LEUPHANA
UNIVERSITÄT LÜNEBURG



ASSESSMENT GUIDELINES FOR STUDENTS FOR THE WINTER SEMESTER 2026/27 AND SUMMER SEMESTER 2027

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1 GENERAL ASSESSMENT REGULATIONS AND SUBJECT-SPECIFIC REGULATIONS

The General Assessment Regulations (GAR) and the Subject-Specific Regulations (SSR) together form the legally binding foundation for the corresponding degree programmes at the College and Graduate School of Leuphana University Lüneburg.

The **GAR** outline the structure and procedures for academic and assessment requirements (e.g., program structure, registration and admission to exams, withdrawal, resit regulations, Bachelor's thesis, etc.).

The **SSR** establish the specific academic requirements for each study component (Major, Minor, Subject, Complementary Studies, etc.) for each programme, in a legally binding manner.

The SSR also provide information about the programme structure, the content of individual modules, and the associated assessments and credit points (CPs).

The GAR and SSR are available on the websites of the Schools.

2 EXAMINATION COMMITTEE / EXAM BOARDS

The teacher training programmes, as well as the Major and Minor programmes, are assigned to faculties that establish one or more exam boards for their academic programmes and Schools.

The exam boards are responsible for organising exams and carrying out tasks assigned by the GAR, such as appointing examiners, deciding on appeals, and reviewing requests for reasonable adjustments for special circumstances.

In addition, there are exam boards for the Leuphana Semester (College) and the Complementary Studies (College and Graduate School), which are elected by the Senate. These committees are responsible for tasks assigned by the GAR as well as for interdisciplinary and other assessment-related matters.

Each exam board consists of five members: three academic staff members (professors), one administrative staff member, and one student representative. Meetings are not open to the public.

3 ASSESSMENT TYPES AND THEIR FEATURES

The GAR define the following types of assessments:

A supervised written examination can be conducted in the following ways:

a) Handwritten in Leuphana exam rooms
b) Computer-assisted in Leuphana exam rooms, using Leuphana hardware and software
c) Remote without the requirement to be physically present in a Leuphana exam room

The exact assessment format will be provided when the official course and assessment schedule are made available.

Two exam dates are offered per semester for each supervised written exam (Klausur). This ensures that the module can be completed within the semester. The **second exam date** is **solely for resits**. Only students who did not pass the first exam or who have withdrawn for valid reasons under § 16 (3) GAR (e.g., certified illness) may attend this resit.

Registration for the resit is **automatic.**

If you do not wish to attend or cannot attend the resit, you must **actively withdraw from the exam** no later than **three working days** before the exam date (online, without providing a reason). If you are unable to attend the exam due to illness, a **certificate of examination incapacity** must be submitted immediately to the Student Services (see section on Withdrawal/Illness).

A photo ID must be presented to verify your identity.

Oral Examination
Oral exams are conducted by two examiners or by one examiner and a qualified assessor. They may also be conducted as group exams. The individual exam date must be coordinated with the examiner and scheduled within the examination period defined in myStudy. The grade will be announced by the examiner immediately after the examination.

Unsupervised Written Assignment (Essay)
In an unsupervised written assignment, a specific topic is addressed within a limited time, without supervision, and with appropriate resources. An unsupervised written assignment may only be completed as a group project if the individual components are clearly distinguishable and can be assessed separately based on objective criteria.

Unsupervised written assignments must include a signed declaration from the student(s) confirming that:
- The assignment — or the relevant part in the case of a group work — was written independently, and no sources or aids other than those specified were used,
- All passages in the paper that were taken verbatim or paraphrased from other sources are clearly marked as such,
- The electronic version of the paper, as well as any additional required electronic versions (except for the anonymised version as per Section 10, Sentence 2 of the GAR), are consistent in content.

Without this declaration, the assignment cannot be marked. If the declaration of originality is not submitted despite being asked to do so, the assignment will be marked 5.0 ‘not submitted’.

All unsupervised written assignments must be submitted via a central university information system provided by Leuphana or electronically by email using the university’s email address, in the form of a readable and editable PDF document. The submission method will be announced in myStudy along with the

course and assessment schedule. The submission deadline for unsupervised written assignments is the exam date announced in myStudy.
If the assignment is not passed on the first attempt, or if a withdrawal is made under § 16 (3) GAR, automatic registration for the resit in the following semester will occur, unless the resit has been excluded in advance by the lecturer for didactic reasons.

If you do not wish to attend or are unable to attend the resit, you must **actively withdraw** from the exam **no later than three working days** before the exam date (online, without providing a reason).

Combined Academic Assessments
This assessment format reflects the acquisition of various competencies within a module. A maximum of three assessment components are combined, with at least one written component being combined with other oral, written, or practical assessment elements. In myStudy, all assessment components and their weighting towards the overall module grade must be specified by the examiner. The same requirements and regulations apply to written assessment components, which are completed without supervision and within a limited time, as for other written academic assignments.

The grade is determined based on the overall evaluation of all assessment components. The assessment date corresponds to the submission date of the final component.

Withdrawal from individual assessment components is not permitted. Withdrawal applies to the entire assessment, including all components.

Practical Examinations
In a practical exam, the participant must demonstrate their ability to master and apply practical skills or techniques, depending on the requirements of the subject. This could include, for example, an experimental, artistic, or practical sports performance, which may be supplemented by an appropriate report (e.g., a lab report or similar).

In myStudy, an exam period is specified, which may also serve as a fixed submission deadline for a required report or similar assignment. The start of this period is used to calculate the withdrawal deadline. If the exam requires scheduling an individual appointment (e.g., for practical sports exams), the exam date must be agreed upon between the examiner and the candidate. Practical examinations may also be conducted as group examinations.

4 PUBLICATION OF COURSE AND ASSESSMENT SCHEDULE

Modules are generally offered with their course and assessment components in a two-semester cycle.
The course and assessment schedule is available for viewing on the university's information system, **myStudy**, starting six weeks before the lecture period.

5 COURSE AND EXAM REGISTRATION & REGISTRATION DEADLINES

Two separate web-based applications are used for registration for courses and examinations.



https://mystudy.leuphana.de
Here you find:
- Information on modules and courses
- Registration for courses
- Timetable
- Teaching materials etc.



https://mycampus.leuphana.de
Here you can:
- Manage study and personal data
- Register for exams
- View exam results
- Upload Bachelor's/Master's theses, etc.

5.1 Course Registration

A binding course registration is required and must be completed online through myStudy. The registration period begins **no later than one week before the start of the lecture period and ends at the start of the lectures**. A waiting list will be created from which places will be allocated as soon as registered students cancel their registration during the first two weeks of lectures or forfeit their place by failing to attend the course without prior notification to the lecturer within the first two weeks.

5.2 Exam Registration / retake exam

In addition to the course registration on myStudy, a binding registration via the university's information system myCampus is required to sit an exam (with the exception of the Bachelor's/Master's thesis). The registration period **starts on the first day of the lecture period** and ends **15 days after the start of the lecture period**. Failure to register for the exam on time will result in exclusion from the exam. You will receive an automated confirmation email upon successful registration. Similarly, a confirmation email will be sent if you cancel your exam registration.

Separate regulations apply to the registration and admission for the Bachelor's/Master's thesis. Detailed information can be found on the websites of the respective Schools.

You will **automatically** be registered for the **repeat exam** if you fail the first exam, do not attend the approved exam, or withdraw from the exam for valid reasons (illness). If you withdraw from the exam without giving reasons up to 3 working days before the exam, you will **not** be **registered** for the repeat exam. In this case, you must re-register for the exam with the next course and exam offering.

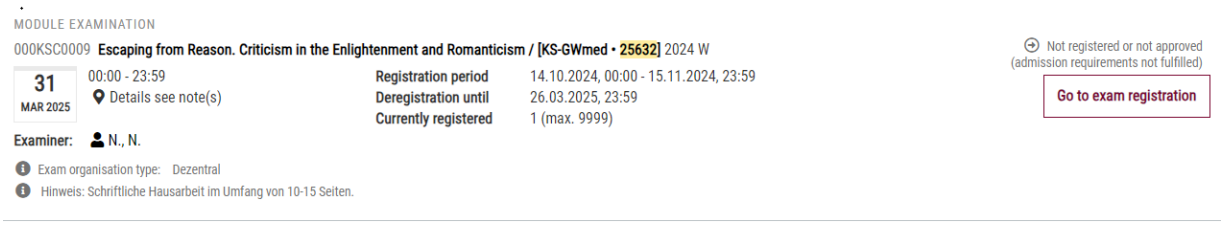
5.2.1 Assessments in the College and Teacher Training Programmes

In **myCampus**, the degree programmes in the College and teacher training are divided into three areas. These consist of either a Major and a Minor, or in the case of teacher training, two teaching subjects or one teaching subject and the professional specialisation, along with an overarching area. Each of these areas contains modules and exams for which you can register.

After logging into **myCampus**, select the 'Exam Dates' application. Then, click 'All Exams' at the top left. Use the filter to find the exam you wish to register for.

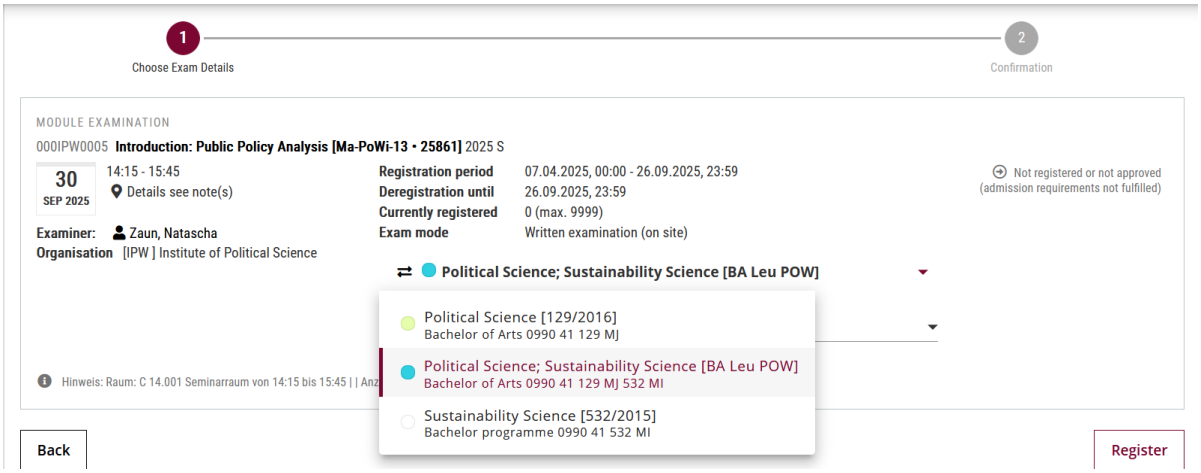


Click the '**Go to exam registration**' button on the right.



Then click on the dropdown menu after the symbol ⇄. You will be presented with **three** options: angeboten:

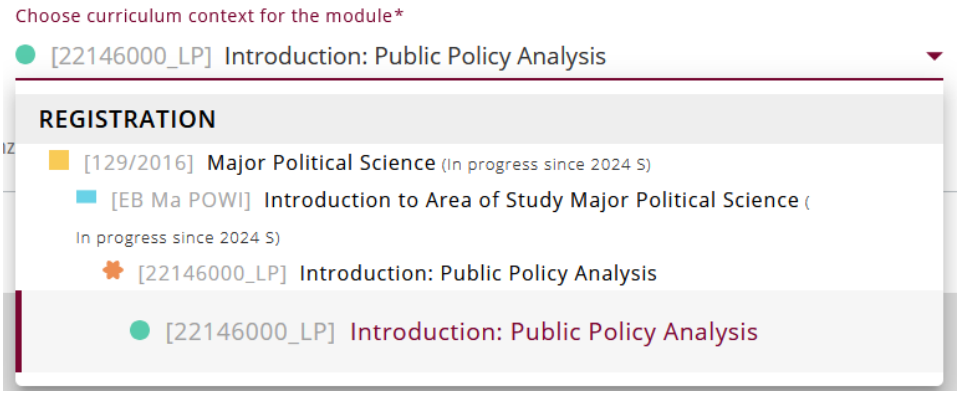
- Your major or first teaching subject, labeled with the degree goal and the name of the major **(MJ)** or the first teaching subject or professional specialisation (teacher training)
- Your minor or second teaching subject, labeled with the degree goal and the name of the minor **(MI)** or the name of the second teaching subject
- Your overarching degree programme, labeled with the names of your major and minor or the two teaching subjects.



To register for an exam in a module of your major (MJ) or minor (MI) or in a teaching subject, select the respective MJ or MI or teaching subject from the dropdown menu.

Select the overarching programme only for registering for examinations in the Leuphana Semester, Complementary Studies, or Area of Professionalisation in teacher training. Additional credits are also registered here.

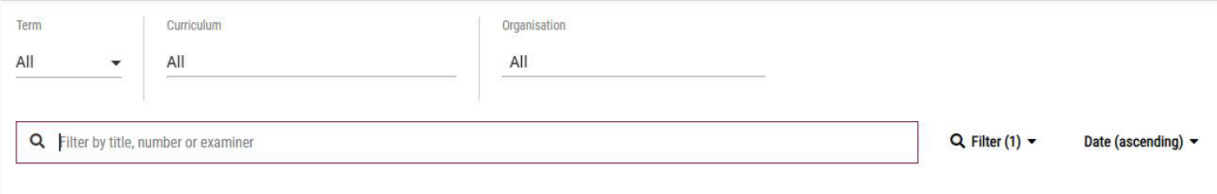
Next, click on the dropdown menu labelled '**Choose curriculum context for the module**'.



For modules within the major, minor, or teaching subject, only one option will be available. To proceed, click on the row containing the ● . Then, click the "Register" button on the right-hand side to complete your registration.

5.2.2 Assessments in the Graduate School

After logging into myCampus, click on the 'Exam Dates' application. Then, select 'All Exams' at the top left corner. Use the filter to locate the exam you wish to register for.



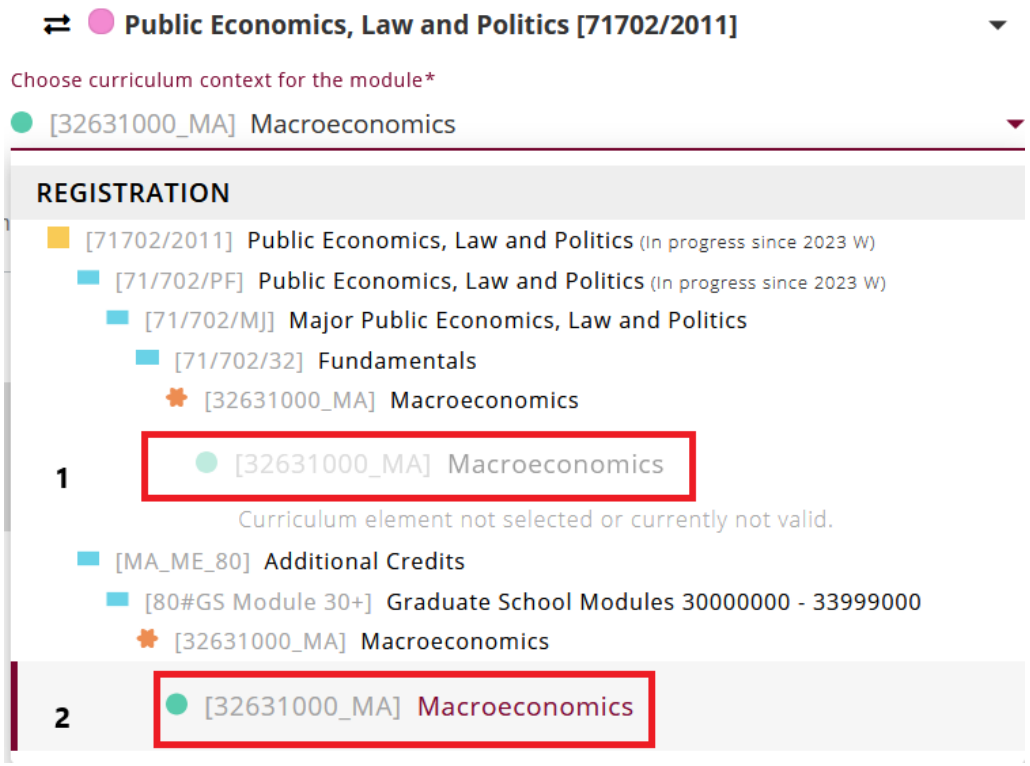
Click the **'Go to exam registration'** button on the right.



When registering for an exam, clicking on the dropdown menu labeled '**Choose sub-programme**' will present following options:

- Register the module within your curriculum (1), or
- Register as an additional work and extra credits (not counting towards the curriculum) (2).

To register for an examination within your curriculum (1), select the module name with the dot in the middle section of the menu. For additional work, select the last line (2) accordingly.



Important: Please select the **'Additional credits'** option only if you intend to take the exam as additional work or credits, rather than as part of your regular studies (curriculum).

6 ADMISSION REQUIREMENTS FOR EXAMS

Students are only eligible to sit exams if they:

a. Are enrolled as a student in the relevant major/minor at Leuphana University Lüneburg and are not on a leave of absence,
b. Have properly registered for examinations within the specified deadlines,
c. Have not previously failed a Bachelor's degree, preliminary diploma, diploma, Master's intermediate exam, or Master's exam, or an interim exam or state exam in the same or a related degree programme or major/minor at any other university,
d. Have not lost their examination entitlement due to a definitive failure in the Leuphana Bachelor's programme according to § 13,
e. Have not lost their examination entitlement due to missing an exam deadline in the same or a related degree programme or major/minor at another university. Where applicable, they must have passed a prerequisite module in their programme with a minimum grade of 4.0 (sufficient). This is required if the module is explicitly specified in the relevant Subject-Specific Regulations as necessary for admission to

a subsequent module. Until this requirement is met, students will remain registered for the subsequent module's examination but will not be admitted to the corresponding exams,

f. Have, where applicable, met the requirements of § 6 (2) sentence 1 of the GAR, if these are explicitly stated as admission prerequisites in the relevant SSR. Until this requirement is fulfilled, students will not be admitted to examinations,
g. Have, where applicable, passed the compulsory academic achievements according to § 7 (8) of the GAR. Until this requirement is fulfilled, students will remain registered for the examination but will not be admitted to the respective examinations.

Note to point g): The SSR may stipulate regular attendance in courses as a requirement for admission to the module examination. Absences of up to 20% of the course time are permitted without justification. The presence of any admission requirements will be announced when the course schedule is published on myStudy.

7 ASSESSMENT DATES AND ASSESSMENT PERIODS

Assessments and examination periods begin no earlier than 8 days after the deadline for exam registration.

Assessments and examination periods **end** for all types of assessments on **31st March in the winter semester** and **30th September in the summer semester**. Official exam dates will be published on myStudy and myCampus.

Note:
Unexpected changes may occur. Therefore, please check myStudy for the latest information on the date, time, and location of your exam before the scheduled exam date.

Resits for supervised written exams will take place within the same semester. **Resits for other types of assessments** must be offered in the following semester. An exception applies to assessments that are didactically inseparable from a particular course. In such cases, the resits will be offered only when the course is next held, typically after one year. The resit date will be announced along with the regular exam date.

8 WITHDRAWAL / ILLNESS

Students may withdraw from an examination without providing a reason up to 3 working days before the examination date or the start of the examination period via **myCampus**. The only exception is the examination type 'Combined Academic Assessment', where withdrawal without a reason is not permitted. This will be specified when the course and assessment schedule is published on **myStudy**, prior to exam registration. Automatic registration for a resit is excluded in the case of withdrawal without providing a reason. If a student wishes to withdraw from any part of the combined academic assessment due to exam incapacity (illness), the withdrawal applies to all components of the assessment.

For notification of sickness, the '**Form for Certification of Examination Incapacity**' must be used. With the exception of supervised written academic assignments and the final dissertation, the form must be submitted to the examiner without delay. In the case of supervised written academic assignments and final dissertations, the form must be submitted to Student Services.

An extension of the submission deadline for **unsupervised written assignments** (e.g. essays) due to illness or other valid reasons is subject to agreement with the respective lecturers. The submission deadline can generally be extended by up to 4 weeks. The certificate of examination incapacity must be **submitted to the examiner**. In the case of illness affecting a combined academic assessment, the certificate must also be submitted to the examiner.

If the examination cannot be completed due to illness within the set timeframe, it will be considered as not undertaken. Registration for the resit will be automatically processed via myCampus. If the illness affects the resit date, students must independently register for the examination in the next available examination period, usually in one year.

Please note that **sickness notifications must be submitted without delay**. The form and further information are available on the Student Services webpages.

An examination will be considered 'failed' if students miss or withdraw from an examination without valid reasons, or fail to provide the required proof of illness. The same applies to written assignments not completed within the prescribed time.

The '**Form for Certification of Examination Incapacity**' must be submitted immediately to the Student Services for **written exams, oral exams, and practical exams**.

9 NOTIFICATION OF EXAM RESULTS AND RIGHT TO APPEAL

Once a new grade has been recorded on your exam account, you will be notified by email. You can then view your grade online via the university's information system, **myCampus**.

If you believe there has been an error in the grading, please contact Student Services as soon as possible. Additionally, you have the right to appeal the grade within one month of the result being published. Appeals must be submitted in writing, signed, and include a justification, to Student Services.

It is your responsibility to regularly check your current academic status in **myCampus** and to meet any related deadlines.

10 FAILED ASSESSMENTS, RESIT OPPORTUNITIES, AND 'FINAL FAILURE' OF THE BACHELOR'S OR MASTER'S THESIS

For failed assessments, students have two opportunities to resit, except for the Bachelor's or Master's thesis. Additionally, students enrolled in a Bachelor's degree programme are granted one extra attempt to resit a single failed assessment, excluding the Bachelor's thesis.

A passed module cannot be resat, unless it is explicitly stated in the SSR that it may be repeated with a different course for the acquisition of additional credits.

The Bachelor's or Master's thesis can only be repeated once if failed.

In teacher training programmes, students are required to seek academic advice from the relevant subject coordinator before attempting the second resit.

If an assessment is failed after all resit opportunities have been exhausted, the Bachelor's or Master's degree is considered finally failed. A separate official written notification will be issued regarding this.

In the case of a final failure in a teaching subject or professional field within teacher training programmes, students have one opportunity to continue their studies with a different teaching subject or in another field of study.

11 REASONABLE ADJUSTMENTS FOR SPECIAL CIRCUMSTANCES

Students who have a long-term physical or mental impairment can apply for reasonable adjustments to their assessments, such as extended time or alternative formats. Care responsibilities for family members, as well as maternity leave regulations, will also be considered.

Requests must be submitted in writing, signed, and with appropriate supporting documentation through Student Services to the relevant examination board.

12 CHEATING

Should a student attempt to influence the outcome of an assessment through cheating, by pretending to have completed the work themselves, or by using unauthorized aids, the result will be graded as 'fail'.

Unless the use of artificial intelligence has been explicitly authorised by the examiner, such use constitutes an unauthorised aid. Should its use be permitted, the relevant sections must be clearly marked. The candidate must sit the examination in person and using only the authorised aids.

If an examiner suspects academic misconduct, they must report this to the examination board. The student will then be notified in writing of the allegation and will be given the opportunity to respond in writing. The examination board will make the final decision as to whether misconduct has occurred.

In the case of repeated incidents or other serious cases of misconduct, the assessment and the student's course of study may be considered ‘failed’ permanently.

13 OVERALL GRADE

The overall grade of the Bachelor's/Master's degree is calculated from the arithmetic mean of the module grades, weighted by credit points, and the grade of the Bachelor's/Master's thesis.

Example Calculation Leuphana Bachelor:

	Grade	CP	Grade weight
Major (total 90 CP)			
Bachelor's thesis	1,0	15	15,0
Module 1	1,7	5	8,5
Module 2	1,0	5	5,0
Module 3	2,7	5	3,5
Module 4	2,0	5	10,0
Module 5	2,7	5	13,5
Module 6	1,0	5	5,0
Module 7	3,7	5	18,5
Module 8	3,7	5	18,5
Module 9	1,0	5	5,0
Module 10	1,0	5	5,0
Module 11	1,3	5	6,5
Module 12	3,3	5	16,5
Module 13	2,7	5	13,5
Module 14	1,0	5	5,0
Module 15	1,0	5	5,0
		90	**164,0**
Minor (insg. 30 CP)			
Modul 1	1,3	5	6,5
Modul 2	1,3	10	13,0
Modul 3	1,0	5	5,0
Modul 4	1,3	5	6,5
Modul 5	1,3	5	6,5
		30	**37,5**

	Grade	CP	Grade weight
Leuphana Semester (total 30 CP)			
Interdisciplinary:			
Science produces	2,7	5	13,5
Science transforms	2,0	10	20,0
Science problematises	2,0	5	10,0
Subject-specific:			
Science produces	2,3	5	11,5
Introduction to the fundamentals	4,0	5	20,0
		30	**75,0**
Complementary Studies (total 30 CP)			
Social Sciences method-oriented	1,7	5	8,5
Social Sciences practice-oriented	2,0	5	10,0
Social Sciences media-oriented	1,0	5	5,0
Natural Sciences media-oriented	1,7	5	8,5
Natural Sciences practice-oriented	2,0	5	10,0
Natural Sciences method-oriented	1,7	5	8,5
		30	**50,5**
Sum of acquired points		180	
Sum of weighted grades			327,0
(Grade weights)			
Final grade	**327**	**: 180**	**= 1,8**

Only one decimal place is considered. Additional decimal places are truncated.

Note: For teacher training programmes, additional subject grades are calculated and factored in (see GAR).

14 CERTIFICATE, DEGREE CERTIFICATE, DIPLOMA SUPPLEMENT, TRANSCRIPT OF RECORDS

Upon successful completion of the Bachelor's/Master's degree, a certificate will be issued within 4 weeks in either German and/or English.

Graduates will also receive a degree certificate in German and/or English, along with a Diploma Supplement and a Transcript of Records (TOR).

15 ACCESS TO ASSESSMENT RECORDS

Up to one year after the finalisation of the examination process, graduates may request access to their examination papers in writing.

For individual assessment components of modules, particularly written exams, examiners offer opportunities for review each semester.

16 FINAL NOTES

This brochure serves as supplementary information and does not replace the need to consult the current GAR and the SSR for teacher education subjects/fields, the respective Major, Minor, Leuphana Semester, and Complementary Studies.

Any amendments to the GAR and SSR are regularly updated on the relevant School websites.

For any queries not addressed by this brochure or the website, the Student Services team can be contacted via email at studierendenservice@leuphana.de or in person during office hours (please include your student ID / matriculation number, your Bachelor's or Master's program, and send your email from your Leuphana email address).

For general inquiries, written confirmations, and transcript collection, please visit the Info Portal on the ground floor of Building 8.

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www.leuphana.de/studierendenservice

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