



31<sup>st</sup> March 2020 // No 20/20

TRANSLATION OF

# GAZETTE

Administrative Bulletin of the Public Sector and the Foundation

**Only the German version of the Leuphana Gazette is legally binding. The English version is provided solely for information purposes.**

- Revised General Assessment Regulations for Masters Programmes at the Graduate School including the second amendment dated 20 November 2020

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

## **Revised General Assessment Regulations for Masters Programmes at the Graduate School in consideration of the amendment dated February 18<sup>th</sup> 2015, the second amendment dated June 15<sup>th</sup> 2016 and the third amendment dated November 20<sup>th</sup> 2019**

The Presidential Committee of Leuphana University Lüneburg hereby sets the following wording for the General Assessment Regulations for Masters Programmes at Leuphana Graduate School, Leuphana University Lüneburg of 21 May 2014 (Leuphana Gazette no. 13/14) in its current version considering the first amendment of February 18<sup>th</sup> 2015/ as amended on 18 February 2015 (Leuphana Gazette no. 22/15), the second amendment of 15 June 2016 (Leuphana Gazette 33/16) and the third amendment of 20 November 2019 (Leuphana Gazette Nr. XX/XX of XX.XX.2020).

### **Tables of contents**

- § 1 Scope and terms
- § 2 Objectives of degree programmes and purpose of assessments
- § 3 Modularisation, course structure and scope; standard programme duration
- § 4 Part-time study
- § 5 Degree titles
- § 6 Types of classes
- § 7 Assessment
- § 8 The Masters dissertation
- § 9 Issue of the course directory
- § 10 University information systems
- § 11 Dates and deadlines
- § 12 Admission to assessment
- § 13 Resits and final failure of the Masters examination
- § 14 Evaluation of assessments; grade calculation and weighting
- § 15 Extenuating circumstances
- § 16 Withdrawal, missing assessment dates, fraud; invalidity of the Masters examination
- § 17 Viewing assessment files
- § 18 Appeals
- § 19 Examination boards
- § 20 Examiners and observers
- § 21 Recognition of periods of study and assessments
- § 22 Examination certificate, Masters certificate, diploma supplement and transcript of records
- § 23 Additional credits
- § 24 Gender Diversity Certificate

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

## 1 Scope and terms

<sup>1</sup>These General Assessment Regulations set out the general provisions concerning course and procedures of consecutive Masters programmes at Leuphana University and respective degree courses with the exception of Masters programmes leading to a (primary, secondary or vocational school) teaching qualification.

<sup>2</sup>For joint, double and multiple degree programmes offered in collaboration with partner universities, the elements of the programme to be completed at Leuphana University Lüneburg shall usually be governed by these Examination Regulations and the elements of the programme to be completed at the partner university by the examination regulations of that partner university. <sup>3</sup>The overall structure of each degree programme shall be governed by the applicable subject-specific schedule to these Examination Regulations. <sup>4</sup>In these Examination Regulations the term "Degree course" shall refer to the entire degree programme with all its constituent elements pursuant to the subject-specific schedule. <sup>5</sup>These General Assessment Regulations do not apply to any other degree programmes at Leuphana University Lüneburg. <sup>6</sup>The provisions governing the content of each degree course are specified in the Subject-specific Schedules to these General Assessment Regulations.

## 2 Objectives of degree programmes and purpose of assessments

<sup>1</sup>A Masters degree programme teaches students the necessary specialist and general knowledge, theory and methods in such a way as to enable them to apply the skills and expertise they have acquired in the relevant professional fields, including scientific ones, to reflect on complex problems on a sound scientific or theoretical basis and to resolve those problems using interdisciplinary approaches, and to learn independently and on their own initiative. <sup>2</sup>Details of the goals of qualification specific to degrees are set out by the Subject-specific Schedule.

## 3 Modularisation, course structure and scope; standard programme duration

(1) <sup>1</sup>The study programmes are designed modularly. <sup>2</sup>Modularisation is defined 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. <sup>3</sup>It must be possible to complete each module within the intended time-scale. <sup>4</sup>Each module is completed with an assessment. <sup>5</sup>The Subject-specific Schedules set out the details of the individual assessment requirements for each module.

(2) <sup>1</sup>One module can be used on more than one degree course. <sup>2</sup>In this case, only entire modules can be used and not merely individual classes. <sup>3</sup>The requirements defined for passing the module shall apply across all degree courses.

(3) The standard duration of Masters degree programmes is four semesters.

(4) The degree courses are attributed one of the following Masters programmes, which set a thematic frame for degrees with similar contents:

1. Education Masters programme
2. Governance and Law Masters programme
3. Cultural Studies Masters programme
4. Management Masters programmes
5. Psychology Masters programme
6. Sustainability Masters programme

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

(6) <sup>1</sup>Each degree course is comprised of 120 Credit Points and are structured as follows:

1. Subject-specific field of study including Masters thesis and Masters forum 115 Credit Points
2. Complementary Studies 15 Credit Points

<sup>2</sup>For further details on the structure of Masters programmes, please see Subject-specific Schedules to these Regulations. <sup>3</sup>Other structures may be specified for joint, double and multiple degree programmes offered in collaboration with partner universities; such structures must be defined in the relevant subject-specific schedule to these Examination Regulations for the degree course as a whole including those elements to be completed at the partner university. <sup>4</sup>Pursuant to §1, the elements of a degree programme to be completed at the partner university shall be governed by the examination regulations of that partner university.

(6) <sup>1</sup>As a rule, students should acquire 30 credit points (CP) each semester for a workload of 900 hours. <sup>2</sup>1 credit point therefore represents a workload of 30 hours. <sup>3</sup>One module consists of at least 5 Credit Points or a multiple of those.

(8) <sup>1</sup>The workload is defined as the total time that students must on average invest in order to achieve the defined learning outcome (of a module or semester). <sup>2</sup>This time includes class time/contact hours (in teaching sessions) and time spent on private study (preparing for and writing up teaching sessions, examination revision, examination setc.).

#### **4 Part-time study**

(1) Masters degree courses at Leuphana Graduate School, Leuphana University Lüneburg, can be taken on a part-time basis in accordance with the "Regulations on studying part-time for a Masters at Leuphana Graduate School".

(2) The standard degree course duration for a part-time Masters is generally twice the number of semesters as for degree courses taken full-time pursuant to section 3 par. 3.

(3) <sup>1</sup>Students studying part-time should acquire 30 credit points (CP) each year. <sup>2</sup>Students studying part-time may not acquire more than 30 credit points per year. <sup>3</sup>The exception to this rule are the resits specified in section 13 par. 2.

(4) An attachment to the certificate listing the part-time semesters (Schedule 9) shall be issued on request.

(5) For joint, double and multiple degree programmes, the option of part-time study shall be regulated in the subject-specific schedules.

#### **5 Degree titles**

<sup>1</sup>The title M.A., M.Sc. or LL.M. shall be awarded to students who pass their Masters examination. <sup>2</sup>The details are set out in Subject-specific Schedules to these Regulations.

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

## 6 Types of classes

(1) <sup>1</sup>Studying for a degree requires ongoing participation and active involvement in the various types of classes that make up a module, preparing for and revising those classes, and the necessary individual learning. <sup>2</sup>The competent academic committee shall be entitled to specify participation as a prerequisite for sitting/ taking the module assessment at the request of the module coordinator and if necessary for the achievement of the learning outcome. <sup>3</sup>What constitutes successful participation must be defined. <sup>4</sup>Any such prerequisite for assessment shall be indicated when the course directory pursuant to § 9 is issued.

(2) A module can comprise various different classes. Possible types of class can be:

**Lectures (V)** cover the framework and systems of theory and the broader issues; staff-led tutorials may be part of a lecture block.

**Staff-led tutorials (Ü)** are classes which explore theory in more depth and in which students develop their practical skills as relevant for the topic and field and practise applications. In the natural sciences, practical work in the laboratory and in the field are part of the programme.

**Seminars (S)** primarily involve joint learning and discussion with the active participation of students. Seminars are designed to enable students to engage with the topic in depth. Seminars can also cover the conduct of research or practical projects and involve practical work.

**Projects (Pro)** can be practical, empirical and theoretical. Questions are addressed, documented and presented in a team.

On **excursions (Exk)**, students explore objects, theories and methods relating to the given subject on the basis of specific local, spatial or object-based investigations directly related to the content of the module.

**Colloquia (Koll)** allow students to present and discuss their ongoing research work.

(3) <sup>1</sup>As a rule modules shall be taught and assessed in German or English. <sup>2</sup>The faculty council or, for complementary studies, the Senate or a body commissioned by the Senate, shall be entitled to specify different languages for teaching and assessment. <sup>2</sup>In the event that a different language is set for teaching or assessment, this shall be indicated when the course directory pursuant to § 9 is issued.

## 7 Assessment

(1) <sup>1</sup>Assessments are graded outputs. <sup>2</sup>In complementary studies and in the module Masters forum (colloquium), ungraded assessment as part of a module are also possible; the details in such cases are set out in the Subject-specific Schedules.

(2) Assessments are the Masters dissertation (section 8) and the following outputs:

1. Written examination (par. 3)
2. Oral examination (par. 4)
3. Written paper (par. 5)
4. Combined assessment (par. 6)
5. Practical assessment (par. 7)

(3) <sup>1</sup>A written examination is a piece of written work produced under supervision. <sup>2</sup>In written examinations, candidates should prove that they are able to answer questions on their own, within a limited time and with limited aids,

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

using the knowledge and skills that they have acquired and standard methods in the field or interdisciplinary approaches (in line with the topic and subject).<sup>3</sup>The time allowed for written examinations is specified in the relevant Subject-specific Schedules. <sup>4</sup>Multiple choice written examinations may be used if suitable; if multiple choice is used, two examiners shall set all questions.

(4) <sup>1</sup>In oral examinations, candidates should prove that they understand the broad systems and issues in the relevant field and are able to address specific questions in that context. <sup>2</sup>Oral examinations shall either be held by two examiners or by one examiner and one expert observer; students shall be examined either individually or in groups of up to four. <sup>3</sup>The view of the observer shall be considered before the final grade is decided. <sup>4</sup>Oral examinations for individual candidates generally last 30 minutes. <sup>5</sup>The time per candidate is to be reduced appropriately for group examinations, but should not be less than 15 minutes. If more than one examiner for an oral examination is from an outside institution, they can participate in the examination using a data protecting and technologically up to date software. In this case, additionally an expert observer participates in the examination on-site. If remote data transfer into third countries occurs, it has to follow the guidelines of Chapter V of EU-DSGVO.

(5) In a written paper, candidates should prove that they are able to answer scientific/academic questions on their own, within a limited time and with the appropriate aids, using the knowledge and skills that they have acquired and standard methods in the field or interdisciplinary approaches (in line with the topic and subject).

(6) <sup>1</sup>In a combined assessment, candidates should prove that they are able to address scientific/academic questions in a limited time with the appropriate aids. <sup>2</sup>A combined assessment combines at least one written element with other written, oral or practical elements. <sup>3</sup>It must not include any more than three elements. <sup>4</sup>Combined examinations shall be awarded an overall grade based on performance in all elements together. <sup>5</sup>Withdrawal pursuant to section 16 par. 1 can be ruled out in the course directory published pursuant to section 9.

(7) In practical assessments, candidates should prove that they are familiar with and able to apply practical skills or techniques as required for the subject in question; practical assessment can for example be experiments, artistic output or sporting challenges, in some cases with an accompanying report (e.g. lab report).

(8) <sup>1</sup>In each piece of written work not produced under supervision, including the Masters dissertation, the publication or other source for each direct quotation must be cited clearly and appropriately. <sup>2</sup>Citations must be provided with the quote. <sup>3</sup>Publications and other sources used but not directly quoted must also be cited. <sup>4</sup>Everywritten paper as well as the Masters dissertation must include a declaration, signed by the student, 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, and
- that the written and electronic version of the paper, excluding the anonymization of the electronic version according to par. 9 sentence 2, are identical.

(9) <sup>1</sup>All written papers pursuant to the first sentence of par. 8 sentence 1 are to be submitted both in printed and in electronic format. <sup>2</sup>To check that the work submitted is the candidate's alone, the examiners shall be entitled to pseudonymise the author's details and submit the work to a plagiarism detection provider commissioned by the University to check for plagiarism. This may be done even if plagiarism is not suspected. <sup>3</sup>The authors have to ensure

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

that the electronic version of the paper according to Sentence 1 contains no personal data and that an allocation of the electronic version of the paper to the author is impossible. Even without a suspicion, existing examiners can submit the work for plagiarism control if the author transferred temporary rights of use of the paper to the examiner. The provided data shall be deleted immediately and after three months at the latest.

(10) Group work may be admitted as assessment if the individual contributions can be clearly identified and assessed individually based on objective criteria.

## 8 The Masters dissertation

(1) <sup>1</sup>The Masters dissertation should demonstrate that the candidate is able to address an appropriate question using academic/scientific methods and by a set deadline. <sup>2</sup>The Masters dissertation should consist of 15 to 30 Credit Points. <sup>3</sup>The Masters dissertation topic and question must correspond to the purpose of assessment pursuant to section 2 and the scope set out in Subject-specific Schedules. <sup>4</sup>The type of question and the question itself must have been decided when the topic is set.

(2) <sup>1</sup>The Masters dissertation may be a piece of group work. <sup>2</sup>The contribution of the individual candidate to be assessed must be clearly identifiable based on sections, page numbers and 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) <sup>1</sup>The Masters dissertation shall be assessed by two examiners. <sup>2</sup>Notwithstanding the provisions of section 20, students may propose examiners for their Masters dissertation. <sup>3</sup>This entitlement to propose examiners does not constitute a right to have the proposed examiners instated. <sup>4</sup>The proposal should, however, be followed unless there is good reason to object, including but not limited to an unreasonable workload for the examiners.

(4) <sup>1</sup>The topic of the Masters dissertation 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. <sup>2</sup>At request the competent examination board shall ensure that the candidate is given a topic in good time. <sup>3</sup>Approval of the topic must be recorded. <sup>4</sup>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. <sup>5</sup>With the consent of the first examiner, the competent examination board may also appoint an external reviewer. <sup>6</sup>In this case, the first examiner must be a professor at Leuphana University (or Priv.-Doz. or Apl. Prof.). <sup>7</sup>The first examiner shall act as supervisor while the candidate is working on the dissertation.

(5) <sup>1</sup>The topic of the Masters dissertation may only be rejected by the candidate once and only within the first fourteen days of the allocated period. <sup>2</sup>Section 12 par. 1 applies accordingly. <sup>3</sup>Students who are resitting their Masters dissertation shall not have the right to reject the topic.

(6) <sup>1</sup>Each examiner shall issue a written report on the dissertation. <sup>2</sup>In the event that the grading by the two examiners differs by two grades or more, another expert reviewer must be appointed by the competent examination board before the grade is announced. <sup>3</sup>In such a case, the third reviewer shall also take part in the oral examination pursuant to par. 8 and the grade awarded by him or her shall have equal weight to the grades awarded by the other examiners. <sup>4</sup>The grade shall then be calculated as the arithmetic mean of the individual grades.

(7) <sup>1</sup>An oral examination may be held in addition to the Masters dissertation pursuant to section 7 par. 4. <sup>2</sup>A candidate shall be eligible to sit the oral examination if their Masters dissertation has been assessed as at least "sufficient" (4,0) by each of the two examiners or in the case set out in par. 2 by two of the examiners. <sup>3</sup>The dissertation examiners

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

shall hold the oral examination together; students shall be examined either individually or in groups (in the event that par. 2 applies). <sup>4</sup>The details are set out in Subject-specific Schedules to these Regulations.

(8) <sup>1</sup>Other provisions differing from this paragraph governing the Masters dissertation may be set for joint, double and multiple degree programmes offered in collaboration with partner universities; such provisions must be defined in the relevant Subject-specific Schedules to these Regulations. <sup>2</sup>The provisions of the examination regulations at the university of the first examiner shall apply. <sup>3</sup>This also applies to par. 5.

## **9 Issue of the course directory**

(1) For each degree course, the competent faculty council shall issue a course directory for each semester specifying the modules offered in that semester and the corresponding assessments. This module and assessment information is final and binding, and the course directory is to be published online on the university information system no later than six weeks before the start of the semester.

(2) The Senate or a body appointed by the Senate shall undertake the duties of the faculty council pursuant to par. 1 for complementary studies.

(3) The course directory shall contain the following information relating to assessment:

- The modules offered and the corresponding assessments.
- The competent examiners are to be listed for all assessments.
- For oral examinations and practical assessments, the examination periods in which assessments are to be taken are to be specified.
- For written examinations, the examination periods are to be specified.
- For written papers, the deadlines are to be specified.
- For combined assessments, the individual assessment elements and their weighting are to be specified.

The assessment date is defined as the examination date or the deadline for the last assessment element.

(4) Modules and their corresponding assessments shall be offered at least every two semesters; modules offered as part of joint, double or multiple degree programmes shall be offered at least every four semesters.

## **10 University information systems**

(1) Students are responsible for accessing the online electronic university information systems, which are used for registration and deregistration for classes and assessments and through which class and assessment information and assessment results are announced.

(2) Students have a duty to check on a regular basis that the details in their online account, in particular the assessment results, are correct and up-to-date to ensure compliance with the deadlines set out in section 18 par. 1a.

## **11 Dates and deadlines**

(1) <sup>1</sup>Students shall register for modules and the corresponding classes during a period from no later than one week before the start of the semester to two weeks after the start of the semester; registration is to be done online using the university information system and is binding.

(2) <sup>1</sup>Students shall register online for assessments using the university information system; registration is binding.



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

<sup>2</sup>The registration period for assessments shall commence on the first day of the semester and end on November 15<sup>th</sup> for the winter semester and May 15<sup>th</sup> for the summer semester. <sup>3</sup>For written examinations, students who register for the first assessment date but fail or withdraw from the assessment pursuant to section 16 shall automatically be registered for the resit in the second written examination period. <sup>4</sup>In the event that the candidate fails to sit the assessment on the resit date in the second written examination period, he or she must have declared their withdrawal for that assessment date pursuant to section 16.

(3) <sup>1</sup>Assessments and examination periods pursuant to section 9 par. 3 shall commence no earlier than five working days after the deadline for registration pursuant to par. 2 and shall end no later than March 15<sup>th</sup> in the winter semester and no later than September 15<sup>th</sup> in the summer semester with the exception of written examinations. <sup>2</sup>For written examinations, the written examination periods set by the Presidential Committee and the deans shall apply; said written examination periods shall end no later than March 31<sup>st</sup> in the winter semester and September 30<sup>th</sup> in the summer semester.

## 12 Admission to assessment

(1) For admission to assessment on consecutive Masters programmes one

1. must be enrolled as a student in the relevant, consecutive Masters degree course at Leuphana University Lüneburg and not be on leave of absence;
2. must have registered correctly by the set deadlines for assessments pursuant to section 7 par. 2;
3. must not have failed (without recourse) a Bachelor examination, a Masters examination, a *Vordiplom* or *Diplom*, a *Magisterzwischenprüfung* interim examination or a *Magisterprüfung* examination or an interim examination [*Zwischenprüfung*] or *Staatsexamen* examination for the same or a related course at a university;
4. must not have lost his or her right to sit the assessment as a result of a final fail in the degree course in accordance with section 13;
5. must not have lost his or her right to sit the assessment as a result of failure to meet an assessment deadline in the same or a related degree course at a university;
6. must meet the requirements pursuant to section 6 par. 1.

(2) <sup>1</sup>Separate applications are to be made in writing for admission to Masters dissertation assessment pursuant to section 8 and are to be submitted to the competent examination board or a body appointed by the competent examination board. <sup>2</sup>Said applications should state the proposed topic and the first examiner. <sup>3</sup>The procedure for setting the topic is defined in section 8 par. 4.

## 13 Resits and final failure of the Masters examination

(1) Modules that have already been passed cannot be repeated.

(2) <sup>1</sup>Students shall be permitted two resits of failed assessments or assessments that are qualified as failed. <sup>2</sup>The Masters dissertation may be repeated once. <sup>3</sup>Resits for assessments pursuant to section 7 par. 3 (written examinations) must be offered in the same semester. <sup>4</sup>Resits for all other module assessments must be offered in the following semester. <sup>5</sup>This shall not apply to assessments that are an integral part of teaching or learning for a specific class.

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

<sup>6</sup>The deadlines pursuant to section 11 apply accordingly.

(4) Students who fail to pass an assessment even after recourse to all the resit options pursuant to par. 2 shall be awarded a final fail in the Masters examination.

(5) Notwithstanding par. 1, the subject-specific schedules may in certain exceptional cases specify modules which can be repeated as part of additional credits pursuant to section 23.

#### 14 Evaluation of assessments; grade calculation and weighting

(1) <sup>1</sup>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.

<sup>2</sup>Individual grades may be increased or reduced by 0.3 (0,3) for more detailed grading; grades of 0,7, 4,3, 4,7 and 5,3 are not permitted. <sup>3</sup>Notwithstanding this provision, ungraded assessments pursuant to section 7 par. 1 shall be awarded either "pass" ("bestanden") or "fail" (nicht bestanden").

Transcript of Records	Overall Grade / Grade Heading lt. MPO HRK/KMK		
	Overall Grade	German	English
1.0 1.3	1,0 – 1,5	Sehr gut	Excellent
1.7 2.0 2.3	1,6– 2,5	Gut	Good
2.7 3.0 3.3	2,6– 3,5	Befriedigend	Satisfactory
3.7	3,6– 3,9	Ausreichend	Sufficient
4.0	4.0		
5.0	schlechter als 4,0	Nicht ausreichend	Failed

(2) <sup>1</sup>The credit points associated with a module shall be awarded once a student has met all the module requirements and passed the module. <sup>2</sup>A student shall be deemed to have passed a module if he or she has been awarded a grade of at least "sufficient" (4,0).

(3) <sup>1</sup>Written assessments should generally be graded within four weeks of the assessment being sat or submitted.

<sup>2</sup>The results shall be announced online over the university information system, generally one week after the competent examination board receives them.

(4) <sup>1</sup>Assessments assessed by more than one examiner shall be deemed to have been passed if all examiners have awarded a grade of at least "sufficient" (4,0). <sup>2</sup>The overall grade shall be calculated as the arithmetic mean of the

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

individual grades awarded by the examiners. <sup>3</sup>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. <sup>4</sup>The view of observers is to be heard before the final grade is decided.

(5) <sup>1</sup>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. <sup>2</sup>Assessment scripts can be viewed in the offices of the examiners on dates specified by the examiners for up to four weeks after the announcement of the grade pursuant to par. 3. <sup>3</sup>The grounds for the award are part of the examination file.

(6) <sup>1</sup>The overall grade for the Masters shall be calculated as the arithmetic mean, weighted by credit points, of the module grades and the grade for the Masters dissertation module. <sup>2</sup>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.

## 15 Extenuating circumstances

(1) <sup>1</sup>If students can credibly demonstrate that they are not able, for example as a result of prolonged physical or mental illness, to take or complete assessments in the set form, they must be granted a longer deadline for completing the assessments or granted the opportunity to complete equivalent assessments in a different form. <sup>2</sup>Decisions on whether such extensions of options are granted shall be made by the competent examination board.

(2) <sup>1</sup>In terms of compliance with registration deadlines for assessment, assessment resits, the reasons for missing assessments and compliance with set assessment deadlines for written work, the illness and sole care of a close relative of the student shall be given equal weight to the illness of the students himself or herself. <sup>2</sup>Close relatives are defined as children, parents, grandparents, siblings, spouses and partners. <sup>3</sup>Section 16 par. 3 applies accordingly.

(3) <sup>1</sup>The regulations of the Mutterschutzgesetz (MuSchG), especially the utilization of periods of protection of § 3 par. 1 and 2 and the protective regulations of § 5 par.2 and of § 6 par.2 of the Mutterschutzgesetz (MuSchhG) as well as the regulations on parental leave of §§ 15 and 16 of the Gesetz zum Elterngeld und zur Elternzeit (BEEG), are considered. <sup>2</sup> An application is to be directed at the competent examination board. <sup>3</sup> If pregnant women/ mothers on maternity leave want to participate in classes, assessments or internships they have to hand in a written declaration at the student service beforehand. <sup>4</sup> This declaration can be withdrawn with effect on the future at any time. <sup>5</sup> The same applies for classes, assessments or internships between 8pm and 6am as well as on Sundays or holidays. <sup>6</sup> If a student participates in classes, assessments or internships without informing the university of the active maternity leave and does not hand in any information regarding the active maternity leave, the written declaration or withdrawal before the end of the classes, assessments or internships her participation during the active maternity leave is considered an explicit declaration of intent. <sup>7</sup> The same applies for the participation in classes, assessments or internships between 8pm and 6am as well as on Sundays or holidays.

(4) <sup>1</sup>The students in question must not suffer a disadvantage from the implementation of the regulations under par. 1 to 3. <sup>2</sup>Students must provide suitable documentation to demonstrate that they meet the conditions pursuant to par. 1 to 3, for example a medical certificate from a specialist, a medical certificate from a medical officer, birth certificates, the Mutterpass, certificates from the *Einwohnermeldeamt* [residents' registration office], etc.

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

## **16 Withdrawal, missing assessment dates, fraud; invalidity of the Masters examination**

(1) <sup>1</sup>Candidates may withdraw without giving reasons provided they do so no later than 5 working days prior to the set assessment date pursuant to section 9 par. 3 or the start of the examination period. <sup>2</sup>Withdrawal is to be notified electronically using the university information system. <sup>3</sup>Withdrawal without giving reasons may be ruled out for combined assessments in the course directory published pursuant to section 9.

(2) <sup>1</sup>An assessment shall be deemed "insufficient" (5,0) if the candidate, without good reason, misses an assessment date and does not comply with the deadlines pursuant to par. 1 or if they withdraw from the assessment during or after the assessment without good reason. <sup>2</sup>The same shall apply if a written assessment is not submitted by the set deadline.

(3) <sup>1</sup>In the event that the candidate argues good reasons for withdrawing from an assessment or missing an assessment date as set out in par. 2, these reasons are to be notified in writing to Student Services without delay and must be credible. <sup>2</sup>In the event of illness, a medical certificate clearly indicating how the student's condition resulted in them missing the assessment date (incapacity) is to be submitted to Student Services without delay. <sup>3</sup>In case of doubt, a certificate from a specialist doctor or medical officer may be required. <sup>4</sup>If the candidate withdraws for good reason from an assessment they shall be deemed to have withdrawn from the entire combined assessment.

(4) <sup>1</sup>If a candidate seeks to affect the result of an assessment by passing off as their own work that is not or otherwise cheating or using aids that are not permitted, the assessment in question is to be graded as a "fail" (5,0). <sup>2</sup>In the case of repeated offences and in other serious cases of fraud, a final fail can be issued for the assessment and the degree course which the student is enrolled in. <sup>3</sup>The examination board shall take the decision on the measures set out in the first and second sentences once it has heard the student in question. <sup>4</sup>Until such time as a decision by the examination board is reached, the candidate shall continue with the assessment unless their provisional exclusion is, in the view of the person supervising the assessment, essential for the orderly continuation of the assessment.

(5) If a student has committed fraud in an assessment and this is not discovered until after the certificate has been issued, the competent examination board shall have the power to correct the grades for those assessments in which the candidate committed fraud and to declare all or part of the assessment a "fail" (5,0).

(6) <sup>1</sup>In the event that the candidate did not meet requirements for admission to an assessment but was unaware of this and their incorrect admission is not discovered until after the certificate has been issued, this shall be disregarded if the candidate has passed the assessment. <sup>2</sup>If the candidate was aware that they did not meet the requirements and deliberately sought admission, the competent examination board shall decide in accordance with statutory provisions on the withdrawal of unlawful administrative acts.

(7) The student in question shall be given the opportunity to explain the matter to the competent examination board before a decision is taken.

(8) <sup>1</sup>Any incorrect certificate is to be withdrawn and replaced with a correct certificate or record pursuant to section 22 par. 3 and 4. <sup>2</sup>The official certificate is also to be withdrawn along with the incorrect certificate if the assessment has been graded as a "fail" on the grounds of fraud. <sup>3</sup>A decision pursuant to paragraph 5 and the second sentence of paragraph 6 may not be taken any later than five years from the date of the certificate.

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

## 17 Viewing assessment files

(1) For up to one year after the end of the assessment process, candidates shall have the right, on written application, to view their assessment documents including but not limited to examination records and examiner reports.

(2) <sup>1</sup>Applications to view such documents are to be submitted to the chair of the competent examination board. <sup>2</sup>He or she shall set the place and time of viewing.

## 18 Appeals

(1) <sup>1</sup>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 issued and justified in writing and notified in accordance with section 41 German Administrative Procedure Act [*Verwaltungsverfahrensgesetz, VwVfG*] together with a notice of the candidate's right of appeal. <sup>2</sup>In accordance with sections 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 made to the competent examination board.

(1a) <sup>1</sup>Deviating from par. 1 the evaluations of assessments according to § 14 par. 1 following these Regulations and the Subject-specific Schedules are disclosed online through the university information system. <sup>2</sup>An advice on applicable legal remedies shall be added. <sup>3</sup>Appeal against the evaluations of the assessments according to § 14 par. 1 can be made to the competent examination board following §§ 68 ff. VwGO within a month of the disclosure through the university information system.

(2) If an appeal is against an evaluation by an examiner, the competent examination board shall take a decision following consideration of the matter pursuant to paragraphs 3 and 5.

(3) <sup>1</sup>In the event that a candidate's appeal contains specific and substantiated objections to the marking of a specific assessment and/or the evaluation by an examiner, the competent examination board shall pass on the appeal to the examiner in question for examination. <sup>2</sup>In the event that the examiner amends their evaluation in accordance with the appeal, the competent examination board shall accept the appeal. <sup>3</sup>Otherwise, the competent examination board shall examine the decision on the basis of a statement by the examiner to establish in particular whether

1. the assessment process was not properly implemented;
2. the evaluation was based on incorrect facts;
3. general evaluation principles were not followed;
4. a reasonable solution logically supported with strong arguments has been assessed as incorrect;
5. the examiner allowed themselves to be influenced by considerations not relevant to the assessment.

<sup>4</sup>The same process shall apply accordingly if the appeal relates to evaluation by more than one examiner.

(4) <sup>1</sup>If the competent examination board does not accept the appeal, the faculty council shall decide at request. <sup>2</sup>For modules in the complementary studies, the faculty council of the faculty to which the module coordinator is attached shall at request decide on the appeal.

(5) <sup>1</sup>A decision on an appeal should be taken within six weeks. <sup>2</sup>If an appeal is not accepted, the Head of the University shall notify the appellant accordingly. <sup>3</sup>A notice of the student's right of further appeal is to be included with the decision.

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

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

## **19 Examination boards**

(1) Pursuant to section 45 par. 3 NHG, the dean is responsible for ensuring that courses and assessments are run, and for the Student Counselling Service.

(2) <sup>1</sup>Each faculty shall set up one or more examination boards. <sup>2</sup>One examination board can be set up for related degree courses. <sup>3</sup>For inter-faculty degree courses, an examination board shall be set up with members from all of the faculties involved. <sup>4</sup>These examination boards shall be responsible for organising assessments for the degree course and for the duties assigned to them under these General Assessment Regulations.

(3) Another examination board shall be elected by the Senate and shall be responsible for all interdisciplinary assessment matters and other assessment-related issues that are not specific to one degree course.

(4) <sup>1</sup>The relevant examination board pursuant to par. 2 and 3 shall comprise five members, including three professors, one other member of university staff and one student. <sup>2</sup>a professor who sits on the board or a dean or dean of studies who sits on the board even if they are not a professor shall chair the examination board. <sup>3</sup>The same rule applies for the deputy chair. <sup>4</sup>A suitable number of deputies shall be elected for the members of the board. <sup>5</sup>Members may be re-elected.

(5) <sup>1</sup>Examination board decisions shall be passed with the majority of votes cast; abstentions shall not be counted as votes cast. <sup>2</sup>The chair shall have the casting vote. <sup>3</sup>The examination board shall be quorate when the majority of its members, including at least two professors, and the chair or deputy chair are present. <sup>4</sup>The examination board or a body commissioned by the examination board shall issue and hold the assessment files. <sup>5</sup>The student member shall have an advisory role only in the evaluation and recognition of credits/work.

(6) The members of the examination board shall sit for a term of three years; the student member shall sit for a term of one year.

(7) <sup>1</sup>The examination board may transfer powers to the chair or their deputy; these powers may be revoked. <sup>2</sup>In urgent cases, decisions may be taken in writing without a meeting of the examination board. <sup>3</sup>The chair shall prepare and implement the decisions of the examination board. <sup>4</sup>They shall provide ongoing reports to the examination board on these activities.

(8) The members of the examination board shall be entitled to participate in assessments as observers.

(9) <sup>1</sup>The meetings of the examination board shall not be public. <sup>2</sup>The members of the examination board and their deputies are bound by the duty of confidentiality incumbent on public officials. <sup>3</sup>In the event that a member is not a public official, they must give the chair an undertaking to be bound by a duty of confidentiality. <sup>4</sup>The main aspects of discussions and the decisions of the examination board are to be recorded in the minutes.

(10) The examination periods, the venue and time for assessments and the deadline for submission of the Masters dissertation shall be announced in the manner set by the examination board.

(11) Notwithstanding the role of the examination boards, these administrative duties relating to the assessment process may be delegated to Student Services.

(12) <sup>1</sup>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

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

assessment results shall be published/announced by Student Services in the usual manner. <sup>2</sup>Data protection provisions must be followed.

## 20 Examiners and observers

(1) <sup>1</sup>Candidates shall be examined/assessed by those responsible for the module classes. <sup>2</sup>The competent examination board shall appoint the examiners and observers. <sup>3</sup>Members and staff of this University or another university who are fully qualified to teach the subject or a field of the subject being assessed shall be appointed to take assessments. <sup>4</sup>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 par. 1 NHG. <sup>5</sup>Junior teaching staff [*Lehrkräfte für besondere Aufgaben*] and persons with experience in professional practice and training may be appointed as examiners in appropriate fields. <sup>6</sup>Any person appointed as examiner must hold at least the qualification to which the assessment is to lead or an equivalent qualification.

(2) <sup>1</sup>Teaching staff who are authorised to act as examiners pursuant to the first and third sentences of par. 1 do not need to be appointed separately pursuant to the second sentence of par. 1. <sup>2</sup>The second sentence of par. 1 shall apply if there are more members of staff authorised to act as examiners than are required for the assessment. <sup>3</sup>The examination board shall have the power, temporarily and for cause, to withdraw from teaching staff the right to act as examiners.

(3) The competent examination board shall ensure that students are informed in good time of the names of the examiners.

## 21 Recognition of periods of study, assessments and professional competencies

(1) <sup>1</sup>Periods of study, assessments and professional experience on the same or a related programme at a university in the Federal Republic of Germany, including unsuccessful attempts, shall be recognised without an equivalence process. <sup>2</sup>Recognition is official.

(2) <sup>1</sup>Periods of study, assessments and professional experience on another programme shall be recognised if the competencies taught, content covered, credit points and assessment requirements in/of a module at Leuphana University Lüneburg do not substantially differ from those in/of a module from another programme for which recognition is being applied. <sup>2</sup>There should be an overall assessment of the importance of the output for the achievement of the objectives of the degree and the purpose of assessments pursuant to section 2. <sup>3</sup>Applications for recognition are to be submitted to the competent examination board pursuant to par. 9 together with the necessary documentation.

(3) <sup>1</sup>Periods of study and assessments completed by students as part of student exchange and student mobility programmes or at universities in signatory states of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region shall be recognised provided the assessments completed do not substantially differ from those to be completed at Leuphana University Lüneburg. <sup>2</sup>Applications for recognition are to be submitted to the competent examination board pursuant to par. 9 together with the necessary documentation.

(4) <sup>1</sup>In the event that Leuphana University Lüneburg does grant recognition, it must prove substantial differences or a lack of equivalence. <sup>2</sup>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

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

interstate agreements shall be used to establish substantial differences between periods of study and assessments at foreign universities. <sup>3</sup>The university must have a status of H+ in the database of the *Zentralstelle für ausländisches Bildungswesen* [Central Office for Foreign Education, ZAB] of the *Kultusministerkonferenz*. <sup>4</sup>In the event that there is no agreement in place or a student applies for more comprehensive recognition, the competent examination board shall decide whether substantial differences exist. <sup>5</sup>The opinion of the ZAB of the *Kultusministerkonferenz* may be sought to clarify the circumstances and legal position. <sup>6</sup>Other recognition provisions set out in agreements with foreign universities are to be followed, including but not limited to agreements under the European Credit Transfer System (ECTS).

(5) <sup>1</sup>Professional competencies shall be recognised on the basis of equivalence. <sup>2</sup>Decisions on such recognition shall be taken by the competent examination board.

(6) Paragraphs 1 and 2 apply accordingly to periods of study and assessments as part of officially recognised distance-learning programmes.

(7) <sup>1</sup>The number of credit points obtained shall be established when an assessment is recognised. <sup>2</sup>Provided the grading systems are equivalent, the same grades shall be adopted. <sup>3</sup>Grades awarded on a non-equivalent linear grading scale shall be converted using the "bayerische Formel" formula and included in the overall grade. <sup>4</sup>In the case of recognition of assessments that have been graded using other non-equivalent grading systems and that have been passed as part of student exchange or student mobility programmes, the grades shall be converted using the Leuphana University Lüneburg conversion table set out in Schedule 11 as last amended at the time of the application. <sup>5</sup>In cases other than those specified in the second to fourth sentences, the assessment shall be accepted as an ungraded "pass". <sup>6</sup>Unsuccessful attempts shall also be taken into account for assessments to be recognised. <sup>7</sup>Assessments that have been recognised shall be included on the certificate.

(8) <sup>1</sup>The competent examination board shall decide on recognition pursuant to par. 2 and 3 on application by the student. <sup>2</sup>In the event that assessments are not recognised, the examination board shall issue a notice giving reasons and including information on the student's right of appeal.

## **22 Examination certificate, Masters certificate, diploma supplement and transcript of records**

(1) <sup>1</sup>An examination certificate certifying that the student has passed the Masters examination is to be issued immediately – if possible within four weeks (Schedule 1). <sup>2</sup>This certificate shall state the overall grade, the grades and credit points for the individual module assessments and additional credits. <sup>3</sup>The certificate shall be issued with the date of the last assessment.

(2) <sup>1</sup>Examination certificates shall be issued in German and in English or, if the degree course is taught and assessed completely in English, in English only. <sup>2</sup>Together with the examination certificate, the candidate shall be issued with a Masters certificate in German and/or a Masters certificate in English stating the date on which the examination certificate was issued (Schedule 2). <sup>3</sup>The Masters certificate certifies the award of the degree pursuant to section 5. <sup>4</sup>The Masters certificate and examination certificate shall be signed by the chair of the examination board and the President of Leuphana University Lüneburg and if applicable one or more representatives of one or more partner universities in the case of joint degree programmes, and shall bear the seal of the university.

(3) <sup>1</sup>Graduates shall also be issued with a diploma supplement (DS) (Schedule 4). <sup>2</sup>When students leave the university



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

or change to another degree programme, they shall on request be issued a Transcript of Records (Attachment 3). In the case of final failure in the degree course the Transcript of Records will be issued without request. It shows that the Masters Examination was not passed irrevocably.

(4) <sup>1</sup>In accordance with the European Credit Transfer System (ECTS), an ECTS grading table (Schedule 10) shall be issued with the diploma supplement. <sup>2</sup>This shows the grade in the context of the distribution of grades in the previous two graduating years in the same degree course.

(5) <sup>1</sup>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) (a summary of all assessments to date including unsuccessful attempts). <sup>2</sup>Transcripts shall only be issued for modules that have been completed.

(6) Diverging regulations due to a cooperation with one or more partner universities can be determined.

### **23 Additional credits**

(1) <sup>1</sup>In addition to the credit points (CP) that a student must obtain in their degree course pursuant to sections 1 and 3, they as a rule may obtain 20 credit points from the range of courses offered by Leuphana University Lüneburg specifically open to students of degree courses at the Graduate School as a voluntary additional performance. <sup>2</sup>Students must state when they register for an assessment that the module is to be recognised as an additional credit. <sup>3</sup>This decision is final. <sup>4</sup>The voluntary credits are recognised in the final certificate, but do not attribute to the calculation of the final grade. <sup>5</sup>Students enrolled in the applicable degree course are given priority for the allocation of seminar places and registration for the applicable assessments. <sup>6</sup>A right for the admission to voluntary credits and assessments does not exist. Details can be regulated by the Subject-specific Schedules.

(2) <sup>1</sup>Courses taken for additional credits may be repeated any number of times. <sup>2</sup>Additional credits obtained at Leuphana University Lüneburg pursuant to par. 1 shall appear on the examination certificate with the grade awarded; however, the grade shall not be included in the final Masters grade pursuant to 14.

### **24 Gender Diversity Certificate**

(1) In the course of their master studies students can obtain a Gender Diversity Certificate. The certificate proves the acquisition of gender diversity competencies consisting of gender diversity knowledge and analytical and methodological skills. The certificate is made up of 15 credit points.

(2) These 15 Credit Points are part of the complementary studies of the Graduate School or if existent free capacities in selected subject-specific modules of the degree courses. Details are regulated by Attachment 8 of these Regulations for the Masters programmes of the Leuphana Graduate School in the current valid version.

## **SECTION II**

### **Entry into force**

<sup>1</sup>This Amendment will enter into force by the 2021/2022 summer semester. <sup>2</sup>Divergingly, the amendment of § 2 Sentence 2 will enter into force by the 2021/22 winter semester.

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

## Appendices

<b>Attachment 1</b>	Examination Certificate of the Masters degree
<b>Attachment 2</b>	Masters Certificate
<b>Attachment 3</b>	Transcript of Records
<b>Attachment 4</b>	Diploma Supplement
<b>Attachment 5</b>	<p>Subject-specific Schedule for the Masters Programmes Cultural Studies, Governance &amp; Law, Psychology sowie Sustainability</p> <p>5.1. Major Nachhaltigkeitswissenschaft – Sustainability Science</p> <p>5.2. Major Staatswissenschaften – Public Economics, Law &amp; Politics</p> <p>5.3. Major Kulturwissenschaften – Culture, Arts and Media</p> <p>5.3a Major Kulturwissenschaften – Culture, Arts and Media, for students who commenced their studies before the 2013/2014 winter semester</p> <p>5.3b Major Kulturwissenschaften – Culture, Arts and Media, for students who commenced their studies in or after the 2013/2014 winter semester</p> <p>5.4. Major International Economic Law</p> <p>5.5. Global Sustainability Science</p> <p>5.6. International Joint Master of Research in Work and Organizational Psychology</p> <p>5.7. Cultural Studies: Culture and Organization</p> <p>5.8. Kulturwissenschaften: Kritik der Gegenwart – Künste, Theorie, Geschichte</p> <p>5.9. Kulturwissenschaften: Medien und Digitale Kulturen</p> <p>5.10. Theorie und Geschichte der Moderne</p>
<b>Attachment 6</b>	<p>Subject-specific Schedule for the Masters Programmes Management &amp; Entrepreneurship</p> <p>6.1. Management Studies</p> <p>6.2. Major Management &amp; Business Development</p> <p>6.3. Major Management &amp; Data Science</p> <p>6.4. Major Management &amp; Engineering</p> <p>6.5. Major Management &amp; Financial Institutions</p> <p>6.6. Major Management &amp; Human Resources</p> <p>6.7. Major Management &amp; Marketing</p> <p>6.8. Management &amp; Entrepreneurship</p> <p>6.9. Management &amp; Sustainable Accounting &amp; Finance</p>
<b>Attachment 7</b>	<p>Subject-specific Schedule for the Masters Programmes Education</p> <p>7.1. Major Educational Sciences</p>

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

	<p>7.1a Major Educational Sciences – Educational Sciences, the Research perspective and the Minor ,Educational Processes in Organisations‘ and ,Social Pedagogy‘ with effect for students who commenced their studies before the 2013/2014 winter semester</p> <p>7.1b Major Educational Sciences – Educational Sciences, the Minor ,Social Pedagogy‘ , ,Cultural aesthetical Education‘ and ,Education for sustainable Development‘ with effect for students who commenced their studies in or after the 2013/2014 winter semester</p>
<b>Attachment 8</b>	Complementary Studies
<b>Attachment 9</b>	Certificate of part-time studies
<b>Attachment 10</b>	ECTS Grading Table
<b>Attachment 11</b>	Conversion Table

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