LEUPHANA
UNIVERSITÄT LÜNEBURG



MANUAL

COURSE AND EXAM ADMINISTRATION

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INTRODUCTION

The same examination regulations, deadlines, etc., apply to all degree programmes at the College, Graduate School, and Teacher Training. A standardised and manageable set of six course types and five assessement types exists across all degree programmes. The key tools for teaching and assessment processes at Leuphana are the university's information systems, **myStudy** and **myCampus**.

Instructions for using myCampus can be found in the guides for examiners at https://anleitungen-mycampus.leuphana.de. The Student Services are also available to answer any questions.

myStudy

Here you can:

- Publish and access information on courses
- Send announcements to course participants
- Create timetables or seminar schedules
- Provide course materials
- Download assessment-related documents, such as lecture hall protocols, marking templates, etc.

myCampus

Here you can:

- View all examination dates you are responsible for at a glance
- Assess examinations and submit results to the Student Services
- Send announcements regarding examinations to all registered candidates
- Download and assess Bachelor's/Master's theses, upload reports, and more

INPUT OF THE ASSESSMENT SCHEDULE IN MYSTUDY

In accordance with the General Assessment Regulations (GAR), the official course and assessment schedule must be published at least 6 weeks before the start of the lecture period through the university information system (myStudy). However, in line with the guidelines for central processes in coordinating study and teaching, the aim is to publish the schedule by the end of June for the winter semester and by the end of December of the previous year for the summer semester.

The input of the course and assessment schedule begins for the winter semester around March and for the summer semester around July of the previous year. The exact dates will be communicated through the central distribution list for full-time staff.

1. **Recording of the Course Schedule in myStudy**

Particularities in the course input form:

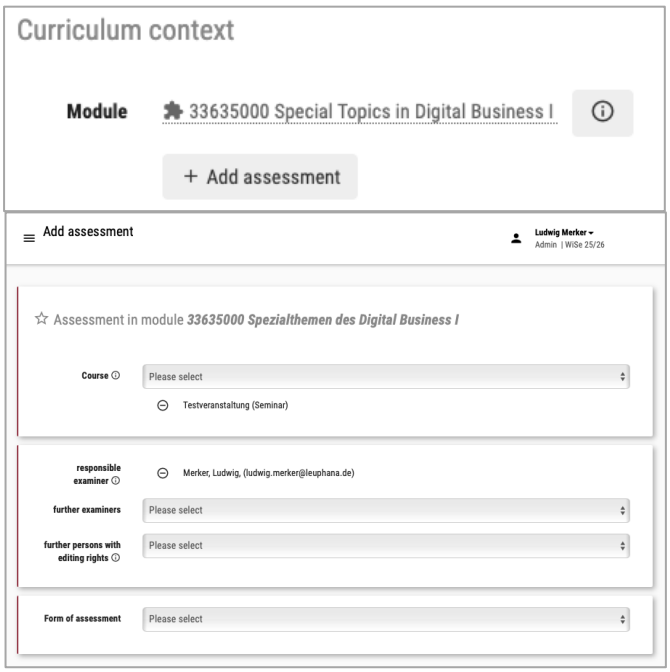
A. **Course work** is an integral part of the module's workload and is not recorded within the course itself.

B. The type of **assessment** is recorded in a separate data input form after the course details have been saved. **This also applies to copied or imported courses**.
C. The selection options for the **course type** are limited by the module specifications set out in the Subject-specific Regulations (SSR).
D. After the general course information has been saved, you will be able to record the assessment.

2. Recording of Assessments in myStudy

To record an assessment for the course, click the 'Add assessment' button in the 'Curriculum context' section.

The linking of the assessment to the module and the course is automatically taken from the course information. In the section 'Course', additional module courses can be assigned to the assessment. To do so, click into the dropdown menu 'Course'.



[If you would like to assign an existing exam to your course instead, open the respective exam and click the 'Edit exams' button. This will open an editing view. From the 'Course' menu, choose your course. Then click the 'Save' button.]

If an examination is to be offered as part of a course, lecturers can create a new one or assign an existing examination to the course. Assigning an existing examination is only appropriate if the same examination is offered for several courses (same examiners, dates, etc.).

Module coordinators and staff at the academic offices can also record cross-course module examinations that are not assigned to any specific course.

When recording a new assessment, please consider the following guidelines:

A Examiners

a) A primary examiner must be designated. This person will be the point of contact for all matters related to the exam. If necessary, additional examiners can be assigned.
b) Upon initial entry of the exam, the course lecturer, as per the course description, will automatically be listed as the primary examiner. If the course has multiple lecturers, please ensure that the correct person is selected as the primary examiner.
c) Examiners can be added or removed using the corresponding dropdown menu, or by clicking the '-' to delete.
d) If the examiner is not shown in the selection menu, please contact mystudy@leuphana.de. The myStudy support team can add the person to the selection list, allowing you to later assign them as the primary examiner.
e) **Please note:** If the lecturer for the course is changed, this information (provided the person is listed as the examiner) must also be updated in the assessment details. Automated changes will not occur!

B Additional Individuals with Grade Entry Permission

a) You may designate additional individuals, who are not examiners, to enter the grades for the exam on your behalf in myCampus.
b) **Please note:** Individuals with the appropriate permissions may only use their assigned rights for grade entry based on the examiners' assessments, printing the exam protocol, and the technical submission of exam grades to the Student Services team. Any other changes or use of these permissions for different purposes is strictly prohibited. All transactions in myCampus and myStudy are logged with the user's name. The assessment of each individual exam remains solely the responsibility of the examiner(s).
c) Additional individuals with grade entry rights can be added or removed via the selection box or by clicking the '-' button.

C Assessment Type

a) The assessment type can be selected according to the assessment requirements defined for the module in the SSR.
b) Based on the selected assessment type, optional or mandatory details for the assessment must be specified, which will be displayed to students in myStudy and myCampus.
c) To ensure fairness and for legal reasons, all assessements within a module must follow the same exam type.

D Assessment and Submission Dates, Withdrawal Deadlines, Exam Registration

a) Assessment and submission dates must be specified within the set examination period.
b) Assessments and examination periods must not start earlier than 8 days after the exam registration deadline.
c) Except for supervised written exams, a resit date must be specified in the following semester within the available examination period. For supervised written exams, resits will take place within the same semester.
d) If the assessment is didactically inseparable from a course, a resit in the following semester is not possible (exception: supervised written exams).

e) The withdrawal deadline will be calculated and displayed based on the specified examination or submission date. Students may withdraw from the exam up to 3 working days before the exam or submission date.
f) Registration for and withdrawal from all assessments must be carried out by students via the university's information system, myCampus.

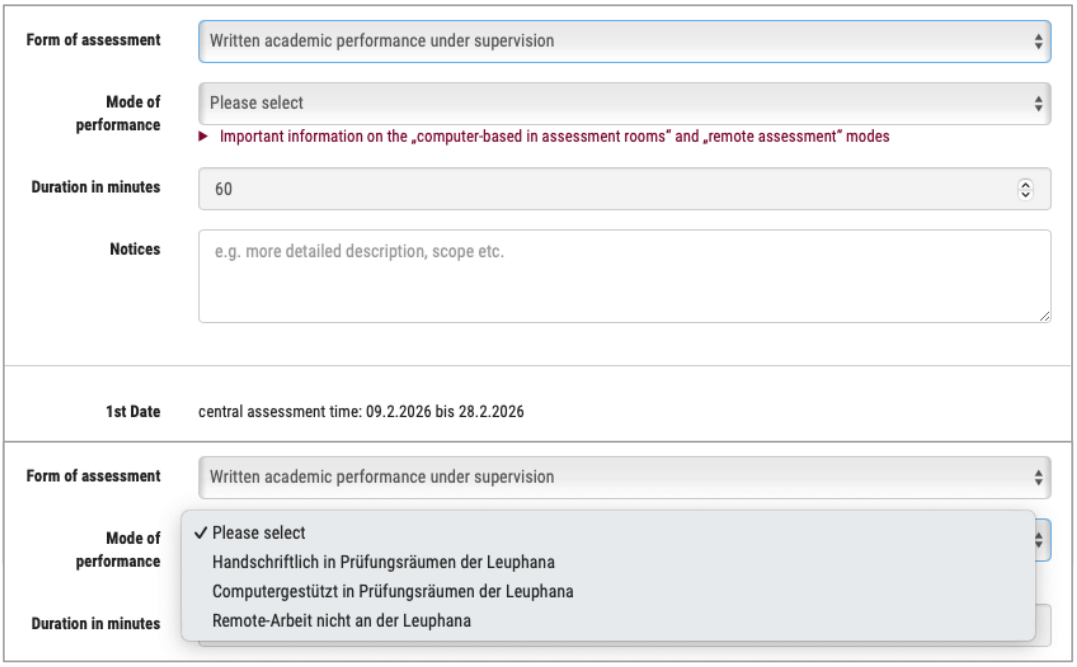
E Admission Requirements for Examination

a) Where a module requires students to meet specific admission criteria for exam registration as per the SSR, these requirements will be configured within the module by the relevant Faculty or School. It is **neither possible nor necessary** to configure admission requirements when recording the exam.
b) Please do **not** enter any admission requirements for the examination according to the SSR in the 'Notices' field of the exam entry form. Admission requirements will automatically be applied to the examination based on the module description.

3. Specifics of the Individual Assessment Types

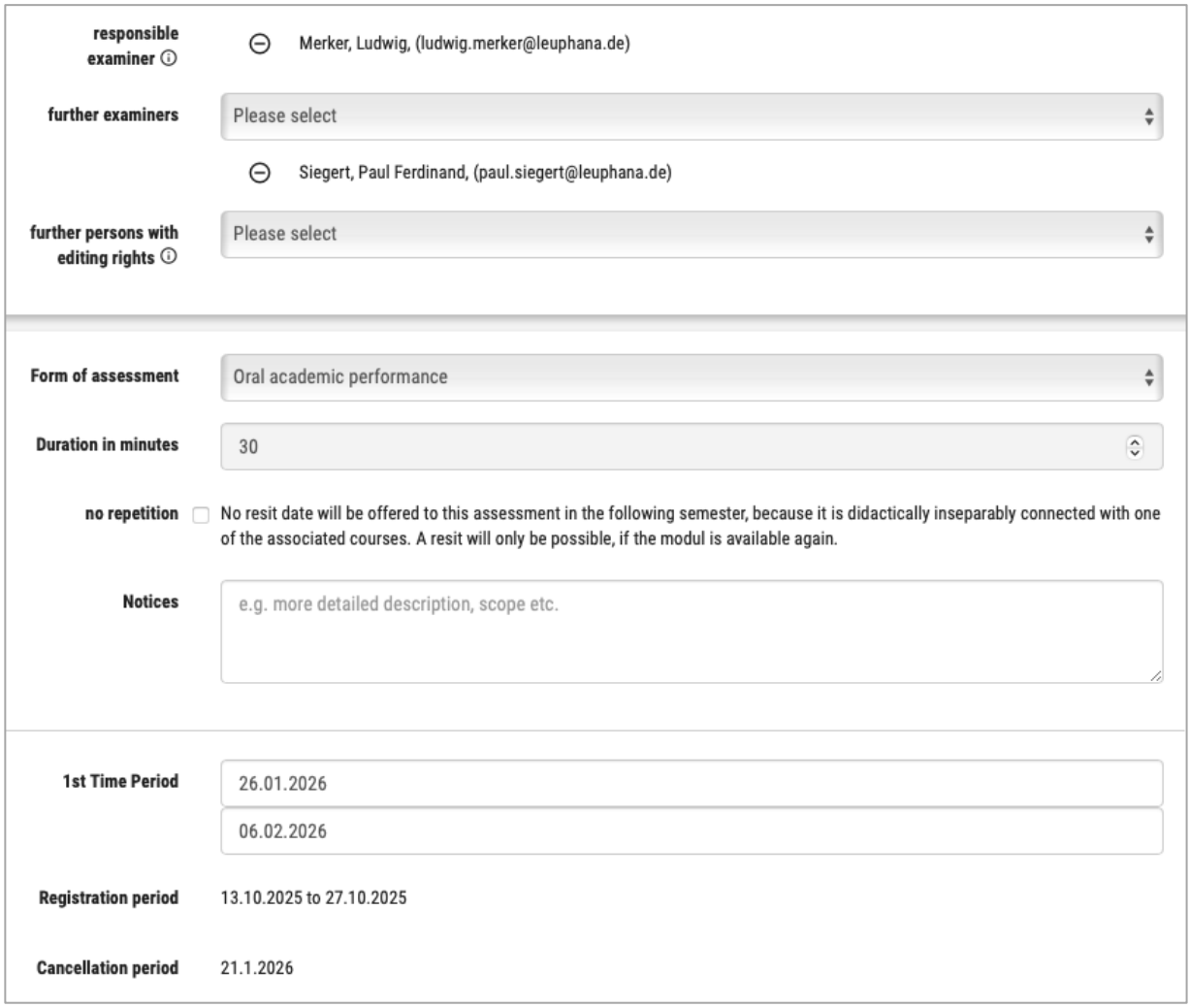
3.1 Supervised Written Examinations

A. **Please note**: You must specify how the exam will be conducted: handwritten or computer-based, on-site at Leuphana or remote.
B. The duration of the exam must be specified. By default, the corresponding field will be pre-filled with the planned exam duration according to the SSR. Any deviations from this are not permitted.
C. The exact exam and resit dates, as well as the withdrawal deadlines, will be determined centrally by the Student Services team and published for each exam in myStudy at a later date.
D. Please be aware that **computer-based exams held in Leuphana's exam rooms** must be registered when the course schedule is announced.
E. **Remote assessments without an attendance requirement** must be justified in an application, as per annex, in accordance with the regulations for conducting online exams. The responsible Dean of Studies will make a decision regarding this application. For remote exams, students should be provided with the opportunity to test the exam environment—including the technology, equipment, and home setting—at least four weeks prior to the exam. Furthermore, students may request, in a timely manner, to participate in the remote exam using Leuphana facilities or devices. The informal request must be submitted via email, using Leuphana email addresses, to both the examiner and the Student Services team no later than 15 working days before the exam date.



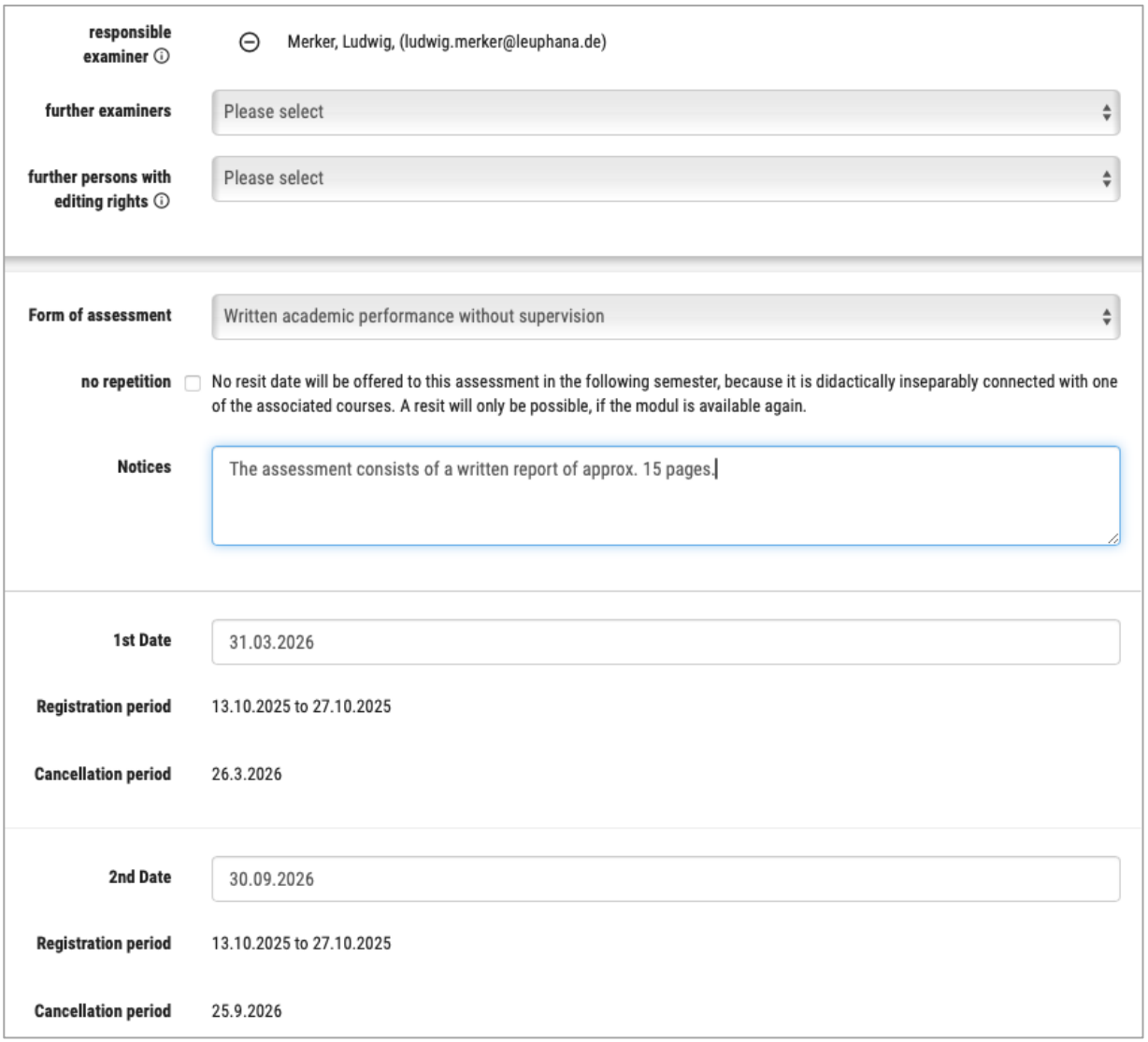
3.2 Oral Examination

A. In the 'further examiners' dropdown field, a second examiner or an assessor must be specified.
B. The duration of the exam must be specified. By default, the corresponding field will be pre-filled with the planned exam duration according to the SSR. Any deviations from this are not permitted.
C. "Notices" for the exam are optional.
D. The withdrawal deadline will be calculated and displayed based on the first day of the exam period.


responsible examiner
Merker, Ludwig, (ludwig.merker@leuphana.de)
further examiners
Please select
Siegert, Paul Ferdinand, (paul.siegert@leuphana.de)
further persons with editing rights
Please select
Form of assessment
Oral academic performance
Duration in minutes
30
no repetition
No resit date will be offered to this assessment in the following semester, because it is didactically inseparably connected with one of the associated courses. A resit will only be possible, if the modul is available again.
Notices
e.g. more detailed description, scope etc.
1st Time Period
26.01.2026
06.02.2026
Registration period
13.10.2025 to 27.10.2025
Cancellation period
21.1.2026

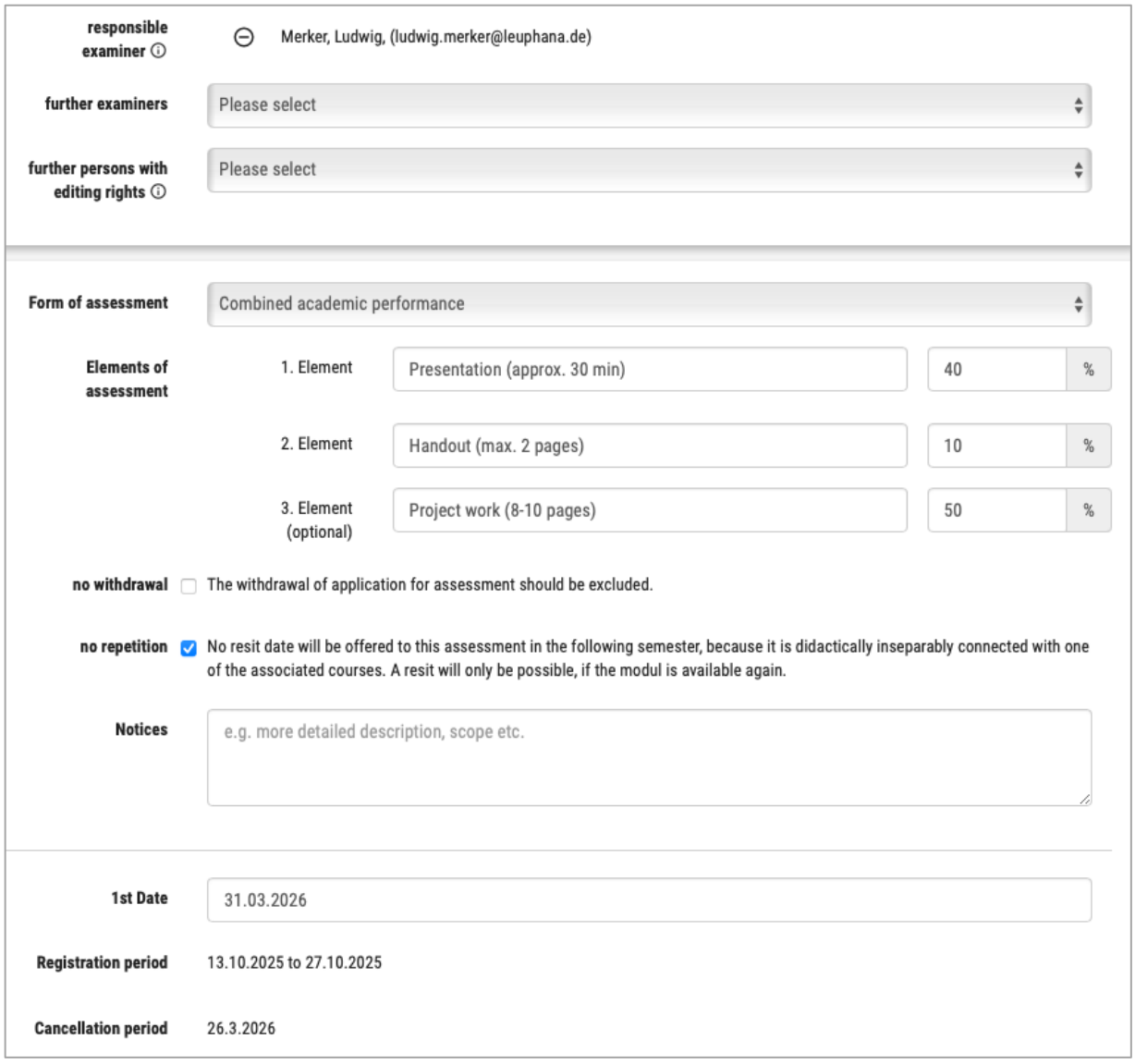
3.3 Unsupervised Written Assignment / Essays

A. Exam details (including type and scope) must be specified in the 'Notices' field.
B. The withdrawal deadline will be calculated and displayed based on the specified exam/submission date.



3.4 Combined Academic Assessments

A. All assessment components must be described in detail, including their type, scope, and objectives. At least two assessment components and no more than three must be specified.
B. At least one written component must be included.
C. Withdrawal from the exam registration is not permitted.
D. The specified assessment/submission date must be the date of the last assessment component to be completed.
E. The withdrawal deadline will be calculated and displayed based on the assessment/submission date specified in D. Withdrawal may be excluded according to the regulations once the course schedule has been published.

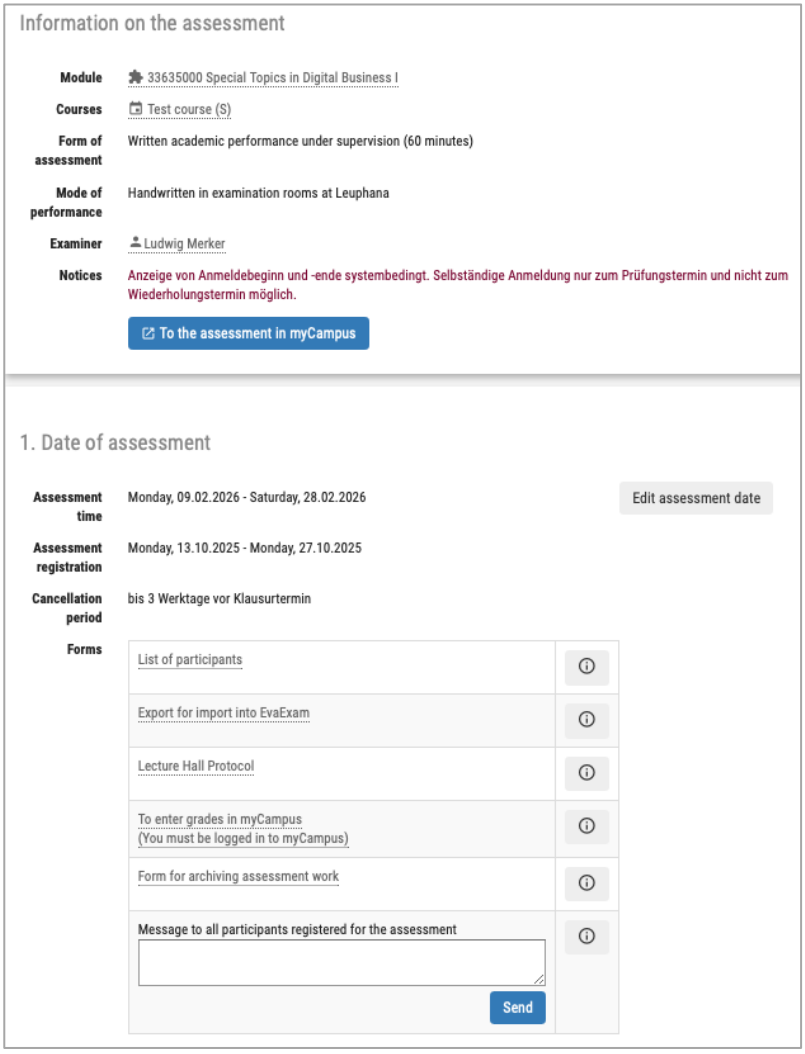


4. Forms for Examination Procedures (Assessment, Documentation, Archiving)

If you are the examiner, click on the title of the exam in your course. This will direct you to the corresponding exam page. Here, you can download the participant list with the current registration status as an Excel file. Please note that this list is only **final once the withdrawal deadline has passed**. The participant list is for your information only. Examination results must not be recorded in myStudy, but exclusively in myCampus.

When conducting an exam using EvaExam, please download the document titled *'Export for import into EvaExam'* and import the registered students into EvaExam. Grades must also be recorded in myCampus only.

For all assessments (except supervised written exams), you will be provided with evaluation forms in Excel format for download. For supervised written exams and combined academic assessments, a lecture hall protocol will be provided. Additionally, you will find an archiving form for all types of exams. Further information on how to complete these forms can be found on the following pages.



5. Deletion of Examination Dates in the Event of Course Cancellation

If, after creating a course, it is determined that it will not take place, any associated examination dates must be removed via the faculty office (Studiendekanat).

TEACHING AND EXAMINATION PROCEDURES

1. Registration and Withdrawal from Courses

Students must register for modules and their associated **courses** via **myStudy**, no later than **one week before the start of the lecture period**, and up until **the beginning of the lecture period**. A waiting list will be created, from which places will be allocated when registered students drop out in the first two weeks of lectures or forfeit their place by failing to attend the teaching session without prior notification to the lecturer. In such cases, the lecturer must unregister the absent students from the course in **myStudy.**

2. Registration and Withdrawal from Exams

Examination registration for all types of assessments (except for the final thesis) is done online **via myCampus**. Registration **opens on the first day of the lecture period** and **closes 15 days after the start of the lecture period**.

For exam registrations, in the event of **failure** or **withdrawal for a valid reason** (e.g., illness), the registration for a resit exam will be automatically processed.

However, students still have the option to withdraw from their exam registration **without providing a reason** up to **3 working days** before the exam date or the start of the exam period. In this case, students will no longer be eligible to attend the resit exam.

For withdrawals due to illness, see Section 5.

Exams cannot be taken without prior registration and approval to sit the exam (i.e., no topics may be assigned, and no exams may be written).

3. EXAM DATES, EXAM PERIODS, AND RESIT DATES

Exams and exam periods begin no earlier than 8 days after the exam registration deadline and end on 31st March for the winter semester and 30th September for the summer semester. For supervised written exams, the exam periods are determined by the University Executive Board and the Deans.

The exam dates for supervised written exams are determined within the designated period by Student Services and announced in myStudy. **Resits for supervised written exams** will take place in the same semester. Resits for **all other exam types** must be offered no later than the following semester.

An exception applies to assessments that are didactically inseparable from a specific teaching session. In such cases, the resit for the exam must be offered again with the next course, usually within a year. The resit date must be announced along with the regular exam date.

4. Admission Requirements for Examination Procedures

4.1 Compulsory Attendance

In accordance with the GAR, compulsory attendance in courses may be required as a condition for admission to module examinations. The attendance requirement must be outlined in the SSR and made available with the publication of the course schedule on myStudy.

It is **not possible** to impose compulsory attendance for lectures or as a prerequisite for module exams that take place alongside the course. Therefore, compulsory attendance is **only allowed** for exams held outside the regular course schedule.

For courses with compulsory attendance, students are allowed to miss up to 20% of the total course time without providing a reason. Any further absences, even with a medical certificate, are not permitted.

Following the close of the registration period for assessments, the designated examiners shall be contacted by Student Services and provided with details of the relevant procedures. In general, examiners are required to record student attendance using the official attendance list available via myStudy. Where a student exceeds the permitted absence threshold of 20%, Student Services must be notified immediately.
In accordance with the applicable GAR, any decision to exclude a student from an assessment on the grounds of insufficient attendance must be made by the exam board and communicated to the student in writing, by post, no later than four weeks prior to the scheduled examination date. Failure to provide timely notification shall result in the student being deemed eligible to sit the examination.

Students may apply for individual exceptions to this policy under certain conditions. The exam board will decide on such requests. Affected students should be referred to the Student Services administrator responsible for their programme.

4.2 Course Work

In the SSR, course work can be set as a prerequisite for admission to the examination. This must be clearly defined and communicated when the course schedule is made available on myStudy.

Following the close of the registration period for assessments, the relevant examiners will be contacted by Student Services and informed of the applicable procedures. In the event of a student failing a required coursework component, which is a prerequisite for admission to the examination, the examiner must provide the grounds for this decision in writing to Student Services.

The decision regarding non-admission to the examination by the exam board must be communicated to the student in writing (by post) no later than 4 weeks before the exam begins, in accordance with the General Academic Regulations. Otherwise, the candidate is automatically admitted to the exam.

Modules where a semester-long assessment is set, which is required from the beginning of the semester (e.g., a combined academic assessment), must not set course work as a prerequisite for the examination.

4.3 Prerequisite Modules

In the SSR, it may be specified that admission to an exam is contingent upon the successful completion of a prerequisite subject-specific module. This module must be passed with a minimum grade of 4.0 (sufficient) before admission to the subsequent module, which builds upon the content of the earlier module.

If such a condition is specified in the SSR, the monitoring of this admission requirement will be managed automatically through myCampus.

5. Illness

A **withdrawal due to illness** must be immediately substantiated with a certificate of examination incapacity. The relevant form can be found on the respective School's website.

- For **supervised written exams**, **oral exams**, and **practical exams**, the certificate of examination incapacity must be submitted to Student Services. The examiner must mark the student as **'NE'** (which refers to 'not attended') in myCampus. Student Services will review the reasons for the examination incapacity and, if necessary, process the withdrawal from the exam.

- For unsupervised written assignments (**essays**), the **certificate should be submitted to the examiner**. Extensions to the submission deadline are generally possible for the number of sick days, up to a maximum of 4 weeks. In this case, the grades for all other students will be recorded in myCampus, and the entry for the student on sick leave will be left blank. Once saved, the exam protocol must be printed. Examiners will receive an alert notification in myCampus that this will generate a separate exam date for students who have been granted an extension.



  Subsequently, the participant list with the assessed candidates must be submitted electronically to Student Services via myCampus.

Once the exam work of the sick candidate has been graded, the grade can be recorded in the participant list, the exam protocol printed, and submitted to Student Services. The list of candidates must also be submitted electronically to Student Services via myCampus.

The examiner should only mark **'KR'** (which refers to 'sick') if the student has declared their withdrawal from the exam due to the medical certificate.

Please submit the medical certificates you have received, along with the signed exam protocol and evaluation forms, to Student Services after the exam is completed. These documents are part of the exam record.

For combined academic assessments, the withdrawal applies to the entire exam. The certificate of exam incapacity must also be submitted to the examiner, and **'KR'** should be recorded in myCampus.

In the event of missing an exam **without withdrawal** or a corresponding **certificate of exam incapacity**, a **'NE'** (Not Attended/Not Submitted) must be recorded in myCampus. The **exam will be graded as 5.0 (fail)**.

6. Reasonable Adjustments for Special Circumstances

In accordance with the GAR, students may apply to the relevant examination board for reasonable adjustments. This may result in extended writing time, separate rooms, etc. In such cases, students will receive a certificate from Student Services to present to the examiner. Furthermore, in the event of reasonable adjustments being granted for written examinations, Student Services will inform you once the registration period has ended. The implementation of individual measures is the responsibility of the examiners. Please note that, as a general rule, only a 30-minute window is scheduled between exams to allow for the change of examinees.

7. Conducting Examinations

7.1 Supervised Written Assessment

The organisation of supervised written exams (printing, supervision, etc.) is the sole responsibility of the examiners (or, depending on the institution's structure, the faculty department or module coordinator). The following information is **essential** on the exam cover page:

1. Full title of the module/exam
2. Type of exam as per the GAR
3. Semester and exam date
4. Examiner's name
5. Duration of the exam
6. Space for the student's matriculation number

Additionally, any permitted materials, including whether entries in legal texts or other authorised materials are allowed, and to what extent, must be clearly stated.

For every supervised written exam, **a lecture hall protocol** must be kept. A template is available for download on myStudy. All unusual occurrences should be noted here. The lecture hall protocol must be submitted to Student Services **immediately after the exam** (via the Info Portal or mailbox in Building 8).

If it is discovered during an examination that, for example, parts of the examination are missing or solutions are also printed, it must be checked and decided whether the examination should be canceled in the interests of equal opportunities and the presentation of the examinee's own performance (transcripts are not own performances) and a new date should be scheduled via Student Services.

A written academic exam under supervision 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

7.1.1 Handwritten in Leuphana Exam Rooms

Before the exam begins, students should be reminded to place bags and jackets out of reach in the exam room. Mobile phones, laptops, tablets, MP3 players, PDAs, smartwatches, and similar devices must be stored in bags and turned off. Students must also be asked if they feel physically able to participate in the exam.

For the purpose of **attendance and identity verification**, students are required to present a valid photo ID. If a student is unable to provide identification at the time of the examination, they may still be permitted to sit the exam. However, they must present a valid photo ID to the invigilator — preferably on the same day — in order for their identity to be **clearly verified**. If this is not possible, a handwriting sample may be taken during the exam and later compared with a second sample provided by the student when the photo ID is submitted. The examination will only be assessed once the student's identity has been clearly confirmed.

If students listed on the participant list do not show up for the exam**, 'NE'** must be recorded on the exam protocol. Student Services will then confirm whether a medical certificate has been submitted.

Latecomers may still participate in the exam, but they must be informed that the exam duration will not be extended.

If a student experiences a **health issue during the exam**, they must report it to the exam invigilator, provide evidence of the issue, and submit a medical certificate of exam incapacity **immediately** to Student Services (via the Info Portal or mailbox in Building 8). The student must be informed of this process. The student's name, matriculation number, and a brief account of the incident should be noted on the lecture hall protocol.

For procedures regarding **cheating**, see Section 9.

7.1.2 Computer-Assisted in Leuphana Exam Rooms, using Leuphana Hardware and Software

Computer-based examinations are conducted on laptops provided by Leuphana specifically for this purpose. EvaExam and Moodle are available as software solutions for the examinations. Details of which software offers which options are explained on the Teaching Services website (see below). Please refrain from conducting an exam on the live Moodle instance used by your college or graduate school, as this is not secure for exam purposes. If you are interested in holding a Moodle or EvaExam exam, please contact lehrservice@leuphana.de. We recommend that digital exams are only conducted by teaching staff who already have experience with the software. Otherwise, please allow sufficient time to familiarise yourself with the system in advance, with the support of the Teaching Service. Please also make use of the support materials provided on the website at https://www.leuphana.de/lehre/pruefen/e-klausuren.html.

In the case of computer-based exams, it is essential that you also give students the opportunity to familiarise themselves with the software environment, ideally by holding a mock exam.

If you decide to hold an online exam using Moodle or EvaExam, please contact the Teaching Support Service at lehrservice@leuphana.de, who will then set up the relevant access to the software for you.

It must be ensured that the teacher and a designated substitute for the exam are familiar with the software and are aware of the planned procedure for the exam. A support team will be on site during the exam to provide assistance with (exclusively technical) issues. The teacher or substitute must personally carry out the activation of the exam and any other exam-related steps.

Participant List
In myStudy, a list of participants containing the email addresses of the registered candidates is provided. For an exam via EvaExam, the examiner imports the login details into the online exam once the withdrawal period for students has expired OR configures the exam so that students enter their participant ID (student number) themselves. For an exam via Moodle, students need their Leuphana account to enrol on the exam course. Students must log in on site using two-factor authentication via the Authenticator app. Please inform students of this in advance and also check whether any students are unable to log in using the Authenticator app. If this is the case, please contact lehrservice@leuphana.de in good time.

For attendance and **identity verification**, see Section 6.1.1.

For procedures regarding **cheating**, refer to Section 9.

7.1.3 Remote without the requirement to be present in a Leuphana exam room

Students will complete the exam within the designated time frame from home. To prevent cheating and ensure fairness, video supervision will be conducted. Throughout the exam, all participants are required to keep both their camera and microphone activated on the digital devices used for the exam.

Participant List
In myStudy, a list of participants containing the email addresses of the registered candidates is provided. For an exam via EvaExam, the examiner sends the login details for the online exam to these participants once the withdrawal period has expired or shortly before the exam begins. For an exam via Moodle, students need their Leuphana account to enrol on the exam course.

Presence/identity check
Before starting a remote exam, students must authenticate their identity by showing a photo ID upon request. The authentication must occur in real-time, without interruption, and with sufficient image and sound quality. It is essential to ensure that only the examiner(s) or invigilator(s) have access to the required data, and that this information is not disclosed to other students. Only those whose identity has been verified are allowed to participate in the online exam.

If you choose to conduct attendance and identity verification via ZOOM for the online exam, please ensure that you admit participants individually from the waiting room into the main room, verify their IDs, and then manually assign them to a breakout room.

The **control must take place individually – only the invigilator and the candidate – in the main room**, as end-to-end encryption of the data is only ensured in the main room.

Once the attendance and identity checks are complete, participants must, if necessary, be brought back from the breakout room to the main room for further information and communication. All communication must occur in the main room.

Availability During the Exam
During the exam, you must be reachable for students within the designated timeframe in which they are working on the exam. Ideally, you should be accessible through various alternative channels, such as email, phone, or a video conference meeting room, to assist with any health or technical issues students may encounter or to answer exam-related questions.

Use of Additional Resources
It cannot be ruled out that students may use additional resources, such as websites or seminar materials. Please consider this when designing the tasks and defining the allowed resources, which must be clearly specified, communicated, and documented in the lecture protocol.

Confirmation of Health and Independence
Please ensure that your remote exam is designed so that:

- The candidates actively click or check a box to confirm that they are in good health and able to participate in the exam, and
- The candidates actively confirm that they completed the exam independently, without assistance from others.

Moodle and EvaExam offer pre-configured settings for this. For more information, please refer to the materials on online exams with Moodle or EvaExam in the FAQ section of Teaching Services, or contact lehrservice@leuphana.de with any questions.

Technical Disruptions
If the transmission of the exam task, the completion of the exam, the submission of the exam, or the video monitoring cannot be carried out technically during a remote exam, the exam will be prematurely terminated at the respective stage, and the exam will not be assessed. This does not apply to brief disruptions that do not significantly impact the exam.

If the video or audio transmission in a virtual meeting is briefly disrupted but does not significantly affect the exam, the exam will continue once the issue is resolved. If the technical disruption persists or recurs, causing significant interference with the exam, the exam will be rescheduled for a later time. If the technical disruption occurs after a significant portion of the exam has already been completed, the exam can be continued and finished by phone, without the use of a video conference system. The decision on whether a

significant disruption has occurred or a substantial portion of the exam has been completed lies with the examiner(s).

If the student is responsible for the disruption, the examiner may deem the exam attempt as failed. This is particularly the case if the student has intentionally or negligently failed to ensure the technical and organisational requirements for the online exam that fall within their responsibility or has caused the technical disruption intentionally or through gross negligence.

Technical difficulties must be reported immediately to the examiner via email using Leuphana email addresses or other agreed formats and documented in the lecture hall protocol.

Completion of the Remote Exam
Students submit the exam online via the designated button. After the completion time has expired, the exam will be closed – either manually by the invigilator(s) or by a pre-configured time limit – for all participants. The exam will be saved in the software for the examiner's review.

For procedures regarding **cheating**, refer to Section 9.

7.2 Oral Examination

For oral exams, an exam period is set during which the oral exam should take place. The individual exam date for each candidate must be coordinated between the examiner(s) and the candidate. For each matriculation number, the examiners record the *examination date* in the 'Exam Date' column within the *candidate list* in myCampus.

Oral exams, including group exams, must be conducted by **two examiners** or by one examiner and one qualified assessor. Any questions regarding exam eligibility should be clarified in advance with the colleagues in the Assessment Office within Student Services.

Oral exams must generally be documented. Please use the evaluation form provided in myStudy for this purpose. Before the exam begins, the participant must be asked whether they feel healthy enough to take the exam, and this must be signed on the evaluation form.

The assessment decisions, including the reasons behind them (as per the evaluation forms), must be communicated to the student directly after the exam period.

7.3 Unsupervised Written Assignments / Essays

The submission deadline for unsupervised written assignments is the exam date announced in myStudy.

Group work is **only allowed** if the **individual contributions** can be **clearly separated and evaluated independently** based on objective criteria.

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. 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 anonymisation of this version specified in Section 10, Sentence 2 of the GAR), are consistent in content.

Should the declaration of originality be missing from a written assignment, the examiner must request that it be submitted by a specified deadline. The assignment cannot be marked until the declaration of originality has been received. If the declaration of originality is not submitted subsequently, the examination result must be marked as 5.0 'not submitted'.

For procedures regarding **cheating**, refer to Section 9.

7.4 Combined Academic Assessments

This combined academic assessment provides lecturers the opportunity to combine at least one written exam component with additional oral, written, or practical exam elements. The combination of more than three exam components is not permitted.

A grade is determined based on a **comprehensive evaluation** of all exam components. The individual components and their weighting for the overall module grade must be outlined when entered into myStudy. The exam date will be the date of the last exam component's submission or completion.

For written exam components, the same requirements and regulations apply as for unsupervised written assignments (group work, independence declaration, plagiarism).

7.5 Practical Examination

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).

The practical exam can also be conducted online via a video conferencing platform provided by Leuphana. The format of the exam will be announced when the course and assessment schedule are made available.

In practice, this is a flexible examination format. Although **one** specific exam period must be set in myStudy, this period may also serve as the submission deadline for any required reports, etc. Note that the start of

this period is relevant for determining the withdrawal deadline. Withdrawal from the examination is not possible after this date.

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.

Practical examinations must generally be documented. Please use the evaluation form provided in myStudy for this purpose. In appropriate cases (e.g., for practical sports exams), the candidate should be asked before the examination if they feel physically able to take the exam. This must be signed on the evaluation form. The assessment decision, including the supporting reasons (as per the evaluation form), may be communicated directly to the student after the examination, if appropriate.

7.6 Bachelor's-Master's Thesis

Students must register using the form 'Application for Approval of a Bachelor's Thesis' or 'Application for Approval of a Master's Thesis'. Here, the examiners confirm that they will supervise the thesis.

The duration of the Bachelor's or Master's thesis is set out in the subject-specific appendices for the respective programmes. Once students have submitted their thesis, the examiners are notified by email and can begin the assessment process.

Due to confidential data that is to be processed within the thesis, students with contracts from companies or other non-disclosure agreements may approach the examiners to have these signed. In the event of such enquiries, students are referred directly to Student Services. These contracts are reviewed exclusively by the Legal Department.

Any person authorised to teach independently in the relevant examination subject or in a sub-field of that subject **may act as an examiner**. Research assistants may be appointed as examiners provided that, in accordance with Section 31(1), second sentence, of the NHG, they have been assigned academic teaching duties. Teachers with special responsibilities, as well as individuals with experience in professional practice and training, may be appointed to conduct examinations in appropriate subject areas. External representatives from the professional field may act as second examiners, provided that the first examiner is a professor at the university.

If an oral examination is held for a Bachelor's or Master's thesis, the Student Services Office may only grant admission to this examination once both examiners have awarded the thesis a mark of at least 'sufficient' (4.0).

8. Grading and Access of Exams

Each exam assessment must be substantiated in accordance with Article 12, Section 1 (freedom of occupation) and Article 19, Section 4 (legal protection) of the Basic Law. Students have the right to view

their exams and must be able to identify the key reasons for their grade based on the written evaluation notes on the paper and the evaluation form. In accordance with the right of access, examiners must offer an appointment for students to inspect their papers within four weeks **of the Student Services department** announcing the examination results.

The grading criteria for an exam must be defined in a way that ensures students have the right to appeal their grade, as well as the right to have the exam process reviewed by a court, while considering the examiners' discretion in grading.

Each student must receive an **individual, independent evaluation** for their part in a **group project**.

Module exams must be graded using only the following grades: 1.0 / 1.3 / 1.7 / 2.0 / 2.3 / 2.7 / 3.0 / 3.3 / 3.7 / 4.0 / 5.0. A grade of 4.0 or lower is considered a passing result. Certain modules may also be graded as 'passed' or 'failed'. Modules specified in the SSR may also be **graded as 'Pass' or 'Fail'.**

Furthermore, in the Master's degree programme in Law, the grading and point scale applicable to the First and Second State Examinations must be used.

For guidance on how to proceed in the event of suspected fraud, see point 9; for guidance on withdrawal due to illness, see point 5.

All written assignments must be graded within **4 weeks** after the exam date, as per GAR.

Please grade the assignments of exchange/Erasmus students first and send the grade to the Student Service at studierendenservice@leuphana.de. These students typically leave Lüneburg after the lecture period and need proof of their exam results (Transcript of Records) for their home university. For all other students, grades are only released before the official exam date in exceptional cases, with a valid reason. If you have any questions, please contact studierendenservice@leuphana.de.

9. Cheating

According to the GAR, an exam will be graded as 'fail' (5.0), or 'not passed' for ungraded exams or assignments, if the person being assessed attempts to influence the result through cheating, such as pretending to have completed the work themselves or using unauthorised materials. The decision is made by the exam board after hearing from the person being assessed.

For an accurate assessment, it is essential that the student completes the tasks required for successful completion of the exam independently, without external assistance, unless the use of specific aids is permitted for the exam.

The **university is responsible for providing evidence** if it believes cheating has occurred.

If there is any suspicion of academic misconduct during the assessment of an exam, the 'VT' (refers to 'suspicion of cheating') box should be checked when entering the results in myCampus. The further process will be handled by Student Services.

9.1 Supervised Written Exams in Leuphana Examination Rooms

If invigilators observe the use of unauthorised aids during an exam, these should be confiscated, and the student must be informed that they are being accused of cheating. However, the student must still be allowed to continue writing the exam unless, in the invigilator's judgment, it is necessary to temporarily exclude the student to ensure the proper conduct of the exam.

If aids (e.g., legal texts) are permitted by the faculty department but are confiscated due to unauthorised annotations, 2-3 replacement copies should be made available in such cases.

The report of the suspected cheating attempt should be submitted via the lecture hall protocol to Student Services.

9.2 Remote Exam Without Physical Presence in a Leuphana Examination Room

If there are indications of a suspected cheating attempt, the invigilator is authorised to interrupt the exam and allow the student the opportunity to clarify the situation. This may include using the camera to check for other people or unauthorised aids in the room. The video surveillance should be set up so that the student is fully visible within the camera's field of view, as necessary for monitoring purposes, while ensuring that the student's privacy is not compromised beyond what is needed for legitimate supervision. It must be ensured that only examiners or invigilators have access to the data required for this process, and this information must not be disclosed to other participating students. If the student refuses, their exam will be marked as 'fail' (5.0), or 'not passed' in the case of a non-graded exam.

The report of the suspected cheating attempt should be submitted via the lecture hall protocol to Student Services.

9.3 Unsupervised Written Assignments

If a written work without supervision contains passages copied verbatim from books, the internet, etc., without proper citations, this is considered an attempt at cheating and must be reported to Student Services immediately upon discovery. The mere presence of plagiarism in one or more sections does not automatically result in the work being marked as failed. The examiner must submit a written statement to the exam board, detailing the relevant facts and considerations regarding the suspected cheating. The exam board will decide whether cheating has occurred, as described above.

The examiner's written statement serves as evidence and must include details on the quantity and quality of the plagiarised sources found in the work, based on which the exam board can make its decision. Any subjective or judgmental language (e.g., 'shocked, disappointed, betrayed, abuse of trust, audacity,' etc.) or premature conclusions should be avoided. The statement must be submitted with a signature to Student Services, along with the assignment, any relevant text excerpts from the internet, or other evidence.

Plagiarism Detection Software
According to the GAR, there is the possibility to check the originality of a student's work using the student's anonymised data and plagiarism detection software. This can be done independently of any suspicion, to identify unacknowledged borrowed text or other sources. Only plagiarism detection software or web services provided by Leuphana must be used for these checks.

However, the plagiarism detection software is merely a technical tool for verifying whether cheating has occurred. The final assessment and judgment of the results must be made by the examiner.

9.4 Artificial Intelligence

A student is considered to have cheated if they use artificial intelligence (AI) to complete significant portions of their exam without properly acknowledging it. However, proving this is currently challenging. Examiners are prohibited from using online detection software, as it violates the GAR and infringes on the student's privacy and copyright rights.

AI-assisted cheating can generally only be proven through circumstantial evidence. The burden of proof shifts in favor of the examination authority if certain facts, upon reasonable consideration, suggest that the student has cheated. This might be the case, for example, if the student's exam performance significantly deviates from their usual work, such as in terms of language quality. In such instances, circumstantial evidence may be considered, and Student Services must be informed immediately with a detailed report.

For more information on artificial intelligence in teaching, visit the 'Study & Teaching' section under 'Teaching' on the university website.

10. Submission of Exam Results to Student Services

After the withdrawal deadline has passed, examiners will receive an automated notification.
Please enter your assessments in myCampus. Access the application **'My Supervised Examinations'**, where a list of all your exam dates will be displayed. By clicking the **'Assess'** button or the **'Number of Candidates'**, you will be directed to the **'List of Candidates'**, where you can record the corresponding grades. Please note that the displayed **'Topic'** column must not be used, as it serves a different purpose.

Once completed, the exam protocol must then be printed and the grades submitted to Student Services.

Additionally, the printed exam protocol (grade list) must be signed and sent either by internal post or, if signed digitally, by email to studierendenservice@leuphana.de with the **subject 'Grades for the subject German' or 'Grades for Master Data Science',** along with the **evaluation forms**. The signed protocol includes a code that allows Student Services to validate the grades. This process ensures legal compliance and long-term archiving[1], so please avoid making handwritten corrections or additions to the protocol.

[1] Refer to RdErl. D. MWK dated 26.01.2021 „... Drafts or grade lists related to examination, graduation, or exit certificates, along with the required information for re-issuance, as well as corresponding records of failed examinations, must be retained for 50 years. All other examination records for Bachelor's and Master's degrees should be retained for a period of three years."

For all exam types, the exam process must be documented. For supervised written exams, this is done using a **lecture hall protocol**, and for other exam types, an **evaluation form** should be used. Templates for all assessment types are available in myStudy for the corresponding exam.

The **evaluation form** should explain the reasons behind the grading decision for each student. It must be printed, signed by one or both examiners (for oral exams), and sent to Student Services by post.

Legally binding grades are **only** released through the university's information system, **myCampus**. It is strongly advised against publishing results via email or in myStudy by faculty departments or individual lecturers. The only exception is announcing and explaining results after oral exams or, if applicable, practical assessments.

You can find detailed instructions on the myCampus help pages at https://anleitungen-mycampus.leuphana.de.

11. Archiving of Exam Papers

Written Examinations

All exam papers completed by students must be archived by Student Services (for 3 years, as per RdErl. d. MWK dated 26.01.2021). Student Services will only receive the **original** exam papers once all results for a particular exam session have been submitted and the review appointments with students are complete.

To ensure the exam papers can be found later, Student Services requires information that links the papers to the appropriate module and semester. Therefore, all exam papers from a particular session must be bundled together or placed in an envelope, box, or similar container, with the necessary details included before being sent to Student Services.

Please use the ‘Form for archiving assessment work’ provided in myStudy for this purpose. Individual papers cannot be accepted as it is unclear when all papers for a semester will be available.

Digital Examinations

For archiving and documentation purposes, the examination results (in EvaExam, the individual report) for all candidates must be saved and made available to Student Services. Please use a file name in the following format to ensure clear identification: Semester_Examiner_Module, e.g. WiSe2021_Mustermann_Introduction to Studying. Send the files to studierendenservice@leuphana.de. If you have any questions regarding the technical aspects of archiving, please contact lehrservice@leuphana.de.

12. Contact Persons in Student Services for Examination Enquiries

College Programmes

School of Education	
	Kirstin Blanck (kirstin.blanck@leuphana.de)
	Stefanie Gähring (stefanie.gaehring@leuphana.de)
	Regina Haas (regina.haas@leuphana.de)
School of Culture and Society	Ilka Dietrich (ilka.dietrich@leuphana.de)
	Petra Hein (petra.hein@leuphana.de)
School of Management & Technologie	Marco Bagdons (marco.bagdons@leuphana.de)
School of Sustainability	Tina Noack (tina.noack@leuphana.de)
School of Public Affairs	Katja Laudowicz (katja.laudowicz@leuphana.de)
Leuphana Semester / Complementary Studies	Corinna Müller (corinna.mueller@leuphana.de)

Graduate School Programmes

School of Education	Iris Adamov (iris.adamov@leuphana.de)
	Kirstin Blanck (kirstin.blanck@leuphana.de)
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School of Culture and Society	Anja Tonn-Galotta (anja.tonn-galotta@leuphana.de)
School of Sustainability	
School of Management & Technologie	Sabine Burmester (sabine.burmester@leuphana.de)
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