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Revised General Assessment Regulations for Cross-faculty Academic Certificate Programmes at Leuphana University of Lüneburg

The Presidential Committee of Leuphana University of Lüneburg hereby sets the following wording for the General Assessment Regulations for Cross-faculty Academic Certificate Programmes at Leuphana University of Lüneburg of 13 July 2011 (Leuphana Gazette No. 17/11 of 02 September 2011) as amended, taking into account:

- the first amendment, dated 20 June 2012 (Leuphana Gazette No. 13/12 of 28 August 2012);
- the second amendment, dated 20 November 2013 (Leuphana Gazette No. 35/13 of 18 December 2013);
- the third amendment, dated 18 June 2014 (Leuphana Gazette No. 17/14 of 16 July 2014);
- the fourth amendment, dated 16 May 2018 (Leuphana Gazette No. 47/18 of 23 August 2018);
- the fifth amendment, dated 20 November 2019 (Leuphana Gazette No. 14/20 of 16 January 2020);
- the sixth amendment, dated 15 December 2021 (Leuphana Gazette No. 17/22 of 03 February 2022); and
- the seventh amendment, dated 22 February 2023 (Leuphana Gazette No. 39/23 of 14 April 2023).

1 Scope and terms

These General Assessment Regulations set out the general provisions governing assignments and assessments on Cross-faculty Academic Certificate Programmes at Leuphana University of Lüneburg worth at least 15 CP and aimed at target groups with a university entrance qualification and relevant professional experience. These General Assessment Regulations are binding for all certificate courses of this kind. Specific provisions for individual certificate courses are set out in Subject-specific Schedules to these General Assessment Regulations.

1a Application *mutatis mutandis* to students on the module programme

Section 2 par. 1 and 2, section 4 par. 7 and 8, sections 5–8, sections 11–12, section 13, section 17 par. 1–3 and sections 20–23 of these General Assessment Regulations and the second and third sentences of section 11 par. 5 of the Enrolment Regulations of Leuphana University of Lüneburg as amended from time to time shall apply *mutatis mutandis* to students on the module programme if assessment takes place.

2 Objectives of certificate programmes and purpose of assessments

- (1) Certificate programmes promote professional skills and development by teaching subject-specific and/or interdisciplinary material and methods in a way that is tailored to the demands of the world of work, enabling students to engage in advanced critical reflection, to apply research and academic findings and methods, and to act responsibly in their respective professional fields.
- (2) Certificate programmes have a strong focus on practice and transfer and a solid academic, research and theoretical basis. They are also designed to improve graduates' professional competence through in-depth academic engagement with and critical reflection on professional experience gained before and during the course.
- (3) A certificate programme does not lead to a professional or academic higher education qualification; those completing the programme receive a certificate of academic continuing professional development.

3 Certificate award

Students who have passed all modules pursuant to the subject-specific schedule shall be issued by the University with an academic continuing education certificate pursuant to Schedule 2.

The academic continuing education certificate shall be at a Masters and/or Bachelor level. A certificate shall be awarded according to the following structure.

Certificate/Diploma	CP (ECTS)	Level (DQR – German Qualifications Framework)
Diploma of Advanced Studies (DAS)	At least 30	7
Certificate of Advanced Studies (CAS)	At least 15	7
Diploma of Basic Studies (DBS)	At least 30	6
Certificate of Basic Studies (CBS)	At least 15	6
Diploma of Individual Studies (DIS)	At least 30	6 and 7
Certificate of Individual Studies (CIS)	At least 15	6 and 7

The subject-specific schedules indicate whether the modules on the given certificate programme are at Bachelor and/or Masters level.

4 Standard course duration and structure of certificate programmes

- (1) The standard course duration is set out in the subject-specific schedule and shall be at least one semester.
- (2) Certificate programmes are modular in structure, with one module worth 5 CP or a multiple thereof. To complete and pass a certificate programme, students must have acquired at least 15 CP. Certificates can be obtained on specialised certificate programmes or on the Professional School Individuale certificate programme.
- (3) Specialised certificate programmes are programmes on which students follow a set curriculum consisting of specific modules. There are three different types:

1. separate certificate programmes, consisting of modules originally assigned to those certificate programmes;
 2. degree programme-based certificate programmes, consisting of modules from one or more Professional School programmes of study if free places are available;
 3. combined certificate programmes, consisting of modules pursuant to 1 and 2 above.
- (4) The Professional School Individuale certificate programme is a programme format in which students, according to their individual needs, put together a combination of modules from the entire range offered by the Professional School that still have free places.
- (5) The subject-specific schedules to these Regulations govern the structure, content and number of subject-specific modules. They may also provide for Complementary Studies modules and project work. The modules may have integrated distance-learning components. The subject-specific schedules for degree programme-based certificate programmes and, unless they concern modules originally assigned to those certificate programmes, for combined certificate programmes and for the Professional School Individuale certificate programme may refer to module descriptions in other subject-specific schedules.
- (6) Project work sharpens the focus on practice and transfer on the professional certificate programme. Students apply academic findings and methods in their professional field, reflect on the practical use of academic findings for resolving problems in practice and discuss their experiences in classes. The subject-specific schedules to these Regulations set out the details of the structure and content of this project work.
- (7) The subject-specific schedules define the workload, in the range of 25–30 hours, for one ECTS point.
- (8) Certificate programmes can be run in German and/or English. Further details are set out in the subject-specific schedules.

Section 4a Classes

- (1) The teaching method for the classes can be in-person, online or in hybrid form. The teaching method is announced in advance to the students via the learning platform and/or specified in an online degree programme format.
- (2) Of all members and associates of Leuphana and guests who participate in the class, as categories of personal data,
- a) audio and video data, as well as
 - b) 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.

(3) 1Of the members and associates of Leuphana and guests who participate in the class, as categories of personal data,

a) (account) names,

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

c) 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 data and content forms part of a comprehensive participation in the teaching; and

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

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

(4) The 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. The access is to be restricted to participants. The 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.”

5 Modularisation

(1) Modularisation is understood as combining specific fields in self-contained thematic units that run for a set period of time and on which students can be assessed. Each unit (module) is worth a certain number of credit points.

(2) Studying for a certificate programme requires attendance and active participation in classes to be taken as part of a given module, preparing for and revising those classes, and the necessary individual learning.

6 Examination board

- (1) The examination board for cross-faculty professional Bachelor programmes at the Professional School shall be responsible for organising assessment and for the tasks assigned under these General Assessment Regulations. The examination board shall ensure the implementation of assessments. It shall ensure compliance with the provisions of the Lower Saxony Higher Education Act (NHG) and of these General Assessment Regulations.
- (2) The examination board and the certificate programme directors shall report on the development of the certificate programmes, as a rule once a year, to the Senate Committee on Continuing Education and Knowledge Transfer. The examination board shall in particular examine information relevant to assessment such as compliance with the standard course duration and assessment periods, dates and deadlines and the spread of individual and overall grades. The certificate programme directors shall in this context report on matters including but not limited to objectives, performance and strategy, the admissions process and procedures, development and planning in terms of content and concepts, the resource situation and resource planning and quality assurance and quality development measures on the various certificate programmes. The Senate Committee on Continuing Education and Knowledge Transfer may in this context also hear the contributions of certificate students, lecturers and other experts; it shall formulate its response to reports and report on the matter to the Senate, and if appropriate make recommendations on the further development of the certificate programmes. These reports are to be published in an appropriate manner.
- (3) The examination board may call on the competent certificate programme director in an advisory capacity for decisions of the examination board that relate to aspects of a certificate programme.

7 Examiners

- (1) Candidates shall be examined/assessed by those responsible for the module classes. The examiners shall be appointed by the examination board. Members and staff of Leuphana University of Lüneburg or another university who are fully qualified to teach the subject or a field of the subject being assessed shall be appointed to take assessments. Research assistants may be appointed as examiners provided that they have been assigned academic or scientific teaching duties pursuant to the second sentence of section 31 (1) of the NHG. Junior teaching staff [*Lehrkräfte für besondere Aufgaben*] and persons with experience in professional practice and training may be appointed as examiners in appropriate fields. Any person appointed as an examiner must hold at least the qualification to which the assessment is to lead or an equivalent qualification.
- (2) Teaching staff who are authorised to act as examiners pursuant to the first and third sentences of (1) above require no separate appointment.
- (3) Examiners are bound by the duty of confidentiality incumbent on public officials.
- (4) The examination board shall ensure that certificate students are informed in good time of the names of the examiners.

8 Assignments and assessments

- (1) Assignments are coursework that must be successfully completed within the classes of a given module. They form an integral part of the workload for the given module and are not graded. Further details are provided in the subject-specific schedules. Assignments include:
1. Written paper (par. 5)
 2. Project work (par. 6)
 3. Practical professional assessment (par. 8)
 4. Academic presentation (par. 10)
 5. General presentation (par. 11)
 6. Learning log (par. 12)
 7. Assignment (par. 13)
 8. Essay (par. 14)
 9. Practical assessment (par. 15)
 10. Abstract (par. 16)
 11. Practical report (par. 17)
- (2) Assessments are graded outputs. By way of exception, 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 are defined as the final assessment and the following:
1. Written examination (par. 3)
 2. Oral examination (par. 4)
 3. Written paper (par. 5)
 4. Project work (par. 6)
 5. Portfolio (par. 7)
 6. Practical professional assessment (par. 8)
 7. Colloquium (par. 9)
 8. Academic presentation (par. 10)
 9. General presentation (par. 11)
 10. Learning log (par. 12)
 11. Assignment (par. 13)
 12. Essay (par. 14)
 13. Practical assessment (par. 15)
 14. Abstract (par. 16)
 15. Practical report (par. 17)
 16. Remote written examination (par. 18)
- (3) A written examination is a piece of written work produced under invigilation. In a written examination, candidates should prove that they are able, within a limited time and with limited

aids and using the standard methods and skills they have acquired, to identify a problem and find ways to resolve it. The time allowed is set out in the subject-specific schedules.

- (4) In an oral examination, candidates should prove that they are familiar with the general structure of a given topic and able to take part in academic discussions about it. The main areas covered by the assessment, the methods of assessment and the considerations underpinning the decision on the assessment result must be recorded 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 written paper is an independent, written exploration of a subject-specific question using and analysing relevant literature. The time allowed and length can be regulated in the relevant subject-specific schedules.
- (6) Project work demonstrates as applicable a student's teamwork skills and in particular his or her ability to develop, implement and present concepts on a firm academic/scientific and/or artistic basis. Specific forms of project work may be defined in the subject-specific schedules.
- (7) A portfolio is written documentation of the learning process including reflections on and meta-cognitive discussions of the candidate's own learning. It presents the knowledge and skills acquired in a given module.
- (8) In a practical professional assessment, students should prove their ability to independently develop and/or present, e.g. to a group, a selected field of work, an institution or an example of a procedure with practical professional relevance. 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.
- (9) A colloquium is held as an oral examination relating to a written assessment. The candidate should explain his or her work and demonstrate that he or she has an in-depth grasp of the topic and is able to address problem-based questions from his or her field on a sound scientific or academic basis. The colloquium 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) An academic presentation involves an independent and in-depth, if applicable written, discussion of a problem in a given field using and analysing relevant literature and the presentation of this work and its findings in an oral presentation. The oral presentation of the assessment 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.

- (11) Students’ general presentations should demonstrate that they have engaged, within a set time, in such depth with a given topic that they are able to present it to an audience in a clear, well-structured and interesting way. Students should also demonstrate that they are able to give a knowledgeable response to questions, feedback and points for discussion from the audience.
- (12) In their learning logs, students should demonstrate an ability critically to reflect on the content of the lectures, relate that content to their prior knowledge, and draw links to their current environment. Students can set out their thoughts briefly in writing on a learning platform, respond to posts from other students, and use the learning platform as a virtual space for cooperative learning and study.
- (13) An assignment is an independent contribution (solution, brief presentation or class performance) as part of staff-led tutorials, student-led tutorials, seminars, etc.
- (14) An essay is a written paper of a set length in which the student sets out and substantiates a given line of argument. It is based on the class and selected, advanced questions.
- (15) Practical assessments are done in practical or project seminars and are based on the requirements of the practical field in question. Forms of practical assessments can include but are not limited to the composition of newspaper articles, the production of videos or radio reports, involvement in an exhibition or audio production, the creation of a website, the conduct and evaluation of empirical research, and the development and implementation of a concept in fields such as public relations or event management. The workload for a practical assessment should be comparable to that for a written paper.
- (16) In an abstract, students should demonstrate that they are able, within a set time, to produce a clear and concise written summary of a detailed draft, a concept or the results of an extensive project, for example for a written paper or presentation.
- (17) A practical report should demonstrate that students are able, on the basis of what they have been taught and the methods they have acquired, to link their studies to practice and to reflect on the phenomenology of practice at an academic level. The report includes but is not limited to:
 - a description of the place in which the student spent his or her placement;
 - a description of the tasks undertaken in the course of the placement;
 - critical engagement with the business areas relevant to the placement that includes an analysis of relevant literature.
- (18) 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”.

(19) All written assessments according to par. 2, except for 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.

(20) Any final assessment must be submitted in hard copy and in electronic form. All other written work pursuant to par. 2 is to be submitted in hard copy and, at the request of the examiner, also electronically. To check that the work submitted is the candidate's alone, the examiners shall be entitled to submit pseudonymised work to a plagiarism detection provider if the author has granted the examiners, in writing, temporary rights of use to the work; such checks may be done even if plagiarism is not suspected. The data provided shall be deleted by the plagiarism detection provider without delay and after no later than three months. In the event that an assessment is to be checked for plagiarism, the author has a duty to ensure that the electronic copy of written work pursuant to the first or second sentence above does not contain any personal data and that said electronic copy cannot identify him or her.

(21) In all written assessments pursuant to par. 2 or in assessments submitted in electronic form according to par. 2, with the exception of written examinations, any direct quotations from publications or other sources must be appropriately referenced. In-line citations must be provided for each quotation. Publications and other sources used but not directly quoted must also be cited. Upon submission, the candidate must provide a written declaration that

- the paper – or for group work the section of the paper indicated – is all the student's own work and that all sources and resources used have been referenced, and
- all passages in the paper that have been taken directly or indirectly from other sources have been referenced accordingly;
- the content of the hard copy is identical to that of the electronic copy with the exception of the necessary anonymisation of the electronic copy pursuant to the sixth sentence of par. 24.

(22) With the consent of the examiner, assessed work may be submitted in a group examination and/or as group work, 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.

(23) The examination board shall set the time or time period for written examinations and the time of issue and submission deadlines for other assignments and assessments. The examination board shall be entitled to delegate to the certificate programmes the responsibility for setting the time or period for written examinations and the time of issue and submission deadlines for other assessments, with the exception of setting the time of issue and submission of final assessments.

(24) Assessments within the modules shall usually be offered every two semesters. Each module must be completed within the stated timeframe, i.e. the opportunity to resit an assessment should be offered in the same semester unless there are compelling reasons against this.

(25) 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 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."

9 Extenuating circumstances

- (1) If students on a certificate programme can credibly demonstrate that, for example as a result of prolonged physical incapacity or chronic illness, they are unable to take or complete assessments in the set form, they must be granted an extended deadline for completing the assessments or the opportunity to complete equivalent assessments in a different form. A medical certificate from a specialist may be required as evidence. Decisions on granting such extensions or options 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 consideration to illness of the student himself or herself. Close relatives are defined as children, parents, grandparents, siblings, spouses and civil partners.
- (3) Where students make use 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 or mothers wishing to take part in classes, assessments and/or placements on the certificate 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 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, or fails to withdraw such a declaration, before the end of said classes, assessments or placements, 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 hours and/or on Sundays or public holidays.

- (4) The students in question must not suffer any disadvantage from the implementation of the provisions of (1) to (3) above. Students concerned must provide suitable documentation demonstrating that they meet the conditions pursuant to par. 1 to 3, such as a medical certificate from a specialist or medical officer, birth certificates, maternity health record, certificates from the *Einwohnermeldeamt* [residents' registration office], etc.

10 Recognition of periods of study and assessments

- (1) Periods of study, assignments, professional experience and assessments from another programme shall be recognised if their content, scope and demands do not significantly differ from those of a module on a programme for which the student is applying for recognition. There should be an overall assessment of the importance of the output/experience for the achievement of the objectives of the degree and the purpose of assessments pursuant to section 2. In the event that the University does not grant recognition, it must prove substantial differences.
- (2) The equivalence agreements approved by the German *Kultusministerkonferenz* [Standing Conference of the Ministers of Education and Cultural Affairs] and the German Rectors' Conference (HRK) and other interstate agreements shall be used to establish immaterial differences in parts of a programme of study attended abroad. The opinion of the Central Office for Foreign Education (ZAB) may be sought to clarify the circumstances and legal position. Any other recognition provisions set out in agreements with foreign universities shall be followed, including but not limited to agreements under the European Credit Transfer System (ECTS).
- (3) Credit for skills acquired outside higher education may be transferred to a programme of study in the form of credit points if their content and level is equivalent to that part of the programme

for which such skills are to be substituted; par. 1 and 2 shall apply. Care must be taken to ensure that an accepted quality assurance system is operated both by the institution where the knowledge and skills were acquired and by Leuphana University of Lüneburg as the receiving higher education institution.

- (4) Overall, the maximum number of credit points from previous achievements/experience that can be transferred under par. 3 shall be 50 percent of the CP for the certificate programme. Where the certificate programme requires a dissertation, this shall be excluded from transferred credit pursuant to par. 3.
- (5) Notwithstanding the above, credit for any assessments taken within no more than six semesters before the beginning of a regular programme of study as part of individual modules of the certificate programme shall be transferred without restrictions. According to section 4 par. 4, in derogation from sentence 1, the crediting of previously acquired modules within the scope of a completed Professional School Individuale Certificate Programme to a subsequent corresponding course of study with a higher number of CP is excluded.
- (6) Where credit is transferred and to the extent that the grading systems are comparable, the grades shall be transferred and count towards the overall grade. In the event that the grading systems are not comparable, the relevant component shall be marked as "Passed".
- (7) The examination board shall, on the basis of par. 1–6, adopt guidelines setting out the procedure for recognition of credit and shall announce its decision in an appropriate manner. It shall coordinate the procedure in question and subsequently decide on applications from students for the recognition of CP. In the event that credit is not recognised, the examination board shall issue a notice giving reasons and including information on the student's right of appeal.

11 Assessments and acquisition of credit points

- (1) The assessment(s) for a module shall be based on the material taught and studied as part of the module classes. The requirements for individual assignments and assessments are set out in the subject-specific schedules to these Regulations.
- (2) The assignments and/or assessments specified for a given module are to be completed before the end of the programme. A grade is in principle to be awarded upon completion of each module; the subject-specific schedules may make an exception to this rule for integrated practical modules on professional programmes.
- (3) The credit points associated with a module shall be awarded once a student has met all the module requirements and passed the module in accordance with section 12 par. 2.

12 Evaluation of assignments and assessments; grade calculation and weighting

- (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 (0,3) for more detailed grading; grades of 0.7 (0,7); 4.3 (4,3); 4.7 (4,7) and 5.3 (5,3) will not be used. By way

of derogation from this, according to section 8, par. 2 sentence 2, non-graded assessments are graded as “passed” and/or “not passed”.

Individual grade	Final grade		
	Final grade	German	English
1.0 (1,0) 1.3 (1,3)	1.0–1.5 (1,0 - 1,5)	Sehr gut	Very good
1.7 (1,7) 2.0 (2,0) 2.3 (2,3)	1.6–2.5 (1,6 - 2,5)	Gut	Good
2.7 (2,7) 3.0 (3,0) 3.3 (3,3)	2.6–3.5 (2,6 - 3,5)	Befriedigend	Satisfactory
3.7 (3,7)	3.6–3.9 (2,6 - 3,5)	Ausreichend	Sufficient
4.0 (4,0)	4.0 (4,0)		
5.0 (5,0)		Nicht ausreichend	Fail

- (2) A module shall be deemed to have been passed if the module grade awarded 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.
- (3) In the exceptional event that a module assessment consists of multiple individual assessments, the form of which corresponds to the assessments pursuant to section 8 par. 2 or par. 19, the module grade shall be calculated on the basis of the sum of the weighted constituent grades as specified in the applicable 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 (in the German grade the digit after the comma) shall be considered in the calculation of the grade; all further decimal places shall be disregarded with no rounding. The table in par. 1, column 2, shall apply *mutatis mutandis* 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.
- (3) Notwithstanding the provisions of section 16 par. 10, written assessments are as a rule to be graded within four weeks of submission.
- (4) Oral assessments and, where the applicable subject-specific schedules provide for one, the dissertation are to be graded by two examiners. The assessment shall be deemed to have been passed if both examiners have awarded a grade of at least "sufficient" (4.0). The overall grade shall be calculated as the average of the two individual grades. Only the first decimal place (in the German grade the digit after the comma) shall be considered in the calculation of the grade; all further decimal places shall be disregarded with no rounding.
- (5) The grounds for the grade/award decided upon, including the key aspects considered, are to be notified to the candidate if these are not set out and recorded in the examination record. The grounds for the award are part of the examination file.

Section 12a University Information System

(1) 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.

(2) Students register and de-register for assessments via the University Information System.

(3) 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 12b Deadlines

The deadline for registering for assessments begins on the first day of the respective semester in which the class takes place and ends one day before the start of the assessment or the assessment period. This period may be waived in the schedules to this Regulation. The applicable registration period must have been announced at the start of the registration period for the assessment in the University Information System.

13 Absence; withdrawal; academic dishonesty; 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 graded as a “fail” if the candidate, without good reason:

- fails to attend an assessment or
- withdraws from the assessment after the assessment or the assessment period has begun.

(3) Credible reasons for a withdrawal or absence must be submitted to the examination board in writing without delay. In the case of sickness, 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 will be set for the assessment. Assessments already completed must be taken into account.

(4) If a candidate seeks to affect the result of an assessment through fraud or by using aids that are not permitted, the assessment in question shall be graded as a “fail” (5.0) and in the case of a non-graded assessment, as “not passed” ; in the event of repeat offences and in serious cases of academic dishonesty, a final fail can be issued for both the assessment and the programme of study. The decision on the measures set out in the first and second sentences shall be taken by the examination board once it has heard the student in question. Until such time as a decision by the examination board is reached, the candidate shall continue with the assessment unless his or her provisional exclusion is, in the view of the person supervising the assessment, essential for the orderly continuation of the assessment.

(5) If the deadline for submission of an assignment or assessment is missed without good reason, that assignment or assessment shall be deemed a "fail". Paragraph 3 shall apply accordingly.

14 Type and scope of the final assessment

The subject-specific schedule may provide for a final assessment for a certificate programme. A certificate assessment shall consist of:

1. the final assessment module, if applicable, and
2. the other module assessments.

15 Admission to dissertation

- (1) The following candidates shall be admitted to the dissertation stage: students who are enrolled on the corresponding certificate programme and, with the exception of the modules for the final semester of the standard course duration, have passed the remaining module assessments in accordance with the subject-specific schedules to these Regulations.
 - (2) A written application for admission to the dissertation stage must be made to the competent examination board or to the body stipulated by the board separately in written or electronic form. Applications should state the proposed topic in German and English, a proposed first examiner and a proposed second examiner, and whether the dissertation is to be an individual or a group assessment. Suitable evidence that the candidate meets the admission requirements pursuant to par. 1 is to be included with the application unless the University already holds the relevant documents.
- (3) On application, the examination board may provisionally admit a candidate to the dissertation stage even if he or she has not yet passed all module assessments including preliminary assessment work / assignments pursuant to par. 1. Such a decision shall only be taken if subsequent completion of the module assessments in question is unlikely to adversely affect the student's studies.
- (4) Admission shall be refused if:
 - the admission requirements pursuant to par. 1 are not met;
 - the documents pursuant to par. 2 are incomplete; or
 - the student has already been awarded a final fail in the final assessment on the same certificate programme at a university or equivalent higher education institution in the Federal Republic of Germany.
- (5) The application for admission may be withdrawn at any point up to the time at which work on the dissertation is to commence.
- (6) The examination board may set binding registration deadlines and publish these within the university.

16 Dissertation

- (1) The dissertation should demonstrate that the candidate is able to address a question relating to the course using academic/scientific methods he or she has learned and by a set deadline. The topic and question for the dissertation must correspond to the purpose of assessment pursuant to section 2 and the scope set out in the subject-specific schedule for the certificate programme in question. The type of question and the question itself must have been decided when the topic is set.
- (2) With the consent of the examiner, the dissertation can be produced as a piece of group work. The contribution of each candidate to be assessed must be clearly identifiable by sections, page numbers or other objective criteria. It must be possible to assess said contribution on its own merits, and said contribution must meet the requirements defined in par. 1.
- (3) Notwithstanding the provision in section 7, the candidate may propose the first examiner for the final assessment. This entitlement to propose examiners does not constitute a right to have the proposed examiners instated. The proposal should, however, be honoured unless there is good reason not to, including but not limited to an unreasonable workload for the examiner. If the proposal is not honoured, a further proposal by the student shall be considered on application. With the consent of the first examiner, the examination board may also appoint an external professional as a second examiner. In this case, the first examiner must be a professor at Leuphana University. The first examiner shall act as supervisor while the candidate is working on the dissertation.
- (4) Candidates can choose the topic of the dissertation from one or more areas of study. The topic shall be specified by the first examiner in the light of the candidate's proposal and approved (officially set) by the chair of the examination board.
- (5) On application, the examination board shall ensure that the candidate is set a topic in good time. The topic shall be approved by the chair of the examination board; said approval must be recorded.
- (6) When the topic is set, the first examiner who specified the topic and the second examiner shall be appointed by the chair of the competent examination board.
- (7) The time allowed for the dissertation is defined in the subject-specific schedule. Candidates shall be entitled to apply for an extension, stating the reasons for their request. The examination board may then grant one extension of up to 4 weeks.
- (8) The dissertation must be submitted to the examination board by the deadline in at least two printed copies and in a digital format. The time of submission must be recorded.
- (9) In the dissertation, any direct quotations from publications or other sources must be appropriately referenced. In-line citations must be provided for each quotation. Publications and other sources used but not directly quoted must also be cited. Upon submission, the candidate must provide a written declaration that: the dissertation – or the stated parts of the dissertation in case of group work – is all the candidate's own work and that all sources and resources used have been referenced;

- all passages in the dissertation that have been taken directly or indirectly from other sources have been appropriately referenced; and
- the dissertation has not previously been submitted to any examination body in its current or a similar form.

(10) Dissertations are generally to be marked within 6 weeks. Each of the two examiners shall issue a written report on the dissertation independently from each other. In the event that the grading by the two examiners differs by two grades or more, another expert reviewer must be appointed by the examination board before the grade is announced which is uploaded to the University Information System. In such cases, the overall grade shall be the arithmetic mean of all individual grades. Section 12 par. 1, 2 and 5 apply accordingly.

17 Resits

- (1) Candidates who fail the module assessment shall be entitled to resit the assessment once; in the event that a failed module assessment consists of multiple individual assessments, the candidate may only resit that individual assessment that he or she has failed. A second resit may be permitted by the examination board on application. There shall be no option of a third resit. In the event that a module assessment consists of multiple individual assessments, the resit options shall apply to each individual assessment but not to the module assessment as a whole.
- (2) Candidates cannot repeat an assessment or individual assessment that they have passed.
- (3) The time of the resit shall be set by the examination board in consultation with the candidate.
- (4) Notwithstanding par. 1, the final assessment module may only be repeated once in the event of a fail; it cannot be resat a second time.
- (5) The examination board shall set the time for repeating the final assessment module in the light of the candidate's performance/level.
- (6) Students who fail to pass the final assessment module or a module assessment even after recourse to all the resit options shall be awarded a final fail for the certificate programme.
- (7) A student shall also be awarded a fail for the certificate programme if he or she fails to pass all modules on the programme 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 certificate programme no later than one year before the deadline. This deadline is subject to change in the event of the programme being discontinued.

18 Transcripts and certificates

- (1) On completion of the certificate programme, an assessment certificate shall be issued (schedule 1) without undue delay and, if possible, within four weeks. If a required final assessment has not been passed, the chair of the examination board shall give written notice of this.
- (2) Along with the assessment certificate for the final assessment, candidates shall receive the certificate itself (schedule 2) showing the date of the assessment certificate. The assessment certificate shall be dated the day on which the last assessment was passed.
- (3) Once all results for a given semester have been recorded in the University files, the student shall on request be issued with a transcript of records (schedule 3) showing a summary of all assessments to date including unsuccessful attempts.
- (4) The University shall also issue certificate holders with English-language translations of the certificate, assessment certificates and transcript of records.
- (5) If the student has received a final fail in the certificate programme, the examination board shall give him or her a written notice of this. Such notice shall include a transcript of records setting out the assessments taken, grades awarded and credit points obtained.
- (6) If a student leaves the University or changes disciplines, the examination board shall issue a transcript of records setting out the assessments taken, grades awarded and credit points obtained.

19 Invalidity of the final assessment

- (1) If a student committed fraud in the final assessment and this fact does not become known until the assessment certificate has been issued, the examination board may retrospectively correct the grades for those assessments in which the candidate committed fraud and declare the assessment to have been failed.
- (2) If a candidate did not meet the requirements for admission without intending to deceive and this fact does not become known until the assessment certificate has been issued, this omission shall be deemed to have been remedied by the assessment having been passed. If a candidate intentionally obtained admission despite being ineligible, the examination board shall decide in accordance with statutory provisions on the withdrawal of unlawful administrative acts.
- (3) Before a decision is taken, candidates shall have the opportunity to discuss the matter with the examination board.
- (4) The incorrect assessment certificate shall be withdrawn and replaced by a correct certificate. The certificate itself shall also be withdrawn if the assessment is declared to have been failed as a result of fraud or deception. A decision pursuant to par. 1 and the second sentence of par. 2 cannot be taken any later than five years after the date of the assessment certificate.

20 Access to assessment records

Upon written request, candidates 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.

21 Appeals

(1) Any 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 are to be justified, can be issued electronically or in writing, and notified in accordance with section 41 of the German Administrative Procedure Act [*Verwaltungsverfahrensgesetz*] together with a notice of the candidate's right of appeal. In accordance with section 68 ff. of the Code of Administrative Court Procedure [*Verwaltungsgerichtsordnung*], candidates shall have the right to appeal against such decisions within one month of receiving notification; appeals are to be lodged with the examination board.

(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 an appeal is against the evaluation by an examiner, the examination board shall take a decision in accordance with paragraphs 3 and 5.

(3) If the candidate, in his or her appeal, makes specific and substantiated objections against an assessment evaluation, the examination board shall forward the appeal to the examiner. If the examiner amends his or her evaluation in accordance with the appeal, the examination board shall accept the appeal. Otherwise, the examination board, based on the examiner's statement, shall review whether:

- the assessment process was not properly implemented;
- the evaluation was based on incorrect facts;
- general evaluation principles were not followed;
- a reasonable solution logically supported by strong arguments has been assessed as incorrect; or
- the examiner was influenced by considerations not relevant to the assessment. The same process shall apply *mutatis mutandis* if the appeal relates to evaluation by more than one examiner.

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

(5) The appeals procedure must not result in a lower grade for the assessment.

22 Publication within the University by the examination board

- (1) The examination board shall publish these General Assessment Regulations throughout the University and shall notify students on certificate programmes accordingly.
- (2) Decisions and other measures taken in accordance with the General Assessment Regulations, including but not limited to admission to assessments, refusal of admission, registration and assessment dates and deadlines and assessment results shall be published/announced in the usual manner. Data protection provisions must be followed.

23 Implementation provisions

The Senate shall be responsible for approving the schedules to these Regulations. Notwithstanding the above, the schedules to these Regulations for degree programme-based certificate programmes shall be approved by the central academic committee for the Professional School.

24 Transitional provision

For students already enrolled before the 2018/19 winter semester, the cut-off period after the end of the standard course duration pursuant to section 17 par. 7 is eight semesters. In the event that a student has already exceeded the standard course duration – without taking into account any leave of absence – 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 2018/19 winter semester. This shall not affect the third sentence of section 17 par. 7.