

**Second amendment dated 14 December 2022 to comply with the amended Hesse Higher Education Act of 14 December 2021 (Law Gazette of the State of Hesse (GVBl.) I p. 931)**

**Second amendment dated 14 December 2022 of the General Regulations for Degree Program and Examination Regulations for Master’s Degree Programs at Philipps-Universität Marburg dated 13 September 2010 (Official Bulletin 52/2010) as amended on 19 February 2020 (Official Bulletin 28/2020)**

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On 14 December 2022, the Senate of Philipps-Universität Marburg adopted the following second amendment to the General Regulations for Degree Program and Examination Regulations for Master’s Degree Programs at Philipps-Universität Marburg in accordance with §25(1) (clause 2) and §42(2) (clause 2) Hesse Higher Education Act (HessHG):

**Article 1**

**The General Regulations are replaced with the following wording:**

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## **Preamble**

With the General Regulations, Philipps-Universität ensures the structural, didactic and content-related quality in its master's degree programs and contributes to their constant development. In particular, their intent is to create the framework for good academic feasibility, student mobility and a functional flow of information about the degree programs offered. Not least of all, they are intended to promote networking among the degree programs. In all of this, efficient and transparent administration of degree programs and examinations for all parties involved must always be taken into account.

## **I. General**

### **§1 Scope**

These General Regulations apply directly to all consecutive master's degree programs at Philipps-Universität Marburg. Postgraduate master's degree programs at Philipps-Universität Marburg can be regulated on the basis of these General Regulations. On the basis of these General Regulations, the departments will issue subject-specific Degree Program and Examination Regulations for each master's degree program, hereinafter referred to as Degree Program and Examination Regulations. The binding-model regulations for Degree Program and Examination Regulations attached as Appendix 1 must be used for this purpose.

### **§2 Goals of the degree program**

(1) A master's degree program expands and deepens the scientific and professional expertise acquired over the course of a previously completed university degree program. Master's degree programs are also intended to qualify students for further academic qualifications, in particular a doctorate. At the same time, the degree programs at Philipps-Universität Marburg are designed to promote the development of its students into independent, critically thinking and reflective individuals and to encourage them to participate in society.

(2) The Degree Program and Examination Regulations describe the goals of the degree program and specify what qualification goals are intended and what knowledge, skills and expertise the students must acquire. The master's examination, which must be taken during the degree program, is proof that the student has achieved the program objectives.

### **§3 Master's degree**

Upon successful completion of the master's degree program, departments (Fachbereiche, FB) award the master's degree. This degree designation is governed in the Degree Program and Examination Regulations, excluding subject-specific additions to the degree designations and the use of the degree designation in Latin.

## **II. Program-related regulations**

### **§4 Access requirements**

(1) The general admission requirement for a master's degree program is proof of a first university degree that qualifies the recipient to practice a profession. If no degree certificate with an overall grade is available by the application deadline, enrollment may be conditional. The prerequisite, in the event of an underlying bachelor's program with a scope of 180, 210, or 240 credits (Leistungspunkte, LP), is that proof be provided that module examinations or partial module examinations have been passed representing at least 80% of the credits required for the bachelor's degree in question. The proof must contain an average grade that was determined on the basis of the graded module examinations and partial module examinations within the scope of

the proven 80% of the credits required for the bachelor's degree. Enrollment can only take place under the proviso that all coursework and examination grades of the bachelor's degree have been completed before the start of the master's degree (deadline 31 March if the master's degree program starts in the summer semester or deadline 30 September if the master's degree program starts in the winter semester) and that proof of the degree certificate is provided by the end of the lecture period of the first subject semester.

(2) The Degree Program and Examination Regulations may specify the required professionally qualifying university degree in more detail. For example, a relevant postsecondary degree or certain minimum technical content in the context of the completed first degree program may be required as an entrance requirement. The examination committee (§16) or, if available, an aptitude assessment committee appointed by the departmental council (Fachbereichsrat) in accordance with §2 Appendix 7 "Special admission requirements" will decide on the issue of the relevance of previous degree programs and the comparability of the postsecondary degree as defined by paragraph 2 no. 2. The committee making the decision in accordance with clause 3 may link admission to the condition that missing course grades/coursework (Studienleistungen) and/or examination grades (Prüfungsleistungen) representing a maximum of 30 credits (Leistungspunkte, LP) be completed. In this case, the degree program may be extended accordingly.

(3) In addition, access to the master's degree program will be made dependent on special admission requirements to ensure a high professional and academic level. If, in addition to the first university degree qualifying for a profession, only mandatory admission prerequisites are required, these must be specified in the Degree Program and Examination Regulations. The special admission requirements must be regulated according to the template in Appendix 7 and added as an appendix to the Degree Program and Examination Regulations if only mandatory admission requirements are to be applied or if additionally an aptitude assessment procedure must be carried out.

(4) If less than 120 credits must be acquired with the completion of the master's degree, the Degree Program and Examination Regulations must make provisions regarding the first professional qualification. In principle, the master's degree requires a total of 300 (LP) credits taking into account prior degree programs up to the first professional degree.

(5) If the special program-specific knowledge is language proficiency in modern world languages, these must be classified in accordance with the Common European Framework of Reference for Languages (CEFR). It is generally assumed that English language skills of at least CEFR (Common European Framework Reference for languages) level B1 have been acquired upon the university entrance qualification; the Degree Program and Examination Regulations may stipulate that appropriate proof of the existence of the required language skills must be provided.

(6) In addition to the prerequisites that provide access to the master's degree program, specific prerequisites for participation in modules can be defined within the framework of the Degree Program and Examination Regulations whose fulfillment need be proven only upon access to the module or module examination. Only those prerequisites that are absolutely necessary for participation in the module need be formulated.

(7) International (foreign) applicants for a master's degree program in which the language of instruction is German must submit proof of language proficiency in accordance with the "Regulations for the German Language Examination for the University Admission of Foreign Applicants for Direct University Admission" (Ordnung für die Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber und Studienbewerberinnen mit direktem Hochschulzugang), as amended from time to time, before taking up their specialized studies.

(8) The Degree Program and Examination Regulations may provide for particularly capable bachelor's students being provided with modules in a consecutive master's degree program,

subject to available capacity. The credits earned must be recognized in the master's degree program upon application and submission of appropriate evidence.

## **§5 Academic advising**

(1) General academic advising is provided by the Central Academic Advising Service (Zentrale Allgemeine Studienberatung, ZAS) at Philipps-Universität Marburg. In particular, it provides information about program options, content, structure and general requirements for a master's degree program. Academic advising is provided in the departments (Fachbereiche, FB) and is usually carried out by professors or by authorized persons. Advising should identify ways in which the chosen degree program can be properly pursued and completed without loss of time or what alternatives exist.

(2) The Degree Program and Examination Regulations may stipulate that under certain circumstances, e.g. before the mandatory choice of a specialization or before a stay abroad, the student must take part in a subject advising session. In a case like this, it is necessary to set forth within what period and under what conditions the program advising must be done.

## **§6 Degree programs: structure, contents, curriculum and information**

(1) The master's degree programs based on these General Regulations will coherently relate the objectives, the formats for instruction and learning, and the formats for testing and examinations. The objectives of a degree program must be described in terms of professional, social, methodological and personal expertise. Accordingly, modules are designed as building blocks of the degree programs in which these skills can be acquired by means of suitable formats for instruction and learning. The results and the success of the learning processes should be verified or demonstrated with the appropriate testing formats.

(2) The structure and example content of the degree program will be presented in every degree program and examination regulation. In addition, the modules are structured into groups (areas of study), e.g. in accordance with thematic aspects, degree of obligation or level. The Degree Program and Examination Regulations will be accompanied by a degree program plan in accordance with the template in Appendix 2, which shows the levels, the degree of obligation and the workload of the individual modules. In case of a potential start of study during winter semester as well as summer semester, two degree program plans have to be prepared accordingly.

(3) The departments will set up course-related websites where general information and regulations concerning the degree programs offered by the department are stored in their current form. The module handbook and the degree program plan are also published there. If a program imports or exports modules, a list of the program's current imports and exports must also be published there. The web pages will describe program requirements and should be structured and detailed enough to allow students to create study schedules based on them that can be taken independently.

(4) All courses for a degree program must be listed in the course catalog for Philipps-Universität Marburg, available via the homepage of the university, and must be assigned to one or more modules.

## **§7 General standard period of study, promotion of excellence and start of studies**

(1) The standard general period of study for master's degree programs at Philipps-Universität Marburg is usually four semesters, taking into account periods of internship experience and the completion of the graduation thesis.

(2) For formal part-time courses of study or courses of study with a special design (e.g. dual or part-time courses of study), individual standard periods of study may be specified by the Degree Program and Examination Regulations.

(3) Degree programs may provide support for particularly high-achieving students, e.g. program structure and supervision enabling students to graduate before the end of the general standard period of study.

(4) To ensure a seamless transition from the bachelor's to the master's degree program for as many students as possible, students should be able to start master's degree programs in both the winter and summer semesters, if possible. The Degree Program and Examination Regulations must specify whether the degree program can be started in a winter semester and/or a summer semester.

## §8 Study abroad

(1) Four-semester degree programs should be designed in such a way that a study abroad of one semester organized in accordance with paragraph 2 can be integrated without extending the period of study. The Degree Program and Examination Regulations should indicate the time frame that is especially well-suited for study abroad in the respective degree program.

(2) The departments and other responsible offices of Philipps-Universität Marburg will provide study abroad counseling. Prior to their stay abroad, students conclude a study contract (learning agreement) with their department and with the foreign host university in accordance with the binding template from Philipps-Universität Marburg. The degree program to be completed abroad as well as the credits to be earned upon successful completion of a module or course must be specified in this kind of learning agreement. Students agree to complete the agreed-upon program of study at the host university as an integral part of their degree program, and the department(s) will recognize the work completed. The learning agreement is binding on the parties involved. To conclude a learning agreement, it is essential that the targeted learning outcomes and skills largely coincide. It is not necessary that the content be the same.

(3) In justified exceptional cases, the learning agreement can be modified or adapted before and during the stay abroad at the request of the student with the consent of the department. The consent of the foreign host university is also required.

(4) Departures from the commitments made in the learning agreement will be permitted after the fact only if they are not the student's fault and appropriate documentation is provided.

(5) To take into account potentially different semester calendars at Philipps-Universität and at foreign universities, module examinations should be scheduled in such a way that they can be completed by students before the start of their stay abroad or can be made up afterward. This applies vice versa to foreign students, who should be allowed to continue their studies seamlessly after returning to their home university by means of flexible examination organization.

## §9 Structural variants of degree programs

(1) A master's degree program may be designed as a "single-subject program", a "two-subject program", or a program with a "major and minor".

### a) Structural variant 1: "Single-subject master's"

<b>Profile modules</b> (key expertise / profile building also outside one's own department)	12–24 credits (LP)
<b>Subject A</b> (basic, advanced, in-depth and practical modules as well as final module)	96–108 credits (LP)

### b) Structural variant 2: "Two-subject master's"

<b>Profile modules</b> (key expertise / profile building also outside one's own department)	12 credits (LP)
<b>Subject A</b> (basic, advanced, in-depth and practical modules as well as final module)	66–72 credits (LP)
<b>Subject B</b> (options B1...Bn) (basic, advanced, in-depth and practical modules)	36–42 credits (LP)

**c) Structural variant 3: “Major with minor”**

<b>Profile modules</b> (key expertise / profile building also outside one's own department)	12–24 credits (LP)
<b>Subject A</b> (basic, advanced, in-depth and practical modules as well as final module)	72–78 credits (LP)
<b>Subject B</b> (options B1...Bn) (basic, advanced, in-depth and practical modules)	24–30 credits (LP)

(2) If “subjects” in a master’s degree program in the sense of the terminology above do not originate from the student’s own teaching unit, the corresponding agreements with the persons in the exporting teaching unit responsible for instruction must be presented when the program plans are submitted for structural committee decisions.

(3) Degree programs may be established as part-time degree programs (formal part-time study) provided that the personnel and material capacities of the university are available. Separate part-time degree programs represent a special organizational offering where the circumstances of students with children and dependents in need of care, top athletes, and employed persons who on average cannot devote more than half of their working hours to their studies especially are taken into account. Enrollment in these programs is as part-time students.

**§10 Modules and credits**

(1) The course offerings are provided in modular form. Each module is originally regulated in a degree program and examination regulation and can be transferred to other degree program and examination regulations as an import module.

(2) In accordance with their degree of obligation, modules are designated as compulsory and compulsory elective modules. Compulsory modules may be provided only if they are offered with sufficient numbers of seats for all students. In accordance with their levels and didactic function, modules are additionally marked as follows:

- a) Basic modules,
- b) Advanced modules,
- c) Specialization modules,
- d) Practical modules, §11(1),
- e) Profile modules, §11(3),
- f) Final modules, §23(1).

(3) Students’ workload is represented by credits (Leistungspunkte, LP) in accordance with the European Credit Transfer and Accumulation System (ECTS). One credit (LP) corresponds to a total student workload in the classroom and independent study of 25 to a maximum of 30 hours of time. The concrete hourly value of a course of study is determined in each case in the module handbook, see §6(3) and §20(5f).

(4) The total effort required to achieve the goals of a semester is usually 30 credits. Deviations within the limits of up to 3 credits are possible but should be made up for within one academic year. Care must be taken to maintain a balanced workload throughout the course of study.

(5) In the interest of studyability, a module should normally comprise 6 or 12 credits; this applies in particular to modules that are in an exchange relationship with other degree programs. In the case of module sizes that deviate from this, the module size must be divisible by 3. Exceptions may be made in the case of mandatory external requirements, e.g. by professional associations. Modules with a volume of 3 credits must be avoided and are possible only in justified exceptional cases while maintaining an adequate and load-appropriate examination density of a maximum of 6 examinations per semester.

(6) Modules extend over one or, at maximum, two semesters. If modules extend over two semesters, the associated courses must be offered and attended in immediately consecutive semesters.

(7) The prerequisite for the award of credits is the successful completion of the entire module.

(8) Participation in a module can be made dependent on passing other modules. To maintain greater flexibility with regard to individual study planning and still support graduation within the standard period of study, only essential participation requirements can be defined.

(9) Modules beyond the intended credit scope of the degree program will be not planned and are not shown.

## **§11 Practical modules and profile modules**

(1) To improve labor market skills, degree programs may include internal and external practical or internship modules (Praxismodule). External practical modules are usually ungraded and earn only a “pass” or “fail”; internal practical modules are usually graded. More detailed provisions on the external internship can be made in addition to the module description in any internship regulations as an appendix to the Degree Program and Examination Regulations.

(2) If the student has been unable to find an internship site despite efforts, the department may arrange a suitable external internship site within a reasonable time frame. In lieu of or in addition to this, the department can ensure that equivalent modules (internal offers) can be taken which are coordinated with the practical module in terms of the skills to be taught and in the assessment modalities (graded/ungraded).

(3) In addition to the subject-specific modules, the degree programs will include profile modules that serve the students’ character formation or general labor market aptitude. These modules can be taken as part of the degree program or, if applicable, as part of other degree programs or outside of degree programs (e.g., at the Language Center, University Computer Center). Profile modules can also be imported from centralized and decentralized offerings of the “Marburg Skills” per the Degree Program and Examination Regulations for the “Marburg Skills” and “Interdisciplinarity” areas of study in bachelor’s and combined bachelor’s degree programs at Philipps-Universität Marburg dated 9 February 2022, as amended.

The Degree Program and Examination Regulations may stipulate that credit or recognition can be granted for special student engagement in self-administration or comparable activities (to be specified in the Degree Program and Examination Regulations) that serve their general labor market qualification. The conditions under which grades in the area of profile modules can receive credit or recognition are regulated by the Degree Program and Examination Regulations. Employment relationships as well as activities that are customarily considered employment cannot be counted for credit.

(4) If the intention is for a student to acquire expertise integrated into a subject module that qualifies him or her for the labor market, this should be evident from the title of the module, and the proportionate scope of the key qualifications should be shown in credits.



## **§12 Module and course registration and module and course deregistration**

The Degree Program and Examination Regulations may stipulate that binding registration is required to participate in modules or in certain courses. Departments should announce on their websites for the degree program and in a timely fashion whether and by which procedure a binding registration must be made along with deregistration procedures and deadlines. The Degree Program and Examination Regulations may provide for automatic examination registration.

## **§13 Access to compulsory elective modules or courses with limited participation options**

(1) Registration caps may be set for compulsory elective modules and courses by means of a departmental council resolution, provided that this is absolutely necessary for the implementation of orderly teaching and degree program operations and for the achievement of the educational objective. Whenever the number of participants is fixed, this will be announced in an appropriate manner and in a timely fashion before the start of the compulsory elective module or course.

(2) For a compulsory elective module or a course with limited capacity, there is no entitlement to participate provided that there is open capacity to take at least one other alternative compulsory elective module or course.

(3) If the number of registrations for an elective module or a course exceeds the number of available places, the selection is made by drawing lots, to the extent that the Degree Program and Examination Regulations do not provide for a different selection procedure. In all cases, it must be ensured that, within the framework of the available capacity, hardship cases are considered in advance, in particular those as defined by §26(1 and 2) (Priority Group 1) and students with a special interest in participation (Priority Group 2). A special interest exists in particular for students:

- for whom the required elective module or course is required due to an internal specialization,
- who did not receive a place in a previous semester despite having registered, even though the degree program curriculum provided for the compulsory elective module,
- who previously did not pass the compulsory elective module or course, if repeating the module or course is required to retake the examination.

If, in individual cases, the available places are not sufficient for consideration of the two priority groups, students from Priority Group 1 must have priority registration; within each group, the decision is then made by drawing lots.

## **§14 Application of modules across degree programs**

(1) Within the framework of a degree program, modules can also be completed and recognized which, in terms of offering and examination rules, are based on the provisions of other degree programs (“import modules” from the perspective of the degree program within whose framework modules from other degree programs are offered; “export modules” from the perspective of the provider). To provide students with transparency regarding elective offerings and certainty regarding relevant examination modalities and creditability, the following basic rules must be followed:

1. Agreements between the departments on teaching imports and exports must be concluded with the help of the “Model Agreement on the Exchange of Modules” to ensure that they can be taken over the long term.
2. For modules offered for one’s own degree program and without modification for students of other degree programs (“original modules”), the Degree Program and Examination Regulations and, if applicable, regulations regarding admission restrictions by the respective offering degree program will apply.
3. Modules that
  - a) combine module components of a degree program to form a new module (“modified module”), or

- b) consist of module components to form a “standard export module” offered exclusively for export to other degree programs, must be regulated within the framework of the exporting degree program and its Degree Program and Examination Regulations.
4. In the case of “commissioned modules” offered by an exporting degree program specifically on behalf of the importing degree program, the Degree Program and Examination Regulations for the importing degree program will apply in departure from this.

(2) The Degree Program and Examination Regulations should contain modules that are open to students of other degree programs and comprise 6 or 12 credits (“export modules”). These offerings consist of a single basic module or coordinated module packages totaling 12, 18 or 24 credits. Larger module packages may also be provided whose credit counts must be divisible by 6. In the case of two-semester master’s degree programs, it is possible to waive the designation of module packages totaling 18 or 24 credits. Parts of modules cannot be exported. In justified cases, a part of a module may also be assigned to different modules.

### **§15 Coursework and compulsory attendance**

(1) In contrast to examinations (Prüfungsleistungen), coursework (Studienleistungen) is characterized by the fact that no credits (Leistungspunkte) are awarded for completing it. Coursework remains ungraded. Coursework may be a prerequisite for admission to the module examination. If the module examination (e.g. an oral presentation) takes place prior to the completion of the coursework, the award of credits is dependent on the completion of the coursework. Coursework that a student has successfully completed cannot be repeated.

(2) The Degree Program and Examination Regulations may regulate the requirement of regular course attendance. Course attendance in itself does not count as coursework; it assesses only physical presence. Compulsory attendance should be imposed only if it is absolutely necessary to guarantee the acquisition of knowledge and skills associated with the module. The learning success of the course must be based on the participation of the students and can be achieved only through regular attendance, such as in applied laboratory work, exercises and seminars. Compulsory regular attendance is then a prerequisite for admission to the module examination or for the award of credits (Leistungspunkte). Attendance must be ascertained in an appropriate manner. If attendance is required, the maximum allowable absence rate is 20%. In cases of hardship, the examination committee may allow the missed time to be compensated upon justified request, e.g. by making up certain work.

## **III. Examination-related provisions**

### **§16 Examination committee**

(1) An examination committee (Prüfungsausschuss) appointed by the departmental council (Fachbereichsrat) is responsible for each degree program. It is permissible to form a joint committee among multiple degree programs.

(2) If a degree program is offered jointly by several departments, the Degree Program and Examination Regulations will usually stipulate that a joint examination committee be formed.

(3) Each examination committee must have at least five members, including three members who are professors, one member who is an academic research assistant (wissenschaftliches Mitglied), and one student. If larger examination committees are provided for, all groups should participate, and professors must constitute the majority. One substitute member will be elected for each member. The term of office for nonstudent members will be two years; for student members, one year. Reelection is possible.

(4) The members and deputy members will be appointed by the departmental council(s) on nomination by their respective group representatives. The examination committee will elect a chair

and a deputy chair from among its members. She or he must be eligible to administer examinations.

(5) The examination committee will have quorum if at least half of its members or alternate members are present and the meeting has been duly convened. It does not meet in public. Resolutions are adopted by a majority of the votes of those present. In the event of a tie, the chair shall have the deciding vote. Secret ballots are not permitted for examination matters.

(6) In the case of examination matters that involve a member of the examination committee personally, his or her membership will be suspended with respect to that matter and he or she will be excluded from deliberation and decision-making on that matter.

(7) The members of the examination committee have the right to be present at oral examinations. This right does not extend to the deliberations and announcement of the grade.

(8) The members of the examination committee are subject to official secrecy. They must be sworn to secrecy by the chair, unless they are civil service employees.

### **§17 Duties of the examination committee**

(1) The examination committee is responsible for ensuring that the provisions of the Degree Program and Examination Regulations are observed. In particular, it has responsibility for the following duties:

1. Organizing the entire examination process;
2. Appointing examiners (Prüfer/Prüferinnen) and observers (Beisitzer/Beisitzerinnen);
3. Deciding on permission to take examinations (Prüfungszulassungen);
4. Deciding on recognition (Anerkennungen) and credit (Anrechnungen) in accordance with §19;
5. Issuing requirements to make up credit for coursework and examinations (Studien- und Prüfungsleistungen) in the context of recognition under §19(7);
6. Submitting placement recommendations for transfer students for submission to the Registrar's Office (Studierendensekretariat);
7. Issuing the certificate, diploma, transcript of records and diploma supplement in a timely fashion;
8. Archiving the dataset using a template provided by the administration;
9. Reporting annually to the departmental council and the office the dean (Dekanat), in particular regarding the development of program duration, student demand for the various compulsory elective modules including module import and exports, and the allocation of module and overall grades;
10. Supervising and controlling the administration of examinations;
11. Submitting suggestions to reform Degree Program and Examination Regulations.

(2) The examination committee may delegate the recognition of examination credit and other duties to the chair. The examination committee may delegate the responsibility for the recognition of credit in the context of study abroad programs pursuant to §8 to the ECTS Officer, who will carry out the recognition work on behalf of the examination committee. The chair of the examination committee and, if applicable, the ECTS Officer will consult the committee in all cases of doubt.

(3) To perform individual duties, in particular for the ongoing administration of examinations, the committee will otherwise make use of its office (Examinations Office, Prüfungsbüro).

(4) Individual decisions by the examination committee must be immediately communicated in writing to the students involved. Notices must be accompanied by instructions on how to appeal.

### **§18 Examiners and observers**

(1) Only professors or other persons authorized to administer examinations in accordance with §22(2) HessHG may be appointed as examiners (Prüfer/Prüferinnen). Only persons who have

passed at least the relevant graduation examination or a comparable examination will be appointed as observers (Beisitzer/Beisitzerinnen).

(2) For written examinations, the examination committee will normally consist of one examiner. The written thesis and written examinations, which cannot be repeated and which may lead to the loss of the right to take the examination, must be assessed by two examiners.

(3) Oral examinations must be administered either by several examiners or by one examiner in the presence of an expert observer. Minutes must be taken. The observer must be heard before the assessment is determined.

(4) The examiners and the observers are subject to official secrecy. They must be sworn to secrecy by the chair of the examination committee, unless they are employed as civil servants.

## **§19 Recognition of academic grades and examination results**

(1) In the event of a change of postsecondary institution or degree program, coursework and examinations taken at a higher education institution (Hochschule) or a state or state-recognized vocational college (Berufsakademie) will be recognized if there is no significant difference between them and the credits (Leistungen) they are intended to replace.

Significant differences as defined under clause 1 will exist in particular if coursework and examination credits differ significantly from the respective degree program at Philipps-Universität Marburg in terms of the qualification goals, scope and requirements. This should not be a schematic comparison but rather an overall consideration and evaluation, with particular attention to the qualification goals achieved.

A reversal of the burden of proof applies to recognition. If the university is not able to prove the substantial difference, the coursework and examination achievements must be recognized.

The applicant is obligated to provide sufficient information for the assessment (information obligation).

(2) Knowledge and skills acquired outside of institutions of higher education may be awarded credit (angerechnet) toward a higher education degree program if the knowledge and skills to be awarded credit are equivalent to the coursework and examinations they are intended to replace and if the criteria for awarding credit have been reviewed as part of the accreditation process pursuant to §14(2) HesseHG. In total, no more than 50% of the examination credits required for the degree program may be replaced by the awarded credit. §28 and §60 HesseHG remain unaffected.

(3) If program and examination credits are recognized, the grades – insofar as the grading systems are comparable – shall be adopted and included in the calculation of the overall grade in accordance with §28. The awarded credits (anerkannte Leistungspunkte) specified in the Degree Program and Examination Regulations are included with the recognized credits. In the case of noncomparable grading systems, only the remark “passed” is included. Awarded credit will be identified as “recognized” (anerkannt) on the transcript, grade transcript and full transcript of records.

(4) The final modules are modules that characterize the degree program in a special way. Recognition is excluded. This does not apply to final modules taken at another university under a prior contractual agreement.

(5) Decisions on the recognition of credits are made by the applicable examination committee. The applicant shall submit to the examination committee the documents required for recognition, showing the assessment, credit points and dates of all examination credits that he or she has previously earned at another degree program or at other universities. The documents should also show which examinations and coursework were not passed or repeated.

(6) If the requirements of paragraphs 1 and 2 in conjunction with paragraph 3 are met, there is a legal entitlement to recognition.

(7) If recognitions are granted, they can be linked to conditions regarding study and examination achievements that need to be made up. The applicant must be notified in writing of any conditions and any deadlines for fulfillment of the conditions.

(8) Failed attempts in degree programs will be recognized if they would have been recognized if they had been passed.

## **§20 Module list, import and export module list and module manual**

(1) A binding component of the Degree Program and Examination Regulations is a module list (see Appendix 3), which includes all modules offered within the framework of the degree program as well as the English translation of the module title in each case. Changes to the regulations made in the module list are only permissible within the framework of an amendment to the Degree Program and Examination Regulations.

(2) Within the framework of the compulsory elective modules, the module list in accordance with paragraph 1 may also contain one or more modules that leave room for alternating content with specified examination requirements. On the one hand, this is intended to create an opportunity to integrate current developments in the field of research into the degree program without changing the Degree Program and Examination Regulations, and on the other hand, to create a platform to give junior and visiting scientists the opportunity to offer events within the framework of the degree program.

(3) "Import modules" as defined by §14 must be listed in accordance with the template in Appendix 4, insofar as the required specification is already possible when the Degree Program and Examination Regulations are adopted. The catalog of eligible courses may be modified or supplemented by the examination committee, especially if the courses offered by the exporting programs change. Such changes will be announced by the examination committee in a timely fashion on the course-related website. In addition, the examination Committee may approve further import modules beyond the regular offering in individual cases upon justified application by the student; this requires that the offering department or institution also agrees.

(4) Original modules that can also be completed as part of other degree programs, as long as this has been agreed upon with the department(s), must be listed in the Appendix Export Module List. "Modified modules" and "export-only modules" as defined by §14(1)(3) must be listed in accordance with the specimen in Appendix 5. This list must be supplemented with information on how the export modules can be combined with each other (module packages in accordance with §14(2)).

(5) In addition to the module list, a module manual must be prepared for each degree program. This is not part of the Degree Program and Examination Regulations but serves as ongoing information for students and is necessary for accreditation. The module manual contains the detailed module descriptions in accordance with the template used at Philipps-Universität Marburg. It includes the modules in accordance with paragraphs 1 and 2 and, if applicable, in accordance with paragraph 4. To the extent that no regulations of the module lists in accordance with paragraph 1 and, if applicable, in accordance with paragraph 4 are affected, the module descriptions can be changed without the need to change the Degree Program and Examination Regulations.

(6) The module list with the import modules in accordance with paragraph 3 as well as the module handbook in accordance with paragraph 5 must be published in their current form on the respective degree program website of the Philipps-Universität Marburg. In case of changes or updates of this study information, the previous versions should be archived on the respective degree program website with the indication of their validity period.

## **§21 Examinations**

(1) As a rule, examinations may only be taken by regular students of the Philipps-Universität Marburg who are registered at the time of the examination and who have not lost their right to take the examination. The module, within the framework of which the performance in question is rendered, must either be assigned to the degree program regulated by the Degree Program and

Examination Regulations or as an import module in accordance with §14(1) to (3) to another degree program or be offered by a department (Fachbereich) or an academic unit (wissenschaftliche Einrichtung) at Philipps-Universität Marburg in accordance with the regulations of these regulations or, if it is a module of another university, be contractually assigned to the degree program within the framework of a university cooperation. §60(5) HesseHG (Profoundly gifted and talented students) remains unaffected.

(2) Module examinations are taken during the course of study. With them, the respective module is completed. Through the module examination, the candidate should demonstrate that he or she has achieved the qualification objectives defined in the module list.

(3) Modules usually conclude with a single module examination. If a degree program and examination regulation provides for partial module examinations, it is generally necessary to pass all partial module examinations to pass the module. Insofar as the Degree Program and Examination Regulations permit a compensation of grades between the module components, in the case of repetition of failed partial module examinations, the most recent grades earned count. The repetition of a partial module examination is not permitted if it has already been passed or could be compensated by another partial module and thus the module has been passed. In the case of grade compensation, the Degree Program and Examination Regulations may stipulate that certain partial examinations must be passed or that no partial examination may be assessed with 0 points in accordance with §28(2) in order for the module to be passed. In the module list, the respective weighting of the partial module examinations to the overall grade for the module, expressed in credits (Leistungspunkte), must be indicated.

(4) No more than a total of six module examinations or partial module examinations should be scheduled per semester in accordance with the standard curriculum.

(5) The module examinations and, if applicable, partial module examination will take place in oral, written or another format in accordance with §22. The format and duration of the module examinations and, if applicable, partial module examinations of the individual modules must be regulated in the module list (Appendix 3). The format for examinations must be specified. Up to three variants can be named if the examination formats are equivalent in what they require, provided the examination conditions (e.g. preparation time and level of the examination) are to be equivalent over the long term. If multiple examination formats are planned, the examination format on the respective examination date will be determined by the examiner and announced along with the date. The duration of the examination should be specified with a time span either generally for all intended forms of examination in §22 of the Degree Program and Examination Regulations or, if possible, quantified for the individual examinations on the module list. The scope must also be stated for written examinations that are not supervised examinations.

(6) Participation in module examinations and, if applicable, partial module examinations requires permission to take the examination after a prior binding registration in accordance with §24(4). A provision for implicit examination registration may be set forth (§12 clause 3).

(7) Students in the same degree program are entitled to listen in on oral examinations. This does not apply to the consultation and the announcement of the examination result. Depending on the space available, the number of listeners may be limited. At the request of the candidate, the public may be excluded.

(8) The examiner shall decide on the aids that may be used in an examination. A list of permitted aids must be announced in a timely fashion before the examination.

(9) If the first examination grade (Prüfungsleistung) in a module is not a passing grade or has been assessed as "insufficient" (nicht ausreichend) – or if it is found to be "insufficient" (nicht ausreichend) as defined by §27(1) – withdrawal from the module will no longer be possible; the Degree Program and Examination Regulations may make use of the option under §30(3) General Regulations so that students can have compulsory elective modules irrevocably declared as failed without further examination attempts on application and so that a change of such compulsory

elective modules is possible in up to three cases. As long as only coursework has been completed and no examination grade earned, it will remain possible to change module.

## **§22 Examination types and durations; test-taking times; scopes**

(1) It must be ensured that the format of the examinations is suitable for assessing the acquisition of the respective expertise provided for.

(2) Examinations are taken as:

1. Written examinations (e.g., in the form of written examinations, term papers, written assignments, minutes, thesis papers, reports, drawings, and descriptions);
2. Oral examinations (e.g., in the form of individual or group oral examinations, specialized discussions, colloquia, oral thesis defenses); in the case of group examinations, the group size is limited to a maximum of five students;
3. Other examination formats (e.g., in the form of seminar lectures, papers, presentations, software creation, qualitative and quantitative analyses, products or preparations).

(3) The Degree Program and Examination Regulations should provide for students to complete modules with different forms of examinations during the degree program.

(4) The Degree Program and Examination Regulations shall specify the processing time for the preparation of written examination papers as well as their scope, the duration of the supervised papers and the duration of the oral examinations. The duration of examinations should be 60 to 120 minutes for written examinations and 20 to 30 minutes for oral examinations (per student). Term papers should have a minimum of two and a maximum of four weeks of working time (in the sense of a “standard examination period”, which is equivalent to 80 to 160 hours). The total time provided to work should cover a longer period of time; the same applies to other written examination papers that are not prepared under supervision.

(5) For multimedia-based written examinations (“e-examinations”), the provisions set forth in Appendix 6 apply.

(6) For multiple-choice examinations (“choose-an-answer examinations”), the provisions under Appendix 8 shall apply.

(7) Oral examinations may be conducted as electronic distance examinations in accordance with the Statutes for the Conduct of Electronic Distance Examinations of Philipps-Universität Marburg dated 12 October 2022, as amended.

## **§23 Master’s thesis**

(1) The master’s thesis (graduation paper) is a mandatory component. The master’s thesis constitutes either an independent final module or, together with a colloquium or oral defense, a joint final module.

(2) The master’s thesis is an examination paper with which the candidate must demonstrate an ability to work independently on a defined problem from the subject area of the range of subjects considered for the degree program within a given period of time and following scientific and academic methods. The Degree Program and Examination Regulations describe the examination objective of the thesis with specific reference to the overall qualification aimed for with the course of study and specify the number of credits assigned to the thesis. The scope of the master’s thesis is 15 to 30 credits.

(3) The master’s thesis must generally be written as an individual work. If the Degree Program and Examination Regulations permit group graduation projects, an individual candidates’ contribution, which should be evaluated as an examination, must be clearly distinguishable and assessable on the basis of the indication of sections, page numbers or other criteria that enable a clear delimitation.

- (4) The Degree Program and Examination Regulations define the conditions under which admission to the master's thesis can take place.
- (5) The candidate will propose an adviser and a reviewer authorized as examiner as the first reviewer for the master's thesis. The candidate also has the right to propose the second reviewer. The adviser and the first reviewer may be the same person. These proposals do not establish an entitlement. The first reviewer must be appointed by the examination committee for the examination of master's theses. The topic of the master's thesis is submitted to the examination committee by the first reviewer and assigned by the examination committee. If the candidate does not find an adviser and a first reviewer, the chair of the examination committee will appoint the adviser and the first reviewer and ensure that a topic for the master's thesis is issued in a timely fashion.
- (6) The topic of the graduation project must be of such a nature that it can be worked on within the allotted time. The working time for the master's thesis is specified in the Degree Program and Examination Regulations. Notwithstanding §26, an extension is possible by a maximum of 20% of the working time (e.g., due to unforeseen problems in obtaining literature or data); it may not lead to the award of additional credits (Leistungspunkte). The thesis-writing time begins upon issuances of the topic; the issue date must be recorded. The topic should be issued in a timely manner such that, even if an extension of the thesis-writing time is granted, there is no extension of the program duration.
- (7) The topic can be turned in only once, and only within the first two weeks of the working period. A new topic must be submitted immediately but within four weeks at the latest. Once the topic has been issued, the scheduled working time resumes.
- (8) The master's thesis can be carried out at an external department or at an external academic institution in Germany or abroad, provided that academic supervision is guaranteed. The decision will be made by the examination committee.
- (9) The master's thesis must be submitted by the deadline to the examination committee or an office designated by the examination committee. The Degree Program and Examination Regulations regulate how many copies and in what form they must be submitted. The time of submission must be recorded in the records. When submitting the thesis, the candidate must give written assurance that he or she wrote the thesis independently and did not use any sources or aids other than those indicated. If the master's thesis is not submitted on time, it will be graded as "insufficient" (0 points) in accordance with §28(2).
- (10) The master's thesis must be evaluated by two examiners. The examination committee forwards the master's thesis to the first reviewer. At the same time, the examination committee appoints another reviewer from the group of authorized examiners for a second evaluation and forwards the thesis to that person. At least one of the two reviewers should be authorized to conduct examinations at the relevant department at Philipps-Universität Marburg. The review should be available no later than six weeks after submission of the thesis.
- (11) If both evaluations come back with assessments either less than 5 points or greater than or equal to 5 points, the evaluation of the master's thesis is determined by averaging. If, in this case, the two assessments do not differ by more than three points in accordance with §28(2), the average of the two assessments will be calculated in accordance with §28(3)(clauses 2 and 3); otherwise, the examination committee will arrange for an additional assessment, and the average of all three assessments will be calculated in accordance with §28(3)(clauses 2 and 3). If one of the assessments is less than 5 points and the other is greater than or equal to 5 points, the examination committee will also arrange for another assessment. The graduation project grade is then the median of the three grades.<sup>1</sup>

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<sup>1</sup> The median is the score that is in the middle when the three scores are ordered by size. Example: If the first and second scores are 4 and 5 points and a third-party reviewer gave 5 points: Median = 5 points.



(12) The master's thesis has not been passed if the overall grade has not earned at least 5 points (grade of "sufficient" (ausreichend)) in accordance with §28(2); it may be repeated once. If the final module includes a colloquium or an oral defense, this examination may also be repeated once. §30(2) shall not apply. The examination committee will ensure that the candidate is given a new topic within six weeks of being notified of the failure. The topic may be returned only within the period specified in paragraph 7, clause 1 if the candidate did not make use of this option when first preparing the master's thesis. A second repetition of the master's thesis is excluded.

(13) If the master's thesis is part of a final module together with another examination, grade compensation for a failed master's thesis is not permitted. Grade compensation for the colloquium or the oral defense can be provided in accordance with §21(3).

#### **§24 Examination dates, examination registration and examination deregistration**

(1) The examination committee will announce the periods and dates of the examinations and the repeat examinations, which are equally valid for all participants of a module. Examination dates to be agreed upon individually (such as presentations) will be listed in the course catalog with the note "n. V." (by arrangement).

(2) Examinations will be administered within the framework of the respective module courses or immediately thereafter. If examinations are administered after module courses, they should generally be offered in a two- to three-week examination period at the end of the lecture period or at the beginning or end of the subsequent lecture-free period. As a rule, examinations should be administered on the same day of the week and at the same time as the corresponding module course. Examination papers such as term papers should also be scheduled for the lecture-free period.

(3) For the repetition of examinations, the first repetition date will be set in such a way that, in the case of successful participation, continued study in the following semester is guaranteed.

(4) Binding registration is required for participation in an examination. The examination committee will announce the deadlines and the form of registration in an appropriate manner no later than 4 weeks before the start of the registration period. Permission to take the examination will be denied if the registration deadline is not met or if examination permission requirements are not met.

(5) The Degree Program and Examination Regulations may provide that a binding examination registration may be withdrawn without giving reasons. In this case, the examination committee will announce by an appropriate means the deadlines and the form of deregistration along with the corresponding regulations for registration.

(6) The Degree Program and Examination Regulations may provide that in the event of a failed examination or withdrawal from an examination with justification, an ex officio registration will be made for the subsequent date. §29 remains unaffected by this.

(7) Upon application with justification to the examination committee, alternative dates will be set for examinations that cannot be taken due to limitations on work for religious reasons. Proof of membership in the appropriate religious community must be submitted with the application. The application must be submitted no later than four weeks before the examination date.

#### **§25 Time requirements to earn credits**

The Degree Program and Examination Regulations cannot stipulate that students must complete certain modules or certain minimums of credits within subject semester limits to be specified in more detail.

#### **§26 Family support, accommodations for hardships and informal part-time study**

(1) In courses and examinations, consideration must be given to the stress caused by pregnancy and raising children, by caring for relatives in need, and by a student's disability or chronic illness. The nature and severity of the hardship must be proved by the student in a timely fashion to the person responsible or to the person responsible named in the Degree Program and Examination

Regulations, along with suitable documentation. In case of doubt, the examination committee will decide upon written petition. In cases of illness, the examination committee may require a medical certificate from a public health officer. It must be made possible for students to utilize statutory maternity protection periods and parental leave.

(2) If a student can credibly demonstrate that he or she is unable to take the examination in whole or in part in the scheduled form due to a disability, a chronic illness, the care of dependents in need, pregnancy, or the raising of children, the examination committee will provide accommodations for these by taking appropriate measures, such as an extension of the test-taking time or a different arrangement of the examination procedure.

(3) In accordance with the applicable legal regulations, upon application, the degree program may be conducted in whole or in part as informal part-time study, provided that the Degree Program and Examination Regulations of the respective degree program do not prohibit informal part-time study. In the case of an approved informal part-time study, there is no entitlement to the provision of special teaching and study opportunities. In all cases, academic advising is strongly recommended before initiating informal part-time study.

**§27 Absence, withdrawal, fraud, violation of regulations**

(1) Coursework (Studienleistung) will be considered failed (nicht bestanden) or an examination (Prüfungsleistung) will be graded “insufficient” (nicht ausreichend) (0 points) in accordance with §28(2) if the candidate misses an examination date that is binding on him or her without cause (ohne wichtigen Grund) or if he or she withdraws without cause from a course or examination that he or she has already started. The same applies if a course or examination is not completed within the specified completion time.

(2) Notice of the cause asserted for the failure or withdrawal must be given in writing without delay and must be credible. In the case of illness, the Degree Program and Examination Regulations may stipulate that a doctor’s note or official medical certificate must be submitted. In this case, any test results that already exist must be recognized.

(3) If a candidate attempts to influence the result of a course or examination by cheating or using unauthorized aids, the course or examination in question will be considered “insufficient” (nicht ausreichend) (0 points) in accordance with §28(2). Any candidate who impedes the proper execution of a course or examination may be banned from continuing the course or examination by the respective examiner or adviser; in this case, the course or examination will also be considered “insufficient” (nicht ausreichend) (0 points) in accordance with §28(2). In serious cases, the examination committee can exclude the candidate from taking further examinations such that the examination entitlement in the degree program expires.

(4) Decisions in accordance with paragraphs 1 to 3 must be communicated to the candidate in writing without delay, they must be substantiated, and they must be accompanied by instructions on how to appeal.

**§28 Grading and grade composition**

(1) The grades for the individual examination assessments will be determined by the respective examiners.

(2) A grading system is used that correlates points (Punkte) to grades (Noten). The examination grades must be assessed with 0 to 15 points in accordance with the following table:

(a)	(b)	(c)	(d)
Points (Punkte)	Assessment in the traditional grading system	Grade in words	Definition

15	0.7	Very good/ magna cum laude (sehr gut)	Outstanding performance/ summa cum laude (hervorragende Leistung)
14	1.0		
13	1.3		
12	1.7	Good/cum laude (gut)	Achievement that is significantly above the average requirements
11	2.0		
10	2.3		
9	2.7	Satisfactory (befriedigend)	Achievement that meets average requirements
8	3.0		
7	3.3		
6	3.7	Sufficient (ausreichend)	Achievement that, despite its shortcomings, still meets the requirements
5	4.0		
4	5.0	Insufficient (nicht ausreichend)	Achievement that no longer meets the requirements due to significant shortcomings
3			
2			
1			
0			

(3) Assessments for modules comprising several partial examinations in accordance with §21(3) are calculated from the points (Punkte) of the partial examination grades weighted by credits (Leistungspunkte). The values determined during averaging are rounded, and all decimal places are deleted. Round up to the nearest whole number if the tenths are .5 or greater; otherwise round down. However, for values greater than or equal to 4.5 but less than 5.0, round down to 4 points.

(4) A student has passed an examination graded in points if at least 5 points have been earned.

(5) In deviation from paragraph 2, external practical modules are graded as “passed”/“not passed” (bestanden/nicht bestanden). The Degree Program and Examination Regulations may stipulate that other modules in addition to the external practical modules are not assessed with points (i.e. remain ungraded). The total amount of modules graded “passed”/“not passed” will be limited to a maximum of 20% of the total credits (LP) to be earned in the program.

(6) The overall assessment of the master’s examination in points, in accordance with column (a) of the following table, is generally calculated from the mean value of the module assessments weighted by credits (LP). Modules not assessed with points in accordance with paragraph 5 are disregarded. The total point value is shown to one decimal place, and all following decimal places are deleted without rounding. The overall evaluation of the master’s examination must also be expressed in accordance with the following table as a decimal grade following column (b) and in words following column (c).

(a)	(b)	(c)
Average Point Value	Decimal Grade	Assessment
14.9–15.0	0.7	Excellent/ summa cum laude (ausgezeichnet)
14.6–14.8	0.8	
14.3–14.5	0.9	
13.9–14.2	1.0	Very good/ magna cum laude (sehr gut)
13.6–13.8	1.1	
13.3–13.5	1.2	

13.0–13.2	1.3	
12.7–12.9	1.4	
12.5–12.6	1.5	
12.2–12.4	1.6	Good/cum laude (gut)
11.9–12.1	1.7	
11.6–11.8	1.8	
11.3–11.5	1.9	
10.9–11.2	2.0	
10.6–10.8	2.1	
10.3–10.5	2.2	
10.0–10.2	2.3	
9.7–9.9	2.4	
9.5–9.6	2.5	
9.2–9.4	2.6	Satisfactory (befriedigend)
8.9–9.1	2.7	
8.6–8.8	2.8	
8.3–8.5	2.9	
7.9–8.2	3.0	
7.6–7.8	3.1	
7.3–7.5	3.2	
7.0–7.2	3.3	
6.7–6.9	3.4	
6.5–6.6	3.5	
6.2–6.4	3.6	Sufficient (ausreichend)
5.9–6.1	3.7	
5.6–5.8	3.8	
5.3–5.5	3.9	
5.0–5.2	4.0	

(7) If more credits are earned in an elective than are designated, those modules completed first will be considered in determining the final grade; if more than one module is completed in the same semester, the ones with higher grades will count. The Degree Program and Examination Regulations may provide for regulations deviating from clause 1. If an individual module results in not only achieving but exceeding the credits designated for the elective, that module will be weighted and reported only with the credits (Leistungspunkte) necessary to achieve the designated credits.

(8) A grading table (Einstufungstabelle) will be compiled using the overall scores of the comparison cohort over the past four semesters, breaking down the statistical information on the distribution of final grades earned by graduates. This will summarize what percentage of students earned what grade. These grading tables will be given to graduates along with other graduation documents. A group size of at least 30 graduates is required to create the comparison cohort. If this is not achieved in at least three to a maximum of six semesters, other related courses will be used. An ECTS grading table will be created for the first time when the described prerequisites are met.

## §29 Nonbinding examination option

There is no provision for a nonbinding examination option.

### **§30 Repeating examinations**

(1) Passed examinations cannot be repeated.

(2) The Degree Program and Examination Regulations regulate whether failed examinations can be repeated once or twice. The Degree Program and Examination Regulations may specify modules in which a third repeat is possible.

(3) The Degree Program and Examination Regulations may stipulate that, in the case of a total of two compulsory elective modules that have been definitively failed, a single change is possible in each case. This includes the case of §21(9), in which students can have a compulsory elective module irrevocably declared as definitively failed without further examination attempts upon application and thus make use of the provision in clause 1.

4) §23(12)(clauses 1 and 2) (Master's thesis and oral defense) and §21(3)(clause 3) (Compensated partial module examinations) remain unaffected.

### **§31 Loss of the right to take the examination and final failure**

(1) The right to take examinations in the degree program for which the student is enrolled is definitively lost in particular if:

1. An examination has not been passed after exhausting all attempts to repeat it unless it is an examination in a module pursuant to §30(3);
2. There has been a serious case of fraud pursuant to §27(3)(clause 3). Before a decision is made, the candidate must be given the opportunity to respond.

(2) A notice of final failure and the associated loss of the right to retake the examination will be issued, which will be accompanied with instructions on how to appeal.

### **§32 Invalidity of examination results**

(1) If the candidate has cheated on an examination and this fact becomes known only after the master's diploma has been issued, the grade on the examination may be corrected or the master's examination may be declared "not passed" (nicht bestanden).

(2) If the prerequisites for taking a module examination were not fulfilled without the candidate intending to commit fraud with regard to this, and if this fact becomes known only after the certificate has been issued, this deficiency is resolved by passing the examination. If the candidate has obtained admission to an examination by deception, the module examination is considered "insufficient" (nicht ausreichend) (0 points) in accordance with §28(2).

(3) The candidate must be given the opportunity to respond before a decision is made.

(4) The incorrect certificate (Zeugnis) shall be withdrawn and, if necessary, a new one issued. The diploma (Urkunde), the diploma supplement (Diploma-Supplement) as well as the transcript of records and the complete grade transcript (Leistungsnachweis) must also be returned along with the incorrect certificate (Zeugnis) if the master's examination was declared "not passed" due to fraud.

### **§33 Certificate**

(1) The candidate will receive a certificate of the passed master's examination immediately, if possible within four weeks, in accordance with the binding template used at Philipps-Universität Marburg. The certificate for the master's examination must indicate the modules with points and credits earned, the topic of the graduation thesis and the awarded points as well as the overall evaluation in points and the grade in accordance with §28(6).

(2) The Degree Program and Examination Regulations may stipulate that the master's degree certificate must indicate major fields of study.

(3) The certificate will be signed by the chair of the examination committee. The certificate bears the date on which the last examination grade was earned.

(4) If a candidate has definitively not passed the examination, the examination committee will issue him or her a certificate upon request containing the module examinations taken and their grades and the number of credits earned and indicates that the examination is definitively not passed.

(5) In addition, an English translation of the certificate will be issued (see binding templated used at Philipps-Universität Marburg).

### **§34 Diploma**

(1) At the same time as the master's examination certificate (Zeugnis), the candidate will also receive the master's diploma (Urkunde) with the date of the certificate. It certifies the awarding of the academic degree (see binding templated used at Philipps-Universität Marburg). The diploma (Urkunde) is signed by the chair of the examination committee and the dean (Dekan/Dekanin) and bears the seal of Philipps-Universität Marburg.

(2) An English translation of the diploma will also be issued.

### **§35 Diploma supplement**

Together with the certificate and the transcript, a diploma supplement is issued in accordance with the international requirements; the text agreed upon between the German Conference of University Presidents (Hochschulrektorenkonferenz) and the Standing Conference of the State Ministers of Culture in the Federal Republic of Germany (Kultusministerkonferenz) must be used in the currently valid version (see binding template used at Philipps-Universität Marburg). An English-language translation will also be issued. A grading table will be issued as an attachment to the diploma supplement in accordance with §28(8).

### **§ 36 Transcript of records and complete grade record**

(1) Upon request, the candidate will be issued a certificate of passed examinations in the form of a data transcript (Transcript of Records) following the ECTS standard (see binding template used at Philipps-Universität Marburg). Upon completion of the degree program, a transcript of records will be issued along with the certificate, diploma and diploma supplement. An English-language translation will also be issued.

(2) Upon request, the candidate will be issued a complete transcript of all examinations completed in the degree program (including failed attempts and withdrawals) (see binding template used at Philipps-Universität Marburg). An English-language translation will also be issued.

## **IV. Final provisions**

### **§37 Inspection of examination documents**

Upon request, the candidate will be granted access to his or her examination documentation, including the grading assessment on the master's thesis and the examination records, promptly after the announcement of examination results. The examination committee will determine the place and time of inspection.