the effective date of the amendment for the winter semester 2023/2024 that the examination performance is a "written academic paper without supervision" pursuant to Art. 7, para. 5. The other modalities for the examination performance regulated in the subject-specific annexes, such as the processing time, remain unchanged.
- (3) If a "practical performance" is specified as an examination performance in the respective subject-specific annexes belonging to these framework examination regulations, it shall apply from the time the amendment comes into force in the winter semester 2023/2024 that the examination performance is a "practical examination" pursuant to Art. 7 para. 7. The other modalities for the examination performance regulated in the subject-specific annexes remain unchanged.
- (4) Students who have already been admitted to the examination associated with the respective modules prior to the amendment coming into force in the winter semester 2023/2024 and who have attempted the examination for at least the first time but have not passed it, are also admitted to further repeat attempts of the examination from the winter semester 2023/2024 onwards, even if one of the admission requirements pursuant to Art. 12, para. 1, Nos. 6, 7, or 8 of the RPO has been specified in the respective subject-specific annex for the module from the winter semester 2023/2024 onwards.
- (5) Notwithstanding the provisions of Art. 11 of these regulations, the following shall apply up to and including the summer semester 2024:
 1. Students register online via the university information system for modules and the corresponding courses at the latest one week before the start of the lecture period and up to two weeks after the start of the lecture period.
 2. ¹Students register online for examinations via the university information system. ²The deadline for registering for examinations begins on the first day of the lecture period and ends on 15 November in the winter semester and on 15 May in the summer semester. ³For the registration for supervised written academic papers, the registration for the examination date in case of failure or withdrawal according to Art. 16 automatically includes the registration for the repetition date in the second examination phase for supervised written academic papers. ⁴If the resit date is not taken in the second examination phase for written academic work under supervision, a withdrawal in accordance with Art. 16 must be declared for this examination date.
 3. ¹Examinations and examination periods according to Art. 9 para. 3 begin at the earliest five working days after the end of the registration period according to para. 2 and end in the winter semester at the latest on 15 March and in the summer semester at the latest on 15 September with the exception of the examination

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form written academic work under supervision. ²The times of the examination periods set by the presidential board and the deans shall apply here; in the winter semester these examination periods shall end on 31 March at the latest and in the summer semester on 30 September at the latest.

(6) In deviation from the provisions of Art. 13 para. 2 of these regulations, the following shall apply up to and including the summer semester 2024:

¹An examination that has not been passed or is deemed to have been failed can be repeated twice. ²The bachelor's thesis can be repeated once if it is not passed. ³A repetition of examinations according to Art. 7 para. 3 (written academic work under supervision) must be offered in the same semester. ⁴Repetitions of all other module examinations must be offered in the following semester. ⁵This does not apply to examinations that are didactically inseparable from a specific course. ⁶The deadlines according to para. 5 apply accordingly.

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Overview of the Annexes to the Framework Examination Regulations

Annex 1	Leuphana bachelor's degree certificate, part-time semester
Annex 2	Leuphana bachelor's certificate
Annex 3	Transcript of Records
Annex 4	Diploma Supplement
Annex 5	Leuphana Semester
Annex 6	<p>Subject Specific Annexes Major</p> <p>6.1 Cultural Studies</p> <p>6.2 Business Administration</p> <p>6.3 Economics</p> <p>6.4</p> <p>6.5 Law (Corporate and Commercial Law)</p> <p>6.6 Environmental Sciences</p> <p>6.7 Business Informatics</p> <p>6.8 Engineering</p> <p>6.9 Political Science</p> <p>6.10 Studium Individuale (E)</p> <p>6.11 Digital Media (E)</p> <p>6.12 Environmental and Sustainability Studies (eight semesters)</p> <p>6.13 Global Environmental and Sustainability Studies (E)</p> <p>6.14</p> <p>6.15</p> <p>6.16 International Business Administration and Entrepreneurship (E)</p> <p>6.17 Psychology (basics)</p>
Annex 7	<p>Subject-Specific Annexes Minor</p> <p>7.1 Social media and information systems</p> <p>7.2 Philosophy</p> <p>7.3 Automation technology (expiring on 30 September 2023)</p> <p>7.4 Business Administration</p> <p>7.5 Educational Sciences</p> <p>7.6 Spatial Sciences</p> <p>7.7 Digital Media/Cultural Informatics</p> <p>7.8 Digital Business</p> <p>7.9 Engineering (Fundamentals)</p> <p>7.10 Business Psychology</p> <p>7.11</p> <p>7.12 Political Science</p> <p>7.13 Production Engineering (expiring on 30 September 2023)</p> <p>7.14</p> <p>7.15 Law (Corporate and Commercial Law)</p> <p>7.16 Economics</p> <p>7.17 Studium Individuale</p> <p>7.18 Popular Music Studies (E)</p> <p>7.19 Psychology and Society (E)</p> <p>7.20 Sustainability Sciences</p> <p>7.21 Engineering (specialisation)</p>

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Annex 8	Complementary studies
Annex 9	Overview of studyable major-minor combinations
Annex 10	ECTS Grading table
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Annex 12	Foreign Language Certificate
Annex 13	Alternative conduct of courses and examinations during the Corona crisis

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Leuphana Gazette is the follow-up publication of Uni INTERN.

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Publisher: The President of Leuphana University Lüneburg, Universitätsallee 1, 21335 Lüneburg, Germany

Editing, typesetting and distribution: Public Relations Office

» www.leuphana.de