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## **General Assessment Regulations for Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg**

The Presidential Committee of Leuphana University of Lüneburg hereby sets the following wording of the Framework Examination Regulations for the Interfaculty Master's Degree Programs at Leuphana University of Lüneburg dated December 13, 2017 (Leuphana Gazette No. 03/18 of January 18, 2018), taking into account the

- first amendment, dated 20 November 2019 (Leuphana Gazette No. 08/20 of 16 January 2020), the
- second amendment of November 18, 2020 (Leuphana Gazette No. 161/20 of December 17, 2020) and the
- third amendment, dated 22 February 2023 (Leuphana Gazette No. 40/23 of 13 April 2023).

### **1**

#### **Scope and definition**

These General Assessment Regulations for Leuphana University of Lüneburg Professional School set out the general provisions governing coursework and assessments on professional Masters programmes at the Professional School and are binding for all degree programmes of this kind. The General Assessment Regulations differentiate between general professional and specialised professional Masters programmes. The definition of the programmes can be found in Appendix I. Specific provisions for individual programmes are defined in the subject-specific schedules attached to these General Assessment Regulations.

### **2**

#### **Objectives of degree programmes and purpose of assessments**

- (1) The general professional Masters programmes explore subject-specific content in more depth and complexity, with a particular focus on its application in practical scenarios. On the specialised professional Masters programmes, those processes are tailored to a specific profession.
- (2) The Masters promotes the acquisition of complementary (management) skills, which are explored from the perspective of the individual, the organisation and society.
- (3) The purpose of the Masters examination is to establish whether students have acquired a knowledge of the professional programme content, have consolidated that knowledge and have, through practical and problem-based classes, gained experience and skills in the subject of the specific programme that enable them correctly and effectively to apply relevant concepts and tools.
- (4) General professional Masters usually prepare students for management roles and leading positions in businesses and organisations. Specialised professional Masters programmes prepare students for specialist roles in businesses and organisations.

### **3**

#### **Degree**

Candidates who pass the Masters examination shall be awarded the degree specified in the applicable subject-specific schedule.

#### **4**

##### **Organisation and structure of Masters programmes**

(1) Masters programmes can be offered as 60, 90 and 120 CP courses. The standard course duration for a part-time professional Masters is specified in the subject-specific schedules. It is at least three semesters and should not generally exceed 6 semesters.

(2) The programmes are modular, with one module worth 5 or 10 CP. The number of CP per module is specified in the subject-specific schedules. Appendix 6 sets out the structure and content of the Complementary Studies module "Society and Responsibility" for the general professional Masters programmes. Appendix 6 does not apply to programmes in English. The subject-specific schedules for professional programmes that are subject to specific external regulations for accreditation purposes may contain provisions on the structure of the programme and of modules that differ from those in the first sentence above. However, one module must as a rule be worth at least 5 CP.

(3) To successfully complete the degree, students must obtain at least 60 CP, 90 CP or 120 CP; the CP breakdown is as follows:

For the general professional Masters programmes:

- a) Complementary Studies module: The Individual and Interaction: at least 5 CP;
- b) Complementary Studies module: Organisation and Change: at least 5 CP;
- c) Complementary Studies module: Society and Responsibility: at least 5 CP;
- d) Subject-specific module: at least 30 CP,
- e) Masters dissertation: at least 15 CP

The complementary modules under a) and b) can be omitted for the English-language master's degree programs. Further details are regulated in the respective subject-specific appendices.

For the specialised programmes:

- a) Subject-specific modules: at least 50 percent of the total workload;
- b) Complementary Studies modules and modules with Complementary Studies content in the following areas: "The Individual and Interaction", "Organisation and Change" and/or "Society and Responsibility": at least 10 percent of the total workload in total minus the scope of the master's thesis. Complementary Studies content may be integrated into subject-specific modules.
- c) Masters dissertation: at least 15 CP.

(4) The subject-specific schedules attached to these Regulations regulate the structure, content and number of subject-specific modules and Complementary Studies modules. In the case of programmes in English, the subject-specific schedules also define the content of the Complementary Studies module "Society and Responsibility".

(5) The calculated workload per ECTS point of between 25 and 30 hours is set out in the subject-specific schedules.

(6) The languages of teaching and examination in the Master programmes are German and/or English. Further details are regulated in the appendices to these regulations.

#### **4a**

##### **Modularisation**

(1) Modularisation is defined as combining specific fields in self-contained thematic units that run for a set period of time; each unit (module) is worth a certain number of credit points.

(2) Studying for a degree requires participation and active involvement in the various types of classes to be taken as part of any given module, preparing for and revising those classes, and the necessary individual learning.

#### Section 4b Classes

(5) 1The teaching method for the classes can be in-person, online or in hybrid form. 2The teaching method is announced in advance to the students via the learning platform and/or specified in an online degree programme format.

(6) 1Of all members and associates of Leuphana and guests who participate in the class, as categories of personal data,

c) audio and video data, as well as

d) the technical data necessary for the provision of a video conferencing system

may be recorded, stored temporarily or transferred to the participants for the purposes of participation via a video conferencing system. The audio and video data may also be stored and made available exclusively for the participants of the respective class for retrieval on the Leuphana learning platforms. In the event of a recording in the video conference system, the participants shall be notified in advance. You can choose whether to turn on your camera or microphone or to anonymize your name in the video conferencing system. If a recording is made, the participants in respective class unit will be given the opportunity to ask questions without these being recorded. The recordings are stored on the video platform of the university and made accessible via an interface on the learning platform. After the curriculum has expired (standard study period), the recordings integrated on the video platform can no longer be accessed. The erasure of the recordings takes place immediately thereafter.

(7) 1Of the members and associates of Leuphana and guests who participate in the class, as categories of personal data,

d) (account) names,

e) communication contents, especially audio, video and text data

f) the technical data necessary for the provision of the used platform

may be recorded, stored temporarily or transferred to the participants as far as this is necessary,

1. because an interaction of the participants, in particular the practising of a scientific discourse, is a necessary part of the class, and

2. to enable quality improvements, cooperation projects or didactic innovations, and

3. in the context of part-time studies with a low level of flexibility in terms of space and time for students, in which a direct or delayed access to and recordings of data and content forms part of a comprehensive participation in the teaching; and

43. to perform university tasks according to Section 3 (1), sent. 1, no. 1 to 5 of the Lower Saxony Higher Education Act (NHG).

2The data processing shall be limited to those sections and participants in the class for which the conditions set out in sentence 1 are fulfilled.

(5)(8) 1The completion of online or hybrid classes and/or parts of classes takes place exclusively via digital video conference systems and platforms which are provided centrally by Leuphana. 2The access is to be restricted to participants. 3The chosen technical and organisational measures for the protection of the personal data to be processed will be laid down in the Leuphana register of processing activities before the start of processing, taking into account the procedures according to paragraphs 2 and 3. 4Otherwise, the data protection regulations stipulated in the GDPR, the Lower Saxony Data Protection Act (NDSG) and Section 17 of the NHG shall apply.

### **Examination Board**

An Examination Board shall be formed to organise assessments and carry out the tasks assigned to it under these General Assessment Regulations. It shall consist of five members:

- three (3) university teachers [*Hochschullehrende*] on professional programmes,
- one (1) research assistant and
- one (1) student member, who should be a Masters student at the Professional School

(2) The Chair and Deputy Chair must be professors.

(3) The Examination Board shall ensure that assessments are properly conducted. It shall ensure compliance with the provisions of the Lower Saxony University Act [*Niedersächsisches Hochschulgesetz, NHG*] and with these General Assessment Regulations.

(4) The Examination Board shall report on a regular basis to the Central Academic Committee and the Senate Committee on Professional Studies and Knowledge Transfer on the development of programmes, covering in particular preparation times for the Masters dissertation, compliance with the standard course duration and assessment periods, and the distribution of individual and overall grades. The report is to be disclosed in an appropriate manner.

(5) The Examination Board shall decide by simple majority of the valid votes cast. Abstentions shall not count as votes cast. The Chair shall have the casting vote. The Examination Board shall be quorate if the majority of its members, including two university teachers, are present. The student member shall have an advisory role only in the evaluation and recognition of assessments and coursework.

(6) Members of the Examination Board shall be elected by the Senate.

(7) The term of office for members is two years, and one year for the student member. Members of the Examination Board shall be entitled to attend examinations as observers.

(8) The meetings of the Examination Board are not open to the public. The members of the Examination Board are bound by the duty of confidentiality of public officials. In the event that a member is not a public official, he or she must give the Chair an undertaking to be bound by a duty of confidentiality.

(9) The Examination Board may lay down its own rules of procedure. The main aspects of discussions and the decisions of the Examination Board are to be recorded in the minutes.

(10) The Examination Board may assign powers to the Chair or his or her deputy; these powers may be revoked. The Chair shall prepare and implement the decisions of the Examination Board. He or she shall report regularly to the Examination Board about this activity.

(11) If decisions relating to aspects of an individual Masters programme are to be made, the programme director may be consulted in an advisory capacity.

(12) The deadline for submission of the Masters dissertation shall be announced in writing. Notwithstanding the role of the Examination Board, these administrative duties relating to the assessment process may be delegated to Student Services.

(13) A separate examination board may be set up for professional programmes that are subject to specific external regulations for accreditation purposes. This and any provisions that deviate from or supplement the provisions of par. 1 to 12 must be specified in the subject-specific schedules.

## **6**

### **Examiners**

(1) Candidates shall be examined/assessed by those responsible for teaching the module. The Examination Board shall appoint the examiners. Two examiners shall be appointed to assess the Masters dissertation. Members and staff of this University or another university who are fully qualified to teach the subject or a field of the subject being assessed may be appointed as examiners. Junior teaching staff [*Lehrkräfte für besondere Aufgaben*] and persons with experience in professional practice and training may be appointed as examiners in appropriate fields.

(2) Teaching staff who are authorised to act as examiners pursuant to the first and fourth sentences of par. 1 do not need to be specially appointed. This does not apply to examiners of the Master's thesis who do not have the formal examination qualification according to § 15 para. 4 of the German Higher Education Framework Act (HRG). They are appointed as examiners by the examination board if they are able, by virtue of their academic and professional qualifications and experience, to assess the respective Master's thesis independently, appropriately and professionally. Before making its decision, the examination board obtains the vote of the respective head of the study program or another expert person from the study programme. The examination board can revocably delegate this decision-making authority to the chairperson of the examination board or his/her deputy.

(3) Examiners are bound by the duty of confidentiality of public officials.

(4) The subject-specific schedules for professional programmes that are subject to specific external regulations for accreditation purposes may contain provisions on examiners that deviate from or supplement the provisions of par. 1.

## **7**

### **Types of coursework and assessment and structure of assessments**

(1) Coursework is work which must be successfully completed as part of the classes in a module. It is a fixed part of the workload for the given module and is not graded. Further details are set out in the subject-specific schedules.

(2) Assessments are graded outputs. By way of exception, with the exception of the Masters module, non-graded assessments are also possible within a module. The prerequisite for this is that the assessment provides for reflection. Further details are provided in the schedules of the General Assessment Regulations. Assessments include the Masters dissertation and the following:

1. Written examination
2. Oral examination
3. Presentation
4. Written paper
5. Project
6. Portfolio
7. Practical professional assessment
8. Practical report
9. Dissertation defence
10. Remote written examination

(3) A written examination is written work which is completed under supervision. In a written examination, the candidate is required to prove that he or she can identify a problem and find ways to solve it within a set time and with limited aids, using the standard methods and acquired competencies and skills. The duration of the examination is regulated in the subject-specific schedules.

(4) In the oral examination, the candidate is required to prove that he or she understands the basic structures of the subject in question and is able to participate in discussions on the subject. The main aspects covered in the examination, the evaluation of the candidate's performance and the key factors determining the result or grade are to be recorded in a report and signed by the examiners. An oral examination can also be completed online via a video conference system which is provided centrally by Leuphana. Further provisions on the completion of oral examinations which are completed online are provided by the "Regulations on the completion of online assessments in the Professional School". The method is announced in advance to the students via the learning platform.

(5) A presentation is, on the one hand, an independently produced, in-depth and, if applicable, written analysis of a problem from the given discipline that takes into consideration and evaluates the relevant literature, and, on the other hand, the oral presentation of the candidate's work and an explanation of his or her findings. The oral presentation of the assessment. It can also be completed online via a video conference system which is provided centrally by Leuphana. Further provisions for the completion of presentations online are laid down in the "Regulations on the completion of online assessments in the Professional School". The method is announced in advance to the students via the learning platform.

(6) A written paper is an independently produced written treatment of a specific subject-related question that takes into consideration and evaluates the relevant literature. The time allowed and the length may be regulated in the subject-specific schedules.

(7) Projects test students' ability to work in a team and, in particular, to develop, implement and present concepts on a sound, well-researched academic basis. Individual forms of project work may be defined in the subject-specific schedules.

(8) The portfolio is written documentation of a learning process, and a reflection on and metacognitive assessment of an individual's own learning achievements. It represents the knowledge and skills that have been acquired in the relevant module.

(9) In a practical professional assessment, students are required to prove their ability independently to develop and/or present, for example, a specific field of work, an institution or a typical course of action related to professional practice, for example, in a manner tailored to a specific target audience, for example in front of a group. A practical staff-led tutorial can also be completed online via a video conference system which is provided centrally by Leuphana. Further provisions for the completion of practical staff-led tutorials online are laid down in the "Regulations on the completion of online assessments in the Professional School". The method is announced in advance to the students via the learning platform.

(10) A practical report is a description of and independent reflection on a practical project that has been planned and/or implemented or in an applied, practical course component. Processing time and scope can be regulated in the respective subject-specific appendices.

(11) A dissertation defence is an oral examination taken in connection with the Masters dissertation. The candidate should demonstrate that he or she has an in-depth understanding of the topic of his or her dissertation and can address questions relating to that topic from his or her discipline independently, on an interdisciplinary basis and using sound academic methods. The dissertation defence is evaluated by the examiners for the Masters dissertation. A colloquium can also be completed online via a video conference system which is provided centrally by Leuphana. Further provisions for the completion of online colloquiums are laid down in the "Regulations on the completion of online assessments in the Professional School". The method is announced in advance to the students via the learning platform.

(12) A remote written examination is a written examination as defined in par. 3, which is completed online without the obligation to be present in an assessment room at Leuphana. In the case of the remote written examination which is invigilated, the personal identification, immutability and provability of the assessment and the grading must be ensured. Further provisions for the completion of written examinations online are laid down in the "Regulations on the completion of online assessments in the Professional School".

(13) All written assessments according to par. 2, except for Masters dissertations, written examinations and remote written examinations, can also only be submitted in electronic form using a readable, comments-capable PDF file. The method of submission shall be decided by the examiner. The submission in electronic form takes place via the learning platform provided by Leuphana. In the case of work submitted electronically, the personal identification, immutability and provability of the assessment and the grading must be guaranteed. The personal identification details of the candidates (matriculation number, Leuphana account ID or other unique identification) and the examiners may be collected and stored together with the assessment, insofar as and as long as it may be necessary for the identification and assigning of such

persons. In doing so, the examiner ensures the documentation of the prompt receipt of the processed assessments, as based on the upload information at the specific time and the person submitting the assessment. The upload takes place in a protected area that other students are not able to access. The form of the submission (written or electronic) is announced in advance on the learning platform at the start of the semester and is binding.

(14) In each and every assessment submitted in written or electronic form pursuant to par. 2 with the exception of written examinations, the publication or other source for each direct quotation must be clearly and appropriately cited. Citations must be provided with the quote. Publications and other sources used but not directly quoted must also be cited.

Said written assessments must include a declaration that

- the assessment – for group work the section of the assessment indicated – is all the student's own work and that all sources and resources used have been referenced;
- all passages in the assessment that have been taken directly or indirectly from other sources have been indicated and referenced accordingly, and
- the contents of the written and electronic versions of the work are identical, irrespective of anonymisation in accordance with Paragraph 13 Sentence 11.

In the Masters dissertation, it must additionally be declared that the dissertation has not previously been submitted to any examination body in its current or a similar form. In deviation from sentence 4, in the case of the electronic submission of the written work, the declaration according to sentence 4 takes place with an independent electronic declaration via the learning platform and, in the case of Masters dissertations according to sentence 5, also via the University Information System. The personal identification details of the candidate (matriculation number, Leuphana account ID or other unique identification) as well as the time of submission may be collected and stored together with the declaration, insofar as and as long as this may be necessary for the identification and assigning of the student.

(15) Upon the request of the examiner, for the purposes of plagiarism control, all written works pursuant to par. 2, except for written examinations, and all work submitted electronically pursuant to par. 14, except for remote examinations, are also to be submitted via the learning platform in electronic form which fulfils the requirements of this paragraph. To check that the assessment was completed independently, regardless of whether there is cause for suspicion, with the pseudonymised data of the author, the work can be checked using suitable plagiarism detection software for possibly unidentified text passages or other sources which have been illicitly adopted from elsewhere. The author has the duty to ensure that the electronic copy of the written work pursuant to sentence 1 does not contain any information which would allow for the electronic copy of the work to be associated with his or her person. For the completion of plagiarism checks using software, a verification software package provided centrally by Leuphana or a web service will be used. The data made available will be erased from the software or service used without delay and after three months at the latest.

(16) With the approval of the examiner, assessments can also take the form of group assessments or group assignments, provided that the individual contributions can be clearly identified and graded individually on the basis of objective criteria. The contributions of the respective candidate must be clearly and recognisably attributable to this person. In such cases, it must be possible clearly to identify and to assess the contribution of the individual candidate.

(17) The Examination Board shall determine the time at or period in which written examinations are held and the time of issue and submission deadlines for other assessments. The Examination Board shall be entitled to delegate to the programmes or, for the general Complementary Studies module "Society and Responsibility", to the Professional School, the definition of the time or period for written examinations and the time of issue and submission deadlines for other written assessments with the exception of Masters dissertations.

(18) Assessments within modules are usually offered every two semesters. Each module must be completed within the planned timeframe, i.e. students should be able to resit assessments in the same semester unless there are compelling reasons not to allow this.

(19) The subject-specific schedules for professional programmes that are subject to specific external regulations for accreditation purposes may contain provisions on coursework and assessment that deviate from or supplement the provisions of par. 1.

## **7a**

### **Extenuating circumstances**

(1) If students provide credible proof that they are unable to complete assessments either in whole or in part in the required manner on account of prolonged physical disability or chronic illness, they must be granted an extension or offered the possibility to complete equivalent work in a different form. They may be required to submit a medical certificate from a specialist. A decision on whether or not such a medical certificate is required shall be taken by the Examination Board.

(2) In terms of compliance with registration deadlines for assessment, assessment resits, the reasons for missing assessments and compliance with set assessment deadlines for written work, the illness and sole care of a close relative of the student shall be given equal weight to the illness of the student himself or herself. Close relations include children, parents, siblings, grandparents, spouses and partners.

(3) Where students are taking advantage of the specified "protection periods" [*Schutzfristen*] pursuant to section 3 par. 2 and the protection provided under section 5 par. 2 and section 6 par. 2 of the German Act on the Protection of Working Mothers [*Mutterschutzgesetz*, MuSchG] and the provisions on parental leave set out in sections 15 and 16 of the German Act on Child-raising Benefits and Parental Leave [*Gesetz zum Erziehungsgeld und zur Elternzeit*, BEEG], this shall also be taken into account. Applications for this to be taken into account are to be submitted to the competent examination board. Pregnant students / mothers wishing to take part in classes, assessments and/or placements on the programme during their maternity period are required to submit a prior written declaration to the programme in question. This declaration can be withdrawn at any time with effect for the future. The same applies to classes, assessments and/or placements between 20 hrs. and 6 hrs. and/or on Sundays or public holidays. In particular in cases where a pregnant woman/mother takes part in classes, assessments and/or placements without the University being aware that her maternity period has commenced, and the pregnant woman/mother does not inform the University of her maternity status and provide the necessary written declaration before the end of said classes, assessments or placements, or even withdraws her consent, her participation shall be considered as a declaration of her wish to take part in classes, assessments and/or placements despite the maternity period. The same applies to participation in classes, assessments and/or placements after 20:00 and/or on Sundays or public holidays.

(4) The students in question must not suffer a disadvantage from the implementation of the regulations under par. 1 to 3. Students must provide suitable documentation to demonstrate that they meet the conditions pursuant to par. 1 to 3, for example a medical certificate from a specialist, a medical certificate from a medical officer, birth certificates, a *Mutterpass* [prenatal medical document for expectant mothers], certificates from the *Einwohnermeldeamt* [residents' registration office], etc.

## **8**

### **Recognition of periods of study and assessments**

(1) Periods of study and coursework including practical professional work and assessments on the same course of study at a university in the Federal Republic of Germany as well as coursework completed in



Complementary Studies modules taken as part of the degree programme at the Professional School shall be recognised without an assessment of equivalency.

(2) Periods of study, coursework, practical professional work and assessments from another course of study shall be recognised if they do not significantly differ in terms of content, scope and requirements from those of a module in programme for which a transfer of credits is being applied. There should be an overall assessment of the significance of the credits for the achievement of the programme's objectives and the purpose of the assessments pursuant to section 2. In the event that the University does not grant recognition, it must prove substantial differences.

(3) Insignificant differences concerning parts of a foreign degree programme shall be defined according to equivalency agreements or other intergovernmental agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs [*Kultusministerkonferenz*] and the German Rectors' Conference [*Hochschulkonferenz*]. The Central Office for Foreign Education [*Zentralstelle für ausländisches Bildungswesen*] may be consulted to clarify the facts and legal situation. Other credit regulations based on agreements with foreign universities, including but not limited to agreements under the European Credit Transfer System (ECTS), are to be followed.

(4) Knowledge and skills acquired outside the higher education system may be counted towards a degree in the form of credit points if they are equivalent in content and level to that part of the programme that they are to replace; the second and third sentence of par. 2 apply. It must be ensured that an accepted quality assurance system is guaranteed both by the institution in which the knowledge and skills have been acquired and by Leuphana University of Lüneburg as the receiving institution.

(5) If a group of students already regularly possesses knowledge and skills that are equivalent to a part of the degree programme in terms of content and level before the start of the degree programme, for example due to a specific training qualification or an educational offer, these can be credited as blanket accreditation in the form of credit points to the corresponding part of the degree programme. The subject, scope and corresponding target group of the blanket accreditation credit are regulated in the respective subject-specific appendices to these regulations. (6) Overall, a maximum of 50% of CPs to be acquired on the given programme may be transferred for knowledge and skills acquired outside the higher education system as described in par. 4. The transfer of credits according to par. 4 does not apply to the Masters dissertation.

(7) If a student completes assessments within a maximum of 4 semesters immediately before commencing a regular degree programme by taking individual modules on the programme as a guest student, these shall be credited in full irrespective of the above provision.

(8) If credits are transferred, grades shall be transferred and included in the calculation of the overall grade insofar as the grading systems are comparable. If the systems are not comparable, a "pass" shall be recorded.

(9) The Examination Board shall decide on the transfer of credits upon the request of the students. In the case of non-recognition, the Examination Board shall issue a notification indicating reasons for the decision and informing the student of her / her right of appeal.

(10) The subject-specific schedules for professional programmes that are subject to specific external regulations for accreditation purposes may contain different or supplementary provisions on the recognition of periods of study and assessments.

## **8a**

### **Credit transfer and acquisition of additional CP**

The Examination Board shall adopt guidelines setting out the procedure for credit transfer and the acquisition of additional CPs to fulfil any conditions of admission pursuant to section 4a of the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg and shall announce

said guidelines in an appropriate way. The Examination Board shall coordinate the procedure in question and make the final decision on whether CPs are to be transferred or whether additional CP must be obtained.

## 9

### Evaluation of coursework and assessments

(1) The grades 1, 2, 3, 4 and 5 are to be used to grade assessments as set out in the first column of the table below. Individual grades may be increased or reduced by 0.3 for more detailed grading; grades of 0.7, 4.3, 4.7 and 5.3 are not permitted. By way of derogation from this, according to section 7, par. 2 sentence 2, non-graded assessments are graded as “passed” and/or “not passed”.

Individual grade	Final grade / Qualitative description		
	Final grade	German	English
1.0 1.3	1.0 - 1.5	Sehr gut	Very good
1.7 2.0 2.3	1.6 - 2.5	Gut	Good
2.7 3.0 3.3	2.6 - 3.5	Befriedigend	Satisfactory
3.7	3.6 - 3.9	Ausreichend	Sufficient
4.0	4.0		
5.0		Nicht ausreichend	Fail

(2) A pass shall be awarded for the Masters dissertation if both examiners award a grade of at least "sufficient" (4.0). The overall grade is calculated as the average of the two individual grades. Only the first decimal place shall be considered in the calculation of the grade; all further decimal places shall be disregarded without rounding.

(3) A pass shall be awarded for a module assessment if the module grade is at least "sufficient" (4.0). If a module assessment consists of multiple individual assessments, a grade of at least "sufficient" (4.0) must be awarded for each assessment. If a module assessment consists of several individual assessments that correspond in form to the work described in section 7 par. 2, the module grade shall be calculated as the sum of the weighted grades for the various individual assessments in accordance with the provisions of the relevant subject-specific schedule. If the subject-specific schedule does not specify a weighting, the module grade shall be the arithmetic mean of the individual grades. Only the first decimal place shall be considered in the calculation of the grade; all further decimal places shall be disregarded without rounding. The third column of the table par 1 applies accordingly for the calculation of the module grade. A module is also passed in cases of a non-graded assessment being graded as “passed”. If a module assessment consists of multiple individual assessments, a grade of at least “passed” must be awarded for each partial assessment.

(4) The subject-specific schedules for professional programmes that are subject to specific external regulations for accreditation purposes may contain provisions that deviate from those of par. 1 and the second sentence of par. 3.

### Section 9a University information systems

(4) In accordance with the rights and obligations associated with membership of Leuphana University, students are obliged to use the University Information System provided by Leuphana University of Lüneburg and the university email address provided by Leuphana University of Lüneburg.

(5) The students register and de-register for assessments using the University Information System. Students are obliged to check the correctness of their online account and the mailbox regularly, and in particular, to take note of the notifications provided there and the specified assessment results so as to comply with the deadlines according to section 19 par. 1, 1a and 2.

## **Section 10**

### **Withdrawal, missing assessment dates, fraud, breach of regulations**

(1) Candidates may withdraw without giving reasons up to one day before the start of the assessment or assessment period. This period may be waived in the schedules to this Regulation. The applicable withdrawal period must have been announced at the start of the registration period for the assessment in the University Information System. The withdrawal is to be completed electronically using the University Information System.

(2) An assessment shall be marked as a "fail" if the candidate

- fails to appear for an assessment or
- withdraws from the assessment after it or the assessment period has begun without a valid reason.

(3) Credible reasons for the withdrawal from or failure to attend or submit the assessment must be submitted to the Examination Board immediately in writing. In the case of illness, a medical certificate must be submitted without delay. In case of doubt, a certificate from a specialist doctor or medical officer may be required. If the reasons are accepted, a new date shall be set. Assessment components which have already been submitted or completed shall be recognised.

(4) If a candidate tries to influence assessment results by cheating, by the fraudulent portrayal of work by others as their own or by using unauthorised aids, the piece of work in question shall be graded as a "fail" (5.0) and in the case of a non-graded assessment, as "not passed". Anyone who is found to have violated the Assessment Regulations may be barred from taking the rest of the relevant assessment. A decision on action pursuant to the first and second sentences above shall be taken by the Examination Board after the candidate has been heard. Until the Examination Board has made a decision, the candidate shall continue the assessment unless the invigilator considers the candidate's temporary exclusion to be essential if the assessment is to be continued in an orderly manner.

(5) If a student misses a deadline for coursework or an assessment without a valid reason, the coursework or assessment in question shall be marked as a "fail". Par. 2 applies accordingly. For professional study programmes which have to fulfill special external regulations for accreditation, regulations deviating from paragraph 5 may be specified in the subject-specific annexes.

## **11**

### **Nature and scope of the Masters examination**

The Masters examination consists of

1. the Masters dissertation and
2. the module assessments.

The Masters degree is awarded if a total of, as a rule, 300 credit points have been awarded, taking into consideration the preceding Bachelor degree or a degree that is at least equivalent, in other words if the relevant conditions of admission pursuant to section 4a of the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg have been fulfilled.

## 12

### **Admission to the Masters dissertation**

(1) To be eligible to write a Masters dissertation, students must be enrolled on the corresponding degree programme and have passed the module assessments with the exception of the modules in the same semester(s) as the Masters dissertation in the standard course duration in accordance with the subject-specific schedules. This is without prejudice to the provisions of par. 3.

(2) The application for admission to the Masters dissertation must be submitted to the competent Examination Board or to the body appointed by it in written or electronic form. Unless appropriate documents have already been submitted to the University, the application must be accompanied by the following:

- proof that admission requirements pursuant to par. 1 have been fulfilled,
- a proposal for the first and second examiner,
- a proposed topic in German and English,
- a declaration as to whether the Masters dissertation is to be assigned as an individual or a group dissertation, and
- a declaration as to whether a Masters examination or a part thereof has already been failed on the same programme at a university or an equivalent institute in the Federal Republic of Germany.

(3) Upon application, the Examination Board may also provisionally admit the candidate for the Masters dissertation even if he or she has not yet passed all module assessments or required examination prerequisites / coursework or has not yet fulfilled all conditions of admission pursuant to section 4a of the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg. Such a decision may only be taken if said assessments can be taken and said conditions fulfilled subsequently without this having a negative impact on the student's studies.

(4) Admission shall be denied if

- admission requirements pursuant to par. 1 are not fulfilled,
- the documents pursuant to par. 2 are incomplete, or
- the student has already failed without recourse the Masters examination for the same course of study at a university or an equivalent institute of higher education in the Federal Republic of Germany.

(5) The application for admission may be withdrawn at any point up until the day on which the student is due to start work on the dissertation.

(6) The Examination Board may set binding registration deadlines and announce these within the University.

## 13

### **Masters dissertation**

(1) The Masters dissertation should demonstrate that candidates are capable of addressing a question from their course of study in-depth within a set time using the methods they have learned. With the approval of the examiner, the Masters dissertation may be assigned as a group dissertation. The contribution of the individual candidate to be assessed must be clearly identifiable on the basis of sections, page numbers and other objective criteria. It must be possible to assess said contribution on its own merits.

(2) Notwithstanding the provisions of section 6, the candidate may propose an examiner or a group of examiners for his or her Masters dissertation. Such a proposal does not constitute a right. The proposal should be accepted unless there are valid reasons for not doing so, for instance if it would create an unreasonable workload for the examiner. If the proposal is not accepted, another proposal from the student must be considered on request.

(3) The topic of the dissertation may be chosen from one or more areas of study. The topic shall be set by the first examiner of the dissertation after the candidate has been heard and shall be deemed to have been confirmed when assigned by the Chair of the Examination Board.

- (4) Upon request, the Examination Board shall ensure that the candidate receives a topic in good time. The topic shall be assigned by the Chair of the Examination Board; the assignment shall be documented.
- (5) The time allocated for the Masters dissertation is regulated by the subject-specific schedules. The time allocated shall be extended accordingly for advanced dissertations for the acquisition of additional CP pursuant to section 8a.
- (6) The Masters dissertation is to be submitted by the deadline in writing in the form of at least two printed copies as well as in electronic form to Student Services, or in electronic form only in the form of a readable, comments-capable PDF file via upload in the University Information System. The initial examiner decides on the form of submission. In the case of work submitted electronically, the personal identification, immutability and provability of the assessment and the grading must be guaranteed. The personal identification details of the candidate (matriculation number, Leuphana account ID or other unique identification) and the examiner may be collected and stored together with the assessment, insofar as and as long as it may be necessary for the identification and assigning of such persons. The form of the submission (written or electronic) is announced with the provision of the topic and is binding. The time of submission must be recorded. The provisions of section 7, par. 14, 15 and 16 apply.
- (7) The Masters dissertation is generally to be marked within 6 weeks.
- (8) The subject-specific schedules may specify that a dissertation defence is required as part of the Masters dissertation.
- (9) Each examiner shall produce a written report on the dissertation independently from each other which is uploaded via the University Information System. If there is a difference of at least two grades between the assessments of the two examiners, another qualified expert must be appointed by the competent Examination Board before the grade is announced. In this case, the assessment of the third examiner shall have equal weight to that of each of the two others. The grade shall then be calculated as the arithmetic mean of all individual grades.

## **14**

### **Resits**

- (1) A module assessment may be resat once if the student failed at his or her first attempt; if a failed module assessment consists of multiple individual assessments, the student may only resit the assessment that he or she failed. Upon request, the assessment may be retaken a second time with the approval of the Examination Board. A third resit is not possible.
- (2) Students may not resit assessments that they have passed.
- (3) The candidates and the Examination Board shall agree on a date for the resit.
- (4) Students may resit the Masters dissertation once if they fail at the first attempt; a second resit for the Masters dissertation is not possible.
- (5) The Examination Board shall decide the time for the Masters dissertation resit, taking into consideration the candidate's level.
- (6) Students who receive a "fail" on their Masters dissertation or a module assessment after all resit options have been exhausted shall be awarded a fail without recourse for the entire Masters examination on the relevant programme.

## **15**

### **Overall result of Masters examination**

- (1) A pass shall be awarded for the Masters examination if the overall grade is at least "sufficient". The overall grade shall be determined by the Examination Board on the basis of the individual grades of the modules as defined in the subject-specific schedules and the Masters dissertation. The individual grades for the module assessments and Masters dissertation shall be weighted according to the credit points obtained.

Only the first decimal place shall be considered in the calculation of the grade; all further decimal places shall be disregarded. The second column of the table in section 9 par. 1 applies accordingly for the calculation of the overall grade.

(2) A student shall be awarded a fail in the Masters examination if he or she fails to pass all modules on the degree programme and fulfil any conditions of admission pursuant to section 4a of the Regulations on Admission to Cross-faculty Professional Masters Programmes within a period equal to the standard course duration plus four semesters plus any leave of absence, and the student is responsible for this failure. The student is to be notified of this eventuality by the competent programme no later than one year before the deadline. This deadline is subject to change in the event of the programme being discontinued.

(3) Notwithstanding the provisions of section 8 par. 7, additional credits acquired or coursework and assessments recognised, including but not limited to that required to fulfil any conditions of admission pursuant to section 4a of the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg, shall not be taken into consideration in the overall grade.

## 16

### **Assessment certificates, degree certificate and other certification**

(1) An assessment certificate confirming that the Masters examination has been passed shall be issued immediately – if possible within four weeks. An assessment certificate can only be issued if the conditions of admission pursuant to section 4 of the Regulations on Admission to Cross-faculty Specialised Professional Masters Programmes at Leuphana University of Lüneburg have been fulfilled. If the Masters examination has not been passed, the Chair of the Examination Board shall issue written notification of this.

(2) Together with the assessment certificate, the candidate shall receive the Masters degree certificate indicating the date of the assessment certificate. The assessment certificate shall indicate the date on which the last assessment was taken.

(3) The University shall issue a Diploma Supplement (DS) in accordance with the "Diploma Supplement Model" of the European Union / Council of Europe / UNESCO (Appendix). The text agreed by the Standing Conference of the Ministers of Education and Cultural Affairs [*Kultusministerkonferenz*] and the German Rectors' Conference [*Hochschulkonferenz*] as amended is to be used for the description of the national education system (DS Section 8). In addition to the Diploma Supplement, the University also shall issue graduates with English translations of degree certificates, assessment certificates and transcripts of records. The Diploma Supplement shall include an ECTS (European Credit Transfer System) classification table.

(4) If all the results of one semester have been digitally recorded, students may request a transcript of records in the form of an overview of achievements to date, including all failed attempts. The overview also includes any additional coursework or assessments undertaken or recognised, in particular credits required to fulfil any conditions of admission pursuant to section 4a of the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg.

(5) If a student fails the final examination without recourse, he or she shall receive written notification of this from the Examination Board. The notification shall include a transcript of records listing assessments and grades achieved and credit points obtained.

(6) If a student leaves the University or changes subject, the Examination Board shall issue a transcript of records listing assessments and grades achieved and credit points obtained.

## 17

### **Invalidity of the Masters examination**

(1) In the event that a candidate cheats on the Masters examination and this does not come to light until after the assessment certificate has been issued, the Examination Board shall be entitled to correct the

grades for those assessments in which the candidate cheated and to award a “fail” for the Masters examination.

(2) In the event that the candidate did not meet requirements for admission to an assessment but was unaware of this fact, and his or her incorrect admission is not discovered until after the certificate has been issued, this shall be disregarded if the candidate has passed the assessment. If the candidate was aware that he or she did not meet the requirements and deliberately sought admission, the competent examination board shall decide in accordance with statutory provisions on the withdrawal of unlawful administrative acts.

(3) Before such a decision is made, the candidate shall have the opportunity to discuss the matter with the Examination Board.

(4) The incorrect assessment certificate is to be retracted and replaced by a correct certificate. The Masters degree certificate is also to be retracted if the examination is to be assessed as a "fail" due to cheating. A decision in accordance with par. 1 and the second sentence of par. 2 cannot be taken after the expiry of a period of five years from the date of the assessment certificate.

## 18

### Viewing assessment files

Upon written request, the assessed persons shall be granted access to their assessment documents, including but not limited to assessment records and assessment reports. This procedural right to inspect files exists for up to one year after the completion of the assessment procedure.

## 19

### Appeals

(1) Decisions and other administrative acts that go against the candidate and that are issued in accordance with these General Assessment Regulations and with the corresponding subject-specific schedules, can be issued electronically or in writing, issued with a notice of the candidate's right of appeal and announced in accordance with section 41 German Administrative Procedure Act [*Verwaltungsverfahrensgesetz*]. An appeal may be lodged with the Examination Board within one month of receipt of notification in accordance with section 68 ff. of the Code of Administrative Court Procedure [*Verwaltungsgerichtsordnung*].

(1a) By way of derogation from paragraph 1, the evaluation decisions on assessments pursuant to Section 14, par. 1, which are made in accordance with these General Assessment Regulations and the associated subject-specific schedules are announced online via the University Information System. A notice of the student's right of further appeal is to be enclosed with them. According to Sections 68 ff. of the Code of Administrative Court Procedure (VwGO), according to section 14 par. 1, candidates shall have the right to appeal against the grading of assessments to the competent examination board within one month of the online notification through the University Information System.

(2) If the appeal is against an assessment by an examiner, the Examination Board shall decide in accordance with par. 3 and 5.

(3) If the candidate puts forward precise and reasonably substantiated reasons for his or her objection to the evaluation of a specific assessment, the Examination Board shall pass on this objection to the examiner. If the examiner changes the evaluation in accordance with the application, the Examination Board shall allow the appeal. Otherwise, the Examination Board shall examine the decision on the basis of the examiner's statement to establish whether

- the assessment process was not properly implemented;
- the factual basis for the evaluation was incorrect;
- general evaluation principles were not followed;
- a reasonable solution logically supported with strong arguments has been assessed as incorrect; or

- the examiner allowed himself or herself to be influenced by considerations not relevant to the assessment  
The same applies if the appeal is against the evaluation by multiple examiners.

(4) A decision on an appeal should be taken within six weeks. If an appeal is not accepted, the Presidential Committee of the University shall notify the appellant accordingly.

(5) The appeal process must not result in a worse grade for the assessment.

## **20**

### **Internal University announcement by the Examination Board**

(1) The Examination Board shall publish these Assessment Regulations within the University and inform students of this in an appropriate manner.

(2) Decisions and other measures taken according to the General Assessment Regulations, including but not limited to those relating to admission to assessments, rejection, registration and assessment dates and deadlines and assessment results, shall be announced within the University in the usual manner. Data protection provisions must be followed.

## **21**

### **Transitional provisions**

For students already enrolled before the 2018 summer semester, the cut-off period after the end of the standard course duration pursuant to section 15 par. 2 is eight semesters. In the event that a student has already exceeded the standard course duration – without taking into account any leave – before these General Assessment Regulations enter into force, the cut-off period pursuant to the first sentence above shall commence at the start of the 2018 summer semester.

## **22**

### **Entry into force**

After approval by the Presidential Committee of Leuphana University of Lüneburg, these Examination Regulations shall take effect on the day after their publication in the Official Communication of Leuphana University of Lüneburg at the start of the 2018 summer semester.

They replace and supersede the General Assessment Regulations for Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg of 19 March 2008 (Leuphana Gazette no. 06/08 of 31 March 2008), last amended on 18 June 2014 (Leuphana Gazette no. 16/14 of 16 July 2014), and the General Assessment Regulations for Cross-faculty Specialised Professional Masters Programmes at Leuphana University of Lüneburg of 21 March 2012 (Leuphana Gazette no. 05/12 of 27 April 2012), last amended on 18 June 2014 (Leuphana Gazette no. 16/14 of 16 July 2014). This does not apply to the subject-specific schedules issued for the relevant Masters programmes as last amended. These shall remain in force.

The relevant subject-specific schedules applicable for students on each Masters programme, in effect before the entry into force of these General Assessment Regulations, shall continue to apply as per the new list of subject-specific schedules, appendix 5, in Appendix I, the only changes being the addition of “spMa” to and that the word “specialised” (“*berufsspezifischen*”) no longer appears in the titles of the subject-specific schedule titles now numbered 5.9 to 5.15 in Appendix 5, Appendix I”, and that module Ü1 has been renamed K1, module Ü2, K2 and module Ü3, K3 in subject-specific schedules nos. 5.1 to 5.15.



## APPENDIX I

Schedule 1	Assessment certificate
Schedule 2	Masters degree certificate
Schedule 3	Transcript of records
Schedule 4	Diploma Supplement
Schedule 5	<p>Subject-specific Schedules</p> <p>5.1 Manufacturing Management (MBA) - gpMa</p> <p>5.2 Sustainability Management (MBA) - gpMa</p> <p>5.3 Governance and Human Rights (MA) - gpMa</p> <p>5.4 Performance Management (MBA) - gpMa</p> <p>5.5 - deleted -</p> <p>5.6 Social Management (MSM) - gpMa</p> <p>5.7 Prevention and Health Promotion (MPH) - gpMa</p> <p>5.8 Strategic Management (MBA) - gpMa</p> <p>5.9 Master in Auditing (M.A.) - spMa</p> <p>5.10 Master of Construction Law and Management (M.A.) - spMa</p> <p>5.11 Competition &amp; Regulation (LL.M.) - spMa</p> <p>5.12 Corporate and Business Law (LL.M.) - spMa</p> <p>5.13 Business Engineering (M.Sc.) - spMa</p> <p>5.14 Tax Law (LL.M.) - spMa</p> <p>5.15 Sustainability Law – Energy, Resources, Environment (LL.M.) - spMa</p>
Schedule 6	Complementary Studies module “Society and Responsibility”

Key: gpMa – general professional Masters  
spMa – specialised professional Master