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— New Announcement of the General Assessment Regulations for the Master's programmes of the Graduate School taking effect in winter semester 2023/24

## **New Announcement of the General Assessment Regulations for the Master's programmes of the Graduate School**

The Presidential Committee of Leuphana University of Lüneburg hereby publishes the wording of the General Assessment Regulations for the Master's programmes at the Leuphana Graduate School of Leuphana University of Lüneburg of 21 May 2014 (Leuphana Gazette No. 13/14) in the version now in effect, taking into account the

- 1st amendment of 18 February 2015 (Leuphana Gazette No. 22/15 of 25 June 2015),
- 2nd amendment of 15 June 2016 (Leuphana Gazette No. 33/16 of 30 June 2016),
- 3rd amendment of 20 November 2019 (Leuphana Gazette No. 20/20 of 31 March 2020),
- 4th amendment of 13 July 2022 (Leuphana Gazette No. 96/22 of 26 September 2022), and
- 5th amendment of 19 April 2023 (Leuphana Gazette No. 49/23 of 16 June 2023).

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### **Art. 1 Scope of application, designations**

<sup>1</sup>These General Assessment Regulations (GAR) contain general regulations on the process and procedure of course-works and assessments of the consecutive Master's programmes and their respective degree programmes in a full-time degree programme at Leuphana University of Lüneburg with the exception of the Master's degree programmes with which the requirements for a teaching profession (GHR and LBS) are taught. <sup>2</sup>For joint, double or multiple degree programmes offered together with partner universities, the study components to be completed at Leuphana University of Lüneburg are generally regulated by these assessment regulations and the study components to be completed at the partner university are regulated by the assessment regulations of the partner university. <sup>3</sup>The overall structure of the respective degree programme is regulated in the corresponding Subject-Specific Annexes to these assessment regulations. <sup>4</sup>In these assessment regulations, the term "degree programme" refers to the entire degree programme with all its individual elements in accordance with the Subject-Specific Annexes. <sup>5</sup>All other degree programmes of Leuphana University of Lüneburg are not affected by these GAR. <sup>6</sup>The content-related provisions for the respective degree programme are regulated in the Subject-Specific Annexes to these GAR.

### **Art. 2 Aim of the degree programme, purpose of the assessment**

<sup>1</sup>In the system of tiered degree programmes, the Master's degree represents a further higher education degree qualifying for a profession. <sup>2</sup> Within a Master's degree programme, students are taught the necessary subject-specific and interdisciplinary knowledge, theories and methods in such a way that they are enabled to apply the acquired knowledge and skills in the corresponding professional fields, including scientific professional fields, to reflect on complex problems scientifically and to solve them in an interdisciplinary manner, as well as to learn independently and self-directedly. <sup>3</sup>Further details on the programme-specific qualification objectives are regulated in the Subject-Specific Annexes.

### **Art. 3 Modularisation, study structure and scope, standard period of study**

- (1) <sup>1</sup>A degree programme is modular. <sup>2</sup>Modularisation is the grouping of areas into thematically and temporally delimited, self-contained, didactically meaningful and examinable units with credit points. Each module must be able to be completed within the time frame conceived. <sup>4</sup>A module ends with an assessment. <sup>5</sup>The Subject-Specific Annexes also regulate the individual assessment requirements of modules. <sup>6</sup>Modules of a degree programme may be designed to build on each other in terms of content. <sup>7</sup>The Subject-Specific Annexes may stipulate that admission to the assessment of an advanced module is only granted after the assessment of the associated basic module has been passed. <sup>8</sup>In this form, a maximum of two modules may be combined, e.g., one basic and one advanced module. <sup>9</sup>The number of advanced modules in a degree programme may not exceed a total of two modules.
- (2) <sup>1</sup>A module can be used in different degree programmes. <sup>2</sup>The rule is that only an entire module is to be adopted and not individual courses. <sup>3</sup>The specifications defined for the module apply to all degree programmes.
- (3) <sup>1</sup>The standard period of study until fulfilment of the Master's degree is four semesters in full-time study.
- (4) <sup>1</sup>The degree programmes are each assigned to one of the following Master's programmes, which form a thematic bracket for degree programmes with similar content:
  1. Master's programme "Education"
  2. Master's programme "Governance & Law"
  3. Master's programme "Cultural Studies"
  4. Master's programme "Management"
  5. Master's programme "Psychology"
  6. Master's programme "Sustainability"

- (5) <sup>1</sup>The respective degree programme comprises 120 credit points and is structured as follows:
1. Subject-specific area including Master's thesis and Master's forum 105 credit points
  2. Complementary Studies 15 credit points.
- <sup>2</sup>Further details on the structure of the degree programmes are regulated in the Subject-Specific Annexes to these regulations. <sup>3</sup>For joint, double or multiple degree programmes offered together with partner universities, different study structures may be specified, which are to be regulated for the entire degree programme including the study components to be completed at the partner university in the corresponding Subject-Specific Annexes to these assessment regulations. <sup>4</sup>The study components to be completed at the partner university are regulated by the assessment regulations of the partner university in accordance with Art. 1.
- (6) <sup>1</sup>As a rule, 30 credit points (CP) are to be acquired per semester in 900 hours of required working time (workload) in full-time studies. <sup>2</sup>Thus, 1 credit point comprises 30 hours of student workload. A module comprises 5 credit points or a multiple thereof.
- (7) <sup>1</sup>The student workload comprises the total time required on average by students to achieve the respective learning objective (of a module, of a semester). <sup>2</sup>This includes the attendance and interaction time (contact hours) in courses as well as the self-study time (time for preparation and follow-up of courses, independent development and acquisition of study content, assessment preparation as well as courseworks and assessments).

#### **Art. 4 Part-time study**

- (1) The degree programmes of the Leuphana Graduate School at Leuphana University of Lüneburg can also be completed as part-time studies on the basis of the "Regulations Governing Part-time Studies of the Master's programmes at the Leuphana Graduate School" in the currently valid version.
- (2) The standard period of study of a complete part-time degree programme until completion of the Master's degree is usually twice the number of semesters of the full-time degree programme in accordance with Art. 3 para. 3.
- (3) <sup>1</sup>30 credit points (CP) are to be acquired per academic year in part-time studies. <sup>2</sup>The acquisition of more credit points per academic year is not permitted in part-time studies. <sup>3</sup>Exceptions are the resits mentioned in Art. 13 para. 2.
- (4) Upon request, an annex to the certificate will be issued showing the part-time semesters (Annex 9).
- (5) In the context of joint, double or multiple degree programmes, the possibility of part-time study shall be regulated in the Subject-Specific Annexes.

#### **Art. 5 Academic degrees**

<sup>1</sup>If the Master's examination is passed, the university awards the title M.A., M.Sc. or LL.M. <sup>2</sup>Further details are regulated in the Subject-Specific Annexes to these regulations.

#### **Art. 6 Courses**

- (1) <sup>1</sup>A degree programme requires the achievement of the total workload (see Art. 3 para. 6 and Art. 4 para. 3). <sup>2</sup>The contact hours as a part of the workload to be achieved (see Art. 3 para. 7) are achieved in the form of continuous participation and collaboration of the students in the courses within a module.
- (2) <sup>1</sup>The Subject-Specific Annexes may stipulate regular attendance in courses as an admission requirement for the module assessment if this is necessary to achieve the qualification objective, in particular to acquire practical skills or to practise a joint interactive academic discourse. <sup>2</sup>Compulsory attendance is not permitted:
  - a) in lectures and
  - b) as an admission requirement for module assessments that take place alongside the course.

<sup>3</sup>In the case of courses with a limited number of participants, the obligation to attend regularly only arises upon admission to the course.

- (3) <sup>1</sup>For courses, up to 20 percent of the course time may be missed without giving reasons. <sup>2</sup>This corresponds to up to three appointments for courses that take place once a week during the teaching period. <sup>3</sup>Tardiness of up to 15 minutes does not count as absence. <sup>4</sup>Further absences, also excused by a doctor's certificate, are not permitted. <sup>5</sup>In deviation from this, students may apply for an individually designed exemption if they are absent more often than permitted due to restrictions according to Art. 15, para. 1, sentence 1, due to care and nursing duties according to Art. 15, para. 2, sentence 2, or due to the practice of an honorary elective office or mandate at Leuphana University of Lüneburg at the time of the course. <sup>6</sup>The relevant evidence must be enclosed with the application. <sup>7</sup>The examination board decides on the application. <sup>8</sup>Attendance is checked and documented by the lecturers with the help of the attendance list for courses according to para. 2. <sup>9</sup>The attendance data according to sentence 8 may be used by the lecturers to take into account absences according to this paragraph until admission to the assessment.
- (4) <sup>1</sup>The existence of an admission requirement according to para. 2 sentence 1 is announced in the Subject-Specific Annexes and with the provision of the courses according to Art. 9. <sup>2</sup>An admission requirement acquired in accordance with para. 2 sentence 1 is valid for the module assessment in the same semester and any resit in accordance with Art. 13 para. 2 sentences 3 and 4.
- (5) A module can be composed of different courses:
- **Lectures** systematise theoretical knowledge and in them lecturers present larger contexts; lectures can contain tutorial parts.
  - **Staff-led tutorials** are courses in which above all theoretical knowledge is deepened, skills and abilities are developed further depending on the research question and subject culture, and applications are practised. In the natural sciences, practical courses in the laboratory and in the field are particularly intended for this purpose.
  - **Seminars** are courses that are essentially characterised by joint learning and joint discussion with the active participation of the students and serve the intensive familiarisation with a topic. Seminars can also serve to carry out research or practice-oriented projects and include practical components.
  - **Projects** serve to carry out practical, empirical, and theoretical work. Problems are worked on in a team, documented and presented.
  - **Excursions** include the subject-related occupation with objects, theories, and methods of the subject through concrete location-, space- or object-related observations that are directly related to the module contents.
  - **Colloquia** serve to present students' ongoing research work and to discuss it.
- (6) <sup>1</sup>The courses are held at the place of study Lüneburg. <sup>2</sup>In cooperative degree programmes, courses may also be held elsewhere in accordance with the cooperation agreement. <sup>3</sup>Exceptionally, courses may be held wholly or partly online or hybrid in accordance with paras. 7 to 9. <sup>4</sup>The "Guideline for the Planning of Courses" regulates the implementation of the courses in more detail. <sup>5</sup>The implementation modes shall be announced with the provision of the courses in accordance with Art. 9.
- (7) <sup>1</sup>The following categories of personal data may be collected from all Leuphana members and guests participating in the teaching session
- a) audio and video data and
  - b) the data technically necessary for the provision of a videoconferencing system

may be recorded, temporarily stored, and transmitted to the participants for the purpose of participation via a video conferencing system. <sup>2</sup>The audio and video data may also be stored for a maximum of two subsequent semesters and made available to the participants of the course on Leuphana's learning platforms for retrieval.

(8) <sup>1</sup>The following categories of personal data may be collected from members and relatives of Leuphana and guests participating in the course

- a) (account) names,
- b) communication content, in particular audio, video and text data, and
- c) the data technically necessary for the provision of the platform used may be recorded, temporarily stored, and transmitted to the participants as far as this is necessary,
  - 1. because an interaction of the participants, especially the practice of a scientific discourse, is a necessary part of the course and
  - 2. to enable quality improvements, cooperation projects or didactic innovations and
  - 3. to perform higher education tasks pursuant to Art. 3 para. 1 sentence 1 nos. 1 to 5 NHG.

<sup>2</sup>Data processing shall be restricted to those sections and participants of the course for which the requirements set out in sentence 1 are met.

(9) <sup>1</sup>Online or hybrid sessions are held exclusively via digital video conferencing systems and platforms provided centrally by Leuphana. <sup>2</sup>Access is to be restricted to the participants. <sup>3</sup>The selected technical and organisational measures to protect the personal data processed shall be recorded in Leuphana's directory of processing activities before the start of processing, taking into account the procedures pursuant to paras. 7 and 8. <sup>4</sup>In all other respects, the data protection requirements from the GDPR, the NDSG and Art. 17 NHG shall apply.

(10) <sup>1</sup>The languages of teaching and assessments are generally German or English. <sup>2</sup>Other languages may be used for teaching and assessments as determined by the Faculty Council or, in the case of the Complementary Studies, by the Senate or a committee appointed by it. <sup>3</sup>The determination of a different teaching or assessment language is announced with the provision of the courses and assessments according to Art. 9.

## **Art. 7 Courseworks and assessments**

(1) <sup>1</sup>Assessments are graded. <sup>2</sup>The type of assessment according to para. 2 is to be determined for each module in the Subject-Specific Annexes. <sup>3</sup>In the scope of up to one fifth of the credit points required in this degree programme, ungraded assessments are also possible. <sup>4</sup>Exceeding the quota regulated in sentence 3 due to credit transfer according to Art. 21 is permissible. <sup>5</sup>Further details are regulated in the Subject-Specific Annexes.

(2) Assessments are the Master's thesis (Art. 8) and the following achievements:

- supervised written examination (para. 3)
- oral examination (para. 4)
- unsupervised written assignment (para. 5)
- combined assessment (para. 6)
- practical examination (para. 7)

(3) <sup>1</sup>In a supervised written examination, which may also include non-written content such as video or audio files, the person to be examined should demonstrate that he or she is able to work on questions independently in a limited time, with limited aids and with the acquired knowledge and skills, the common methods of the subject or interdisciplinary approaches (depending on the question and subject culture). <sup>2</sup>The processing time for the supervised written examination is specified in the respective Subject-Specific Annexes. <sup>3</sup>The answer-choice procedure (multiple choice) is permissible in appropriate cases. <sup>4</sup>The supervised written examination can be carried out

- a) handwritten in examination rooms at Leuphana,

b) computer-based in examination rooms at Leuphana using hardware and software provided centrally by Leuphana, or

c) as remote work without an obligation to be present in an examination room at Leuphana.

<sup>5</sup>In the case of computer-assisted supervised written examinations, the personal allocation, immutability, and verifiability of the assessment must be guaranteed; personal identification features of the persons to be examined (matriculation number, Leuphana account identification or other unique allocation) and of the examiners may be collected and stored together with the assessment, insofar as this is necessary for the identification and allocation of these persons. <sup>6</sup>The "Regulations on the Conduct of Online Assessments" regulate more detailed provisions on the conduct of remote work. <sup>7</sup>The execution modes of the supervised written examinations are announced when the courses and assessments are provided in accordance with Art. 9.

(4) <sup>1</sup>In an oral examination, the person to be examined should demonstrate that he/she recognises the context of the examination area and is able to classify special questions in this context. <sup>2</sup>The oral examination takes place in front of two examiners or in front of one examiner and one expert assessor as an individual examination or as a group examination for up to four students at the same time. <sup>3</sup>The assessor must be heard before grades are determined. <sup>4</sup>The duration of the oral examination as an individual examination is usually 30 minutes. <sup>5</sup>In the case of a group examination, the duration per person to be examined shall be reduced appropriately, whereby the duration per person to be examined shall not be less than 15 minutes. <sup>6</sup>Oral examinations can also be conducted online via video conferencing software provided centrally by Leuphana. <sup>7</sup>The "Regulations for the Conduct of Online Assessments" regulate more detailed provisions for the conduct of online oral examinations. <sup>8</sup>The execution modes of the assessments are announced when the courses and assessments are provided in accordance with Art. 9.

(5) <sup>1</sup>In an unsupervised written assignment, the person to be examined should demonstrate that he or she can independently work on academic questions in a limited amount of time, using suitable aids, the acquired knowledge and skills, the common methods of the subject or interdisciplinary approaches (depending on the question and subject culture). <sup>2</sup>Unsupervised written assignments are submitted via a university information system provided centrally by Leuphana or electronically by e-mail using the university e-mail address in the form of a readable and commentable PDF document. <sup>3</sup>The personal allocation, immutability and provability of the assessment must be guaranteed. <sup>4</sup>Personal identification features of the person to be examined (matriculation number, Leuphana account identification or other unique assignment) and of the examiners may be collected and stored together with the assessment, insofar and if this is necessary for the identification and assignment of these persons. <sup>5</sup>The form of submission is announced when the courses and assessments are provided in accordance with Art. 9.

(6) <sup>1</sup>In a combined assessment, the person to be examined should prove that he or she can independently work on scientific questions with suitable aids in a limited amount of time. <sup>2</sup>It combines at least a written part with further oral, written or practical assessment components. <sup>3</sup>Paras. 3 to 5 and 7 apply accordingly to assessment components, depending on the assessment component. <sup>4</sup>A combination of more than three assessment components is excluded. <sup>5</sup>In the case of a combined assessment, an overall grade shall be formed based on an overall consideration of all assessment components. <sup>6</sup>Withdrawal in accordance with Art. 16 para. 1 can be excluded with the provision of the courses in accordance with Art. 9.

(7) <sup>1</sup>In a practical examination, the person to be examined should demonstrate that he or she has mastered and can apply practical skills or techniques, depending on the subject; this is, for example, an experimental, artistic, or practical sports performance, which can be supplemented by a corresponding report (e.g., a laboratory report). <sup>2</sup>The practical examination can also be conducted online via video conferencing software provided centrally by Leuphana. <sup>3</sup>More detailed regulations on the conduct of practical examinations conducted online are set out in

the "Regulations for the Conduct of Online Assessments". <sup>4</sup>The execution modes are announced when the courses and assessments are provided in accordance with Art. 9.

- (8) <sup>1</sup>Courseworks are the following achievements which are not assessments and are not graded, but which serve the progress in the content of the degree programme and the acquisition of competences and knowledge:

- supervised written coursework
- oral coursework
- unsupervised written coursework
- combined coursework
- practical coursework

<sup>2</sup>Paras. 3 to 7 apply accordingly to courseworks according to sentence 1. <sup>3</sup>According to Art. 3 para. 7, they are an integral part of the workload of the respective module. <sup>4</sup>The respective type and scope of any coursework that is an admission requirement for the assessment in the respective module shall be specified for each module in the Subject-Specific Annexes. <sup>5</sup>Modules in which a semester-accompanying assessment has been defined, which is fulfilled from the beginning of the semester (e.g., a combined assessment according to para. 6), may not define a coursework as an admission requirement for the assessment.

- (9) <sup>1</sup>In any written paper that is not written under supervision, including the Master's thesis, all passages that are taken verbatim from publications or other sources must be given the necessary identification. <sup>2</sup>The reference must be given in direct connection with the quotation. <sup>3</sup>A reference must be given for the analogous transfer from publications or other sources. <sup>4</sup>Each written paper as well as the Master's thesis must contain the independently signed declaration that

- the paper – in the case of a group examination the part of the paper marked accordingly – has been written autonomously and no sources and aids other than those indicated have been used and
- all passages in the paper which have been taken verbatim or analogously from other sources have been marked as such, and
- the electronic version of the thesis as well as the additionally required electronic version of the thesis are identical in content, except for the anonymisation of the thesis pursuant to para. 10 sentence 2.

<sup>5</sup>In the Master's thesis, it must also be declared that the thesis has not yet been submitted to any examination authority in the same or a similar form. <sup>6</sup>The declaration in accordance with sentence 4 and, in the case of Master's theses, additionally in accordance with sentence 5, shall be made by means of an independent electronic declaration via a university information system provided centrally by Leuphana or, in the case of submission by e-mail, as an electronic document with an inserted scanned signature. <sup>7</sup>Personal identification features of the person to be examined (matriculation number, Leuphana account identifier or other unique classification) as well as the time of submission may be collected and stored together with the declaration, insofar as this is necessary for the identification and classification of the student.

- (10) <sup>1</sup>For the purpose of plagiarism control, all written papers in accordance with para. 9, sentence 1, must additionally be submitted in electronic form that meets the requirements of this paragraph via a data carrier, via a university information system centrally provided by Leuphana or electronically via e-mail using the university e-mail address. <sup>2</sup>The examiner decides on the form of submission. <sup>3</sup>In order to check the autonomy of the paper, it can be checked with pseudonymised data of the author by means of suitable plagiarism detection software without suspicion for possibly unidentified adopted text passages or other sources. <sup>4</sup>The authors must ensure that the electronic version of the written paper pursuant to sentence 1 does not contain any information that could enable direct attribution of the electronic version of the paper to their person. <sup>5</sup>For the execution of plagiarism checks via software, a centrally provided examination software or a centrally provided web service is to be used



by Leuphana. <sup>6</sup>The data provided will be deleted from the software or service used immediately, but after three months at the latest.

- (11) <sup>1</sup>Assessments and courseworks in the form of group examinations are permissible, provided that the individual contributions can be clearly distinguished and separately assessed based on objective criteria. <sup>2</sup>The contributions of the respective person to be examined must be clearly and recognisably attributable to that person.

## **Art. 8 Master's thesis**

- (1) <sup>1</sup>With the Master's thesis, the person to be examined should show that he or she is able to work on a suitable problem using scientific methods within a given period of time. <sup>2</sup>The scope of work for the Master's thesis is 15 to 30 credit points. <sup>3</sup>The topic and task of the Master's thesis must correspond to the purpose of the examination according to Art. 2 and the scope of work specified in the Subject-Specific Annexes. <sup>4</sup>The type of task and assignment must be fixed when the topic is issued.
- (2) <sup>1</sup>The Master's thesis can be written in the form of a group thesis. <sup>2</sup>The contribution of the individual person to be examined must be clearly distinguishable as an examination for itself based on the indication of sections, page numbers and other objective criteria and must meet the requirements according to para. 1.
- (3) <sup>1</sup>The Master's thesis is assessed by two examiners. <sup>2</sup>Notwithstanding the regulation in Art. 20, students may propose examiners for the examination. <sup>3</sup>The suggestion does not constitute a claim. <sup>4</sup>However, it shall be complied with unless there are important reasons, in particular an unreasonable burden on the examiners.
- (4) <sup>1</sup>The topic of the Master's thesis is determined by the first examiner, taking into account the proposal of the person to be examined, and confirmed by the chairperson of the examination board when the topic is issued. <sup>2</sup>Upon request, the competent examination board shall ensure that the person to be examined receives a topic in good time. <sup>3</sup>The issue of the topic is to be recorded. <sup>4</sup>With the issue, the first examiner who has set the topic and the second examiner are appointed by the chairperson of the competent examination board. <sup>5</sup>With the consent of the first examiner, the competent examination board can also appoint an external examiner. <sup>6</sup>In this case, the first examiner must be a professor of the university (also Priv.-Doz. or Apl. Prof.). <sup>7</sup>During the preparation of the thesis, the person to be examined is supervised by the first examiner.
- (5) <sup>1</sup>The topic of the Master's thesis can only be returned once and only within the first fourteen days of the processing period. <sup>2</sup>Art. 12 para. 1 applies accordingly. <sup>3</sup>If the Master's thesis is repeated, it is no longer possible to return the topic.
- (6) <sup>1</sup>The submission of the Master's thesis is done electronically according to Art. 7 para. 5. <sup>2</sup>The competent examination board announces the form of submission with the issue of the topic.
- (7) <sup>1</sup>The examiners shall each prepare a written report on the thesis independently of each other. <sup>2</sup>In the case of a divergence of at least two grades between the evaluation of the two examiners, another expert assessor must be appointed by the competent examination board before the grade is announced. <sup>3</sup>In this case, the third expert also takes part in the oral examination according to para. 8 and evaluates it equally. <sup>4</sup>The grade is then formed from the arithmetic mean of all individual evaluations.
- (8) <sup>1</sup>The Master's thesis can be supplemented by an oral examination pursuant to Art. 7, para. 4. <sup>2</sup>Admission shall be granted if the Master's thesis has been assessed with at least "sufficient" (4.0) by both examiners and, in the case of para. 4, by two examiners. <sup>3</sup>The oral examination is conducted jointly by the examiners of the thesis as an individual examination or group examination (if para. 2 applies). <sup>4</sup>Further details are regulated in the Subject-Specific Annexes to these regulations.
- (9) <sup>1</sup>For joint, double or multiple degree programmes offered together with partner universities, deviating regulations for the Master's thesis may be stipulated according to this paragraph, which are to be regulated in the

corresponding Subject-Specific Annex to these assessment regulations. <sup>2</sup>The assessment regulations of the university of the first examiner shall apply in each case. <sup>3</sup>This also applies to para. 5.

#### **Art. 9 Provision of the courses and assessments**

- (1) For each degree programme, the courses and assessments for the respective semester, which has been approved by the competent Faculty Council and which specifies the modules offered in the respective semester and the associated course and assessments in a binding manner, is announced online via the university information system no later than six weeks before the start of the teaching period.
- (2) The Senate or a committee appointed by it shall take on the tasks of the Faculty Council according to para. 1 for the Complementary Studies.
- (3) The courses and assessments contain the following information:
  - Modules offered, courses and the associated assessments and, if applicable, courseworks
  - Any admission requirements
  - Information on the implementation modes of courses
  - Information on block sessions
  - Information on the assessments including the execution modes and the responsible examiners
  - In the case of oral examinations and practical examinations, the examination periods in which the examinations have to take place must be named.
  - In the case of supervised written examinations, the examination periods must be named.
  - In the case of unsupervised written assignments, the submission deadlines and the form of submission must be specified.
  - In the case of combined assessments, the individual assessment components, their form of submission and/or form of fulfilment as well as their weighting must be stated. As examination date the submission deadline or examination date of the last assessment component is stated.
  - Information on the teaching and examination language.
- (4) The modules are provided with their assessments according to Art. 7 para. 2 and, if applicable, courseworks according to Art. 7 para. 8 at least in a two-semester cycle. The modules provided as part of joint, double or multiple degree programmes are provided at least in a four-semester cycle.

#### **Art. 10 University information systems**

- (1) Due to the rights and obligations associated with membership of Leuphana University, students are obliged to use the university information systems provided by Leuphana University of Lüneburg and the university e-mail address provided by Leuphana University of Lüneburg.
- (2) Students register for and deregister from courses and assessments via the university information systems and are obliged to regularly check the accuracy of their online account as well as the mailbox and, in particular, to take note of notifications and examination results posted there in order to comply with the deadlines pursuant to Section 18 (1a).

#### **Art. 11 Dates and deadlines**

- (1) <sup>1</sup>Students register online via the university information system for the enrolment of modules and the associated courses at the latest one week before the start of the teaching period until the start of the teaching period. <sup>2</sup>A list of substitutes is compiled from which places are allocated as soon as registered students cancel their registration in the first two weeks of lectures or give up their place by not appearing in the course in the first two

weeks of lectures without prior notification to the lecturer. <sup>3</sup>Notifications are made without giving reasons by e-mail using the university e-mail address.

- (2) <sup>1</sup>Students register online for assessments via the university information system. <sup>2</sup>The deadline for registering for assessments begins on the first day of the teaching period and ends 15 days after the start of the teaching period. <sup>3</sup>When registering for assessments, students who fail or withdraw from the assessment for a valid reason in accordance with Art. 16, sections 2 and 3 are automatically registered for the resit date. <sup>4</sup>In the case of withdrawal pursuant to Art. 16 para. 1, participation in the resit date is excluded and a renewed registration for the examination date is possible within the next provision of the course in the module. <sup>5</sup> If the resit date pursuant to sentence 3 is not used, a withdrawal pursuant to Art. 16 must be declared. <sup>6</sup>For each further examination date, the person to be examined must register again independently in accordance with sentence 1.
- (3) <sup>1</sup>Assessments and examination periods according to Art. 9 para. 3 begin at the earliest eight days after the end of the registration period according to para. 2 and end in the winter semester on 31 March at the latest and in the summer semester on 30 September at the latest. <sup>2</sup>For supervised written examinations, the examination periods set by the Presidential Committee and the Deans shall apply. <sup>3</sup>In the Master's degree programme "Law", separate regulations are made in the Subject-Specific Annex for repeat and specialisation modules in the 3rd and 4th semesters.

## **Art. 12 Admission to assessments**

- (1) <sup>1</sup>Only those students are admitted to assessments in a consecutive Master's programme who
1. are enrolled as a student in the corresponding degree programme of the consecutive Master's programmes at Leuphana University of Lüneburg and are not on leave of absence,
  2. have duly registered for assessments within the specified deadlines,
  3. have not already definitively failed a Bachelor's examination, a Master's examination, a Vordiplom or Diplom, a Magister intermediate examination or Magister examination or an intermediate examination or state examination in the same or a related degree programme at a higher education institution,
  4. have not lost the entitlement to assessment by finally failing the degree programme according to Art. 13,
  5. have not lost the entitlement to assessment by missing an examination date in the same or a related degree programme at a higher education institution,
  6. if applicable, has passed a module of a degree programme as a basic module, which is followed by a module building on it in terms of content as an advanced module, with a grade of at least 4.0 (sufficient), if this has been specified as a binding admission requirement in the respective Subject-Specific Annex; until proof of this requirement is provided, students registered for the assessment of the advanced module remain registered, but do not receive admission to the respective assessments,
  7. if applicable, has fulfilled the requirements according to Art. 6 para. 2 sentence 1, if these have been bindingly stipulated as admission requirements in the respective Subject-Specific Annex; until proof of this requirement is provided, students registered for the assessment remain registered, but do not receive admission to the respective assessments,
  8. if applicable, has passed the coursework defined as compulsory in accordance with Art. 7 para. 8; until proof of this requirement is provided, students registered for the assessment remain registered, but do not receive admission to the respective assessment.
- <sup>2</sup>The decision on admission to the assessment in accordance with this paragraph must be announced in the university information system at least four weeks before the start of the assessment.
- (2) <sup>1</sup>The application for admission to the Master's thesis according to Art. 8 is to be submitted separately to the competent examination board or to the office appointed by it in written printed or electronic form. <sup>2</sup>In the case

of electronic form, the application is to be submitted in a readable PDF document by e-mail using the university e-mail address. <sup>3</sup>The topic proposal and the first examiner must be stated on this application. <sup>3</sup>The issuing of a topic is governed by Art. 8 para. 4.

### Art. 13 Resit and final failure of the Master's examination

- (1) Modules that have already been passed cannot be repeated.
- (2) <sup>1</sup>An assessment that has not been passed or is deemed to have been failed may be repeated twice. The Master's thesis can be repeated once if it is not passed. <sup>3</sup>The possibility of repeating assessments is provided in the following semester at the latest. <sup>4</sup>This does not apply to assessments that are didactically inseparable from a specific course. <sup>5</sup>The deadlines according to Art. 11 apply accordingly.
- (3) If an assessment has not been passed after exhausting the resit options according to para. 2, the Master's examination is deemed to have been definitively failed.
- (4) In special exceptional cases, the Subject-Specific Annexes may, in deviation from para. 1, specify modules that can be repeated once as additional credits according to Art. 23.

### Art. 14 Grading of assessments, formation, and weighting of grades

- (1) <sup>1</sup>The grades 1, 2, 3, 4 and 5 according to the first column of the following table are to be used for the grading of assessments. <sup>2</sup>For a differentiated grading of assessments, individual grades may be raised or lowered by 0.3 to intermediate values; the grades 0.7, 4.3, 4.7 and 5.3 are excluded. <sup>3</sup>Deviating from this, ungraded assessments according to Art. 7, para. 1 as well as courseworks according to Art. 7, para. 8, which have been determined as compulsory, shall be assessed as "passed" or "failed". <sup>4</sup>In the Master's degree programme "Law", in deviation from sentences 1 and 2, grades shall be awarded by applying Art. 1 of the Ordinance on a Scale of Grades and Points for the First and Second Legal Examination (JurPrNotSkV) of 03.12.1981 (BGBl. I p. 1243) as amended.

Individual grade	Overall grade/ grade designation according to MPO HRK/KMK		
	Overall grade	German	English
1,0 1,3	1,0 - 1,5	Very good	Excellent
1,7 2,0 2,3	1,6 - 2,5	Good	Good
2,7 3,0 3,3	2,6 - 3,5	Satisfactory	Satisfactory
3,7	3,6 - 3,9	Sufficient	Sufficient
4,0	4,0		
5,0	worse than 4.0	Not sufficient	Failed

- (2) <sup>1</sup>The credit points assigned to a module are acquired if all requirements of the module are fulfilled and it is passed. <sup>2</sup>A module is passed if it has been assessed with at least "sufficient" (4.0) or, in the case of an ungraded assessment, with "passed".
- (3) <sup>1</sup>As a rule, written assessments are to be graded four weeks after the fulfilment of the assessment. <sup>2</sup> The grading is announced online via the university information system no later than one week after receipt of the results at the competent examination board.
- (4) <sup>1</sup>In the case of assessments with more than one examiner, the examination is passed if all examiners grade the assessment with at least "sufficient" (4.0). <sup>2</sup>The grade is calculated from the arithmetic mean of the examiners' individual grades. <sup>3</sup>When calculating the grade, only the first decimal place after the comma is taken into account, all other places are deleted. <sup>4</sup>Assessors shall be heard before the grade is determined.
- (5) <sup>1</sup>The justification and its considerations of the grading decision shall be communicated to the person to be examined, unless it is given at the same time as the assessment and recorded in the examination record. <sup>2</sup>Examination documents may be inspected at the examiners' premises on a date set by the examiner up to four weeks after the grade has been announced in accordance with para. 3. <sup>3</sup>The justification is part of the examination file.
- (6) <sup>1</sup>The overall grade of a Master's degree programme is calculated from the arithmetic mean of the module grades weighted with credit points and the grade of the module 'Master's thesis'. <sup>2</sup>When calculating the grade, only the first decimal place after the comma is taken into account, all other places are deleted.

#### **Art. 15 Compensation for disadvantages**

- (1) <sup>1</sup>If students can credibly demonstrate that they are unable to fulfil all or part of their courseworks or assessments in the intended form, e.g., due to long-term physical or psychological limitations, they must be given the opportunity to fulfil the courseworks or assessments in an extended period of time or to fulfil equivalent courseworks or assessments in another form. <sup>2</sup>The decision is made by the competent examination board.
- (2) <sup>1</sup>Insofar as compliance with deadlines for registering for assessments, taking or repeating assessments, reasons for missing assessments and compliance with processing times for courseworks or assessments are affected, the illness of the student and the necessary sole care of a close relative shall be deemed equivalent to the illness of the student. <sup>2</sup>Close relatives are children, parents, grandparents, siblings, spouses, and partners. <sup>3</sup>Art. 16, para. 3 applies accordingly.
- (3) <sup>1</sup>The provisions of the Maternity Protection Act (Mutterschutzgesetz, MuSchG) are also taken into account, in particular the use of the protection periods of Art. 3 paras. 1 and 2 and the protection provisions of Art. 5 para. 2 and Art. 6 para. 2 of the Maternity Protection Act (Mutterschutzgesetz, MuSchG), as well as the regulations on parental leave in Sections 15 and 16 of the Parental Allowance and Parental Leave Act (BEEG). <sup>2</sup>A corresponding application must be sent to the competent examination board. <sup>3</sup>If pregnant women/mothers would like to attend courses, assessments, and internships during the maternity leave period, a written declaration must be submitted to the Student Services in advance. <sup>4</sup>This can be revoked at any time with effect for the future. <sup>5</sup>The same applies to courses, assessments, and internships between 8 p.m. and 6 a.m. and on Sundays or public holidays. <sup>6</sup>If, in particular, a pregnant woman/mother participates in courses, assessments, and internships without the university being aware of the ongoing maternity protection period and no information is provided by the pregnant woman/mother about the ongoing maternity protection period together with the required written declaration or even a revocation is made until their respective conclusion, the participation is deemed to be an explicit declaration of intent to participate in courses, assessments, and internships despite the ongoing maternity protection period. <sup>7</sup>The same applies to participation in courses, assessments, and internships between 8 p.m. and 6 a.m. as well as on Sundays or public holidays.

- (4) <sup>1</sup>No disadvantages may arise for the students concerned from the observance of the regulations according to paras. 1 to 3. <sup>2</sup>The fulfilment of the requirements according to paras. 1 to 3 must be proven by suitable documents, e.g., specialist medical certificate, official medical certificate if applicable, birth certificates, maternity passport, certificates from the Residents' Registration Office, etc.

#### **Art. 16 Withdrawal, failure, deception, invalidity of the Master's examination**

- (1) <sup>1</sup>A withdrawal without stating reasons is possible up to 3 working days before the examination date set in accordance with Art. 9 para. 3 or the beginning of the examination period. <sup>2</sup>The withdrawal must be made electronically via the university information system. <sup>3</sup>With the provision of the courses and assessments pursuant to Art. 9, withdrawal without stating reasons can be excluded in the case of combined assessments.
- (2) <sup>1</sup>An assessment shall be deemed to have been graded as "not sufficient" (5.0) if the person to be examined misses an examination date without valid reasons outside the deadlines according to para. 1 or if the person to be examined withdraws from the assessment during or after the assessment without valid reasons. <sup>2</sup>The same applies if a written assessment is not fulfilled within the prescribed processing time.
- (3) <sup>1</sup>If valid reasons are asserted for the withdrawal or the missed assessment according to para. 2, these must be reported to the Student Services immediately in writing and must be made credible. <sup>2</sup>In the case of illness, the submission of a medical certificate stating the restriction regarding the missed assessment (inability to fulfil the assessment) must be submitted to the Student Services immediately. <sup>3</sup>In case of doubt, the submission of a specialist or official medical certificate may be requested. <sup>4</sup>If the person to be examined withdraws due to valid reasons, the withdrawal applies to the entire assessment.
- (4) <sup>1</sup>If the person to be examined attempts to influence the result of an assessment by deceiving or faking his or her own performance or by using unauthorised aids, the corresponding assessment is to be assessed as "not sufficient" (5.0) and, in the case of an ungraded assessment or coursework, as "failed". <sup>2</sup>In case of repetition or other serious cases of cheating, the assessment and the Master's degree in the enrolled degree programme can be assessed as finally failed. <sup>3</sup>The decision according to sentences 1 and 2 shall be made by the examination board after hearing the person to be examined. <sup>4</sup>Until the decision of the examination board, the person to be examined shall continue the assessment unless, according to the decision of the examiner, a temporary exclusion of the person to be examined is indispensable for the proper continuation of the assessment.
- (5) If cheating has taken place during an assessment and this fact only becomes known after the degree has been awarded, the competent examination board may subsequently correct the grades for those assessments during which the person to be examined cheated and declare the assessment wholly or partially "not sufficient" (5.0).
- (6) <sup>1</sup>If the requirements for admission to an assessment were not fulfilled without the examined person intending to deceive about this, and if this fact only becomes known after the degree has been awarded, this defect shall be remedied by passing the assessment. <sup>2</sup>If the admission was intentionally obtained unlawfully the competent examination board shall decide on the withdrawal of unlawful administrative acts in compliance with the statutory provisions.
- (7) The persons concerned shall be given the opportunity to discuss the matter with the competent examination board before a decision is taken.
- (8) <sup>1</sup>An incorrect certificate shall be withdrawn and replaced by a correct certificate in accordance with Art. 22 paras. 3 and 4. <sup>2</sup>The certificate shall be withdrawn together with the incorrect degree (Urkunde) if the assessment was declared "failed" due to deception. <sup>3</sup>A decision in accordance with paras. 5 and 6 sentence 2 is excluded after a period of five years from the date of the certificate.

**Art. 17 Insight into the examination file**

- (1) Up to one year after the end of the assessment procedure, the examined persons shall be granted access to their examination documents, in particular examination records and examination reports, upon written request.
- (2) <sup>1</sup>The application must be submitted to the chairperson of the competent examination board. <sup>2</sup>The chairperson shall determine the time and place of the insight.

**Art. 18 Objection proceedings**

- (1) <sup>1</sup>Rejection decisions and other onerous administrative acts made in accordance with these General Assessment Regulations and the associated Subject-Specific Annexes shall be issued in writing, shall state the reasons for the decision, shall be accompanied by instructions on how to appeal and shall be announced in accordance with Art. 41 VwVfG. <sup>2</sup>An objection against these decisions may be lodged with the competent examination board within one month of notification of the decision in accordance with Arts. 68 ff. VwGO. <sup>3</sup>Notwithstanding sentence 2, an objection may be brought before the competent administrative court against negative decisions or onerous administrative acts issued pursuant to Art. 12, paragraph 1, nos. 6, 7 or 8 within one month of notification.
- (1a) <sup>1</sup>In deviation from para. 1, the grading decisions on assessments pursuant to Art. 14 para. 1, which are made in accordance with these General Assessment Regulations and the associated Subject-Specific Annexes, shall be announced online via the university information system. <sup>2</sup>They shall be accompanied by instructions on how to appeal. <sup>3</sup>An objection against the grading of an assessment pursuant to Art. 14, para 1, may be lodged with the competent examination board pursuant to Arts. 68 ff. VwGO within one month of the announcement in the university information system.
- (2) If the objection is directed against an examiner's grading, the competent examination board shall decide after reviewing it in accordance with paragraphs 3 and 5.
- (3) <sup>1</sup>If the person to be examined raises concrete and substantiated objections against an examiner's grading, the competent examination board forwards the objection to this examiner for review. <sup>2</sup>If the examiner amends the grading in accordance with the application, the competent examination board will rectify the objection. <sup>3</sup>Otherwise, the competent examination board shall review the decision on the basis of the examiner's statement, in particular, whether
  1. the assessment procedure has not been conducted properly,
  2. the grading was based on incorrect facts,
  3. generally applicable valuation principles have not been observed,
  4. a justifiable solution that has been logically justified with weighty arguments has been judged to be wrong,
  5. the examiner has been guided by irrelevant considerations.<sup>4</sup>The same applies if the objection is directed against the grading by several examiners.
- (4) <sup>1</sup>If the competent examination board does not rectify the objection, the Faculty Council decides on the objection upon application. <sup>2</sup>In the case of modules of the Complementary Studies, the Faculty Council of the faculty in which the person responsible for the module in question is located shall decide on the objection upon application.
- (5) <sup>1</sup>A decision on the objection should be made within six weeks. <sup>2</sup>If the objection is not rectified, the executive board of the university shall inform the appellant of the decision. <sup>3</sup>The decision on the objection shall be accompanied by instructions on how to appeal.
- (6) The objection procedure must not lead to a lowering of the grade.

### **Art. 19 Examination boards**

- (1) According to Art. 45 para. 3 NHG, the Dean of Studies is responsible for ensuring that courses are provided, that student counselling is provided and that assessments are conducted.
- (2) <sup>1</sup>Each faculty shall form one or more examination boards. <sup>2</sup>An interdisciplinary examination board can be formed for related degree programmes. <sup>3</sup>In the case of inter-faculty degree programmes, an examination board shall be formed from the respective faculties involved. <sup>4</sup>These examination boards are responsible for organising the assessments in the degree programme as well as for the tasks assigned by these assessment regulations.
- (3) Another examination board is elected by the Senate and is responsible for all interdisciplinary examination matters and other examination-related questions that cannot be assigned to an individual degree programme.
- (4) <sup>1</sup>The respective examination board according to paras. 2 and 3 consists of five members, three of whom are members of the professorial group, one member of the academic staff group and one member of the student group. <sup>2</sup>The chair is held by a member of the professorial group; it is also possible that a Dean of Studies who belongs to the academic staff group holds the chair. <sup>3</sup>The same applies to the appointment of the deputy chair. <sup>4</sup>A sufficient number of deputies shall be elected for the members of the board. <sup>5</sup>Re-election is permitted.
- (5) <sup>1</sup>The examination board shall adopt its resolutions by a majority of the valid votes cast; abstentions shall be considered as votes not cast. <sup>2</sup>In the event of a tie, the chairperson shall have the casting vote. <sup>3</sup>The examination board has a quorum if the majority of its members, including two members of the professorial group, are present and the chair is guaranteed. <sup>4</sup>The examination board or the body appointed by it shall keep the examination files. <sup>5</sup>The student member has only an advisory vote in grading and recognising assessments.
- (6) The term of office of the members of the examination board is three years, that of the student member one year.
- (7) <sup>1</sup>The examination board may revocably delegate powers to the chairperson or his/her deputy. <sup>2</sup>In case of urgency, decisions may be taken by circulation. <sup>3</sup>The chairperson prepares and implements the decisions of the examination board. <sup>4</sup>He/she shall report to the examination board on these activities on an ongoing basis.
- (8) The members of the examination board have the right to attend assessments as observers.
- (9) <sup>1</sup>The meetings of the examination board are not public. <sup>2</sup>The members of the examination board and their deputies are subject to official secrecy. <sup>3</sup>If they are not in public service they shall be sworn to secrecy by the chairperson. <sup>4</sup>The main subjects of discussion and the decisions of the examination board shall be recorded.
- (10) Examination periods as well as the place and time of assessments and the deadline for submitting the Master's thesis are announced in the form determined by the examination board.
- (11) Without prejudice to the competence of the examination boards, these administrative activities in connection with the assessment procedure may be transferred to the Student Services.
- (12) <sup>1</sup>Decisions and other measures taken in accordance with the General Assessment Regulations, in particular admission to assessments, refusal of admission, registration and examination dates and deadlines as well as examination results, shall be announced by Student Services in the manner customary in the locality. <sup>2</sup>Data protection regulations must be observed.

### **Art. 20 Examiners and assessors**

- (1) <sup>1</sup>The assessments are conducted by the persons responsible for the courses of the module. <sup>2</sup>The competent examination board appoints the examiners and the assessors. <sup>3</sup>Members of this university or of another university who are authorised to teach independently in the respective examination subject or in a sub-area of the examination subject shall be appointed to conduct assessments. <sup>4</sup>Academic staff members may be appointed as examiners, if they are entitled to do so in accordance with Art. 31 para. 1 sentence 2 NHG and they have been entrusted with academic services in teaching. <sup>5</sup>Teachers for special tasks as well as persons experienced in professional practice and education may be appointed to conduct assessments in suitable examination areas.



<sup>6</sup>Only persons who themselves possess at least the qualification to be determined by the assessment or an equivalent qualification may be appointed as examiners or assessors.

- (2) <sup>1</sup>Lecturers who are authorised to conduct assessments according to para. 1, sentences 1 and 3 do not need to be specially appointed according to para. 1, sentence 2. <sup>2</sup>If there are more authorised examiners than required to conduct the assessment, para. 1, sentence 2 shall apply. <sup>3</sup>For important reasons, the examination board may temporarily relieve lecturers authorised to conduct assessments of their duties as examiners.
- (3) The competent examination board shall ensure that students are informed of the names of the examiners in good time.

#### **Art. 21 Recognition of periods of study and assessments as well as vocationally acquired competences**

- (1) <sup>1</sup>Periods of study, assessments, and practical work experience in the same or a related degree programme at a higher education institution in the Federal Republic of Germany shall be recognised without a determination of equivalence, including failed attempts. <sup>2</sup>Recognition shall be ex officio.
- (2) <sup>1</sup>Periods of study, assessments, and practical work experience in another degree programme shall be recognised if the competences, contents, credits, and assessment requirements taught in a module at Leuphana University of Lüneburg do not differ significantly from those of a module from another degree programme for which recognition is requested. <sup>2</sup>An overall consideration shall be made regarding the significance of the achievements for the objectives of the degree programme and the purpose of the assessments according to Art. 2. <sup>3</sup>An application for recognition with the corresponding evidence of competence shall be submitted to the competent examination board in accordance with para. 8.
- (3) <sup>1</sup>Study periods and assessments fulfilled by students within student exchange or student mobility programmes or at a higher education institution of a state party to the Convention on the Recognition of Qualifications concerning Higher Education in the European Region shall be recognised if there are no significant differences to the corresponding assessments to be fulfilled at Leuphana University of Lüneburg. <sup>2</sup>An application for recognition with the corresponding proof of competence is to be submitted to the competent examination board in accordance with para. 8.
- (4) <sup>1</sup>The burden of proof for the assertion of substantial differences or lack of equivalence lies with Leuphana University of Lüneburg. <sup>2</sup>The equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference (Hochschulrektorenkonferenz) or other intergovernmental agreements are decisive for the determination of substantial differences in periods of study and assessments at foreign higher education institutions. <sup>3</sup>The higher education institution must be marked with the status "H+" in the database of the Central Office for Foreign Education (ZAB) of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany. <sup>4</sup>Insofar as agreements do not exist or a more extensive credit is applied for, the competent examination board shall decide whether significant differences are to be ascertained. <sup>5</sup>A statement from the ZAB of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany may be obtained to clarify the factual and legal situation. <sup>6</sup>Deviating credit regulations based on agreements with foreign higher education institutions, in particular within the European Credit Transfer System (ECTS), must be observed.
- (5) <sup>1</sup>Vocationally acquired competences are recognised according to equivalence. <sup>2</sup>The decision on this is made by the competent examination board.
- (6) Paras. 1 and 2 shall apply mutatis mutandis to periods of study and assessments in state-recognised distance learning courses.

- (7) <sup>1</sup>If an assessment is recognised, the number of credit points achieved is determined in each case. <sup>2</sup>The grades are taken over – insofar as the grading systems are comparable. <sup>3</sup>Grades from a non-comparable linear grading system are converted according to the Bavarian formula and included in the calculation of the overall grade. <sup>4</sup>In the case of the recognition of assessments with other non-comparable grading systems fulfilled within student exchange or student mobility programmes, the grades shall be determined according to the conversion table of Leuphana University of Lüneburg pursuant to Annex 11 in the version valid at the time of application. <sup>5</sup>In cases other than those mentioned in sentences 2 to 4, the assessment shall be recorded ungraded with the remark "passed". <sup>6</sup>In the case of assessments to be recognised, failed attempts shall be included. <sup>7</sup>Recognised assessments shall be marked on the certificate.
- (8) <sup>1</sup>The competent examination board decides on the recognition according to paras. 2 and 3 upon application by the student. <sup>2</sup>In the case of non-recognition, the examination board issues a notification with reasons and instructions on how to appeal.

#### **Art. 22 Certificate, Master's degree certificate (Urkunde), Diploma Supplement, Transcript of Records**

- (1) <sup>1</sup>A certificate is to be issued immediately – if possible, within four weeks – about the passed Master's examination (Annex 1). <sup>2</sup>In addition to the overall grade, the certificate also contains the grades and credit points of the individual module assessments as well as the additional credits. <sup>3</sup>The certificate is issued with the date of fulfilment of the last assessment.
- (2) <sup>1</sup>The certificate is written in German and English, in the case of purely English-language degree programmes exclusively in English. <sup>2</sup>At the same time as the certificate, the candidate shall receive a degree certificate (Urkunde) in German and/or English with the date of the certificate (Annex 2). <sup>3</sup>This certifies the award of the degree according to Art. 5. <sup>4</sup>The degree certificate (Urkunde) and the certificate shall be signed by the chairperson of the examination board and the President of Leuphana University of Lüneburg and, if applicable, a representative or several 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>In addition, graduates receive a Diploma Supplement (DS) (Annex 4). <sup>2</sup>When leaving the university or changing to another degree programme, a Transcript of Records (Annex 3) is issued upon application. <sup>3</sup>In case of final failure in the degree programme, the Transcript of Records will also be issued without application. <sup>4</sup>It shows that the Master's examination has been definitively failed.
- (4) <sup>1</sup>In application of the European Credit Transfer System (ECTS), an ECTS grading table (Annex 10) is issued with the Diploma Supplement. <sup>2</sup>The final grade is classified in the grade distribution of the previous two graduation years of the same degree programme.
- (5) <sup>1</sup>If, at the end of a semester, all results of that semester have been administratively recorded, students will receive a Transcript of Records (Annex 3) upon request (overview of previous achievements, including all failed attempts). <sup>2</sup>Only fully completed modules are certified.
- (6) Deviating provisions may be established based on a cooperation agreement with one or more partner university/universities.

#### **Art. 23 Additional credits**

- (1) <sup>1</sup>In addition to the compulsory credit points (CP) to be earned in the respective degree programme according to Arts. 1 and 3, further credit points from the specific range of courses and assessments provided by Leuphana University of Lüneburg, which are open to students of the degree programmes of the Graduate School, can be earned as voluntary additional credits within the Master's degree, on condition that places are available in the

respective modules. <sup>2</sup>When registering for the respective assessment, students must indicate that the corresponding module is to be credited as additional credits. <sup>3</sup>This decision signifies a final determination. <sup>4</sup>These voluntary additional credits are certified on the final certificate, but are not included in the calculation of the final grade. <sup>5</sup>When allocating places in courses and registering for the corresponding assessments, priority is given to students who are enrolled in the corresponding degree programme. <sup>6</sup>There is no entitlement to take additional voluntary courses and to take the corresponding assessments.

- (2) <sup>1</sup>The additional credits can be repeated as often as desired. <sup>2</sup>Additional credits completed at Leuphana University of Lüneburg in accordance with para. 1 will be shown with the grade in the certificate, but the grade will not be included in the Master's degree grade in accordance with Art. 14.

#### **Art. 24 Gender Diversity Certificate**

- (1) <sup>1</sup>Within a Master's degree programme, students can acquire a Gender Diversity Certificate. The certificate shows the acquisition of gender diversity competences, which include gender diversity knowledge, analytical and methodological skills. <sup>2</sup>The certificate comprises 15 credit points.
- (2) <sup>1</sup>These 15 credit points are earned within the Complementary Studies of the Graduate School and, if capacities are available, in selected subject-specific modules of the Master's degree programmes. <sup>2</sup>Further details are regulated in Annex 8 'Complementary Studies' to the General Assessment Regulations for the Master's programmes at the Leuphana Graduate School in the currently valid version.

#### **Art. 25 Transitional provisions**

- (1) [...]
- (2) [...]
- (3) [...]
- (4) Students who have already been admitted to the assessment in the respective modules prior to the amendment taking effect in the winter semester 2023/2024 and who have attempted the assessment for at least the first time but have not passed it, are also admitted to further resits of the assessment from the winter semester 2023/2024 onwards, even if one of the admission requirements pursuant to Art. 12, para. 1, nos. 6, 7 or 8 of the GAR has been specified in the respective Subject-Specific Annex for the module from the winter semester 2023/2024 onwards.
- (5) Notwithstanding the provisions of Art. 11 of these regulations, the following shall apply up to and including the summer semester 2024:
1. Students register online via the university information system for modules and the corresponding courses at the latest one week before the start of the teaching period until two weeks after the start of the teaching period.
  2. <sup>1</sup>Students register online for assessments via the university information system. <sup>2</sup>The deadline for registering for assessments begins on the first day of the teaching period and ends on 15 November in the winter semester and on 15 May in the summer semester. <sup>3</sup>For the registration for supervised written examinations, the registration for the assessment in case of failure or withdrawal according to Art. 16 automatically includes the registration for the resit date in the second examination period (supervised written examinations). <sup>4</sup>If the resit date is not used in the second examination period (supervised written examinations), a withdrawal in accordance with Art. 16 must be declared for this examination date.
  3. <sup>1</sup>Assessments and examination periods according to Art. 9 para. 3 begin at the earliest five working days after the end of the registration deadline according to para. 2 and end in the winter semester at the latest on

15 March and in the summer semester at the latest on 15 September except for supervised written examinations. <sup>2</sup>The times of the examination periods (supervised written examinations) set by the Presidential Committee and the Deans apply here; in the winter semester these examination periods (supervised written examinations) end on 31 March at the latest and in the summer semester on 30 September at the latest. <sup>3</sup>In the Master's degree programme "Law", separate regulations are made in the Subject-Specific Annex for supervised written examinations within an *Examinatorium* in the 3rd and 4th semester. <sup>4</sup>In the Master's degree programme "Law", separate regulations are made in the Subject-Specific Annex for repeat and specialisation modules in the 3rd and 4th semester.

- (6) Deviating from the regulations of Art. 13 para. 2 of these regulations, this applies up to and including the summer semester 2024: <sup>1</sup>An assessment that has not been passed or is deemed to have been failed may be repeated twice. <sup>2</sup>The Master's thesis can be repeated once if it is not passed. <sup>3</sup>A resit according to Art. 7 para. 3 (supervised written examinations) must be provided in the same semester. <sup>4</sup>Resits of all other module assessments must be provided in the following semester. <sup>5</sup>This does not apply to assessments that are didactically inseparable from a specific course. <sup>6</sup>The deadlines according to para. 5 apply accordingly.

**Attachments**

<b>Annex 1</b>	Certificate of the Master's examination
<b>Annex 2</b>	Degree certificate (Urkunde) of the Master's examination
<b>Annex 3</b>	Transcript of Records
<b>Annex 4</b>	Diploma Supplement
<b>Annex 5</b>	<p>Subject-Specific Annexes for the Master's programmes "Cultural Studies", "Governance &amp; Law", "Psychology" and "Sustainability"</p> <ul style="list-style-type: none"> <li>5.1. Management Studies</li> <li>5.2. Nachhaltigkeitswissenschaft - Sustainability Science</li> <li>5.3. Political Science - Public Economics, Law &amp; Politics</li> <li>5.4. Cultural Studies - Culture, Arts and Media</li> <li>5.3a Cultural Studies - Culture, Arts and Media, for students who matriculated before the winter semester 2013/14</li> <li>5.3b Cultural Studies - Culture, Arts and Media, for students beginning their studies from the winter semester 2013/2014 onwards</li> <li>5.5. International Economic Law</li> <li>5.6. Global Sustainability Science</li> <li>5.7. International Joint Master of Research in Work and Organizational Psychology</li> <li>5.8. Cultural Studies: Culture and Organization</li> <li>5.9. Cultural Studies: Critique of the Present - Arts, Theory, History</li> <li>5.10. Cultural Studies: Media and Digital Cultures</li> <li>5.11. Theory and History of Modernity</li> <li>5.12. International Law of Global Security, Peace &amp; Development</li> <li>5.13. Psychology &amp; Sustainability</li> <li>5.14. Law</li> </ul>
<b>Annex 6</b>	<p>Subject-Specific Annexes for the Master's programme "Management"</p> <ul style="list-style-type: none"> <li>6.1. Management Studies</li> <li>6.2. Management &amp; Business Development</li> <li>6.3. Management &amp; Data Science</li> <li>6.4. Management &amp; Engineering</li> <li>6.5. Management &amp; Financial Institutions</li> <li>6.6. Management &amp; Human Resources</li> <li>6.7. Management &amp; Marketing</li> <li>6.8. Management &amp; Controlling / Information Systems</li> <li>6.9. Management &amp; Entrepreneurship</li> <li>6.10. Management &amp; Sustainable Accounting &amp; Finance</li> </ul>

<b>Annex 7</b>	<p>Subject-Specific Annexes for the Master's programme "Education"</p> <p>7.1. Major Educational Sciences</p> <p>7.1a Major Educational Sciences, the Research Perspective and the minor 'Educational Processes in Organisations' and 'Social Pedagogy' with validity for all students who started their studies before the winter semester 2013/14.</p> <p>7.1b Major Educational Sciences, the Minor 'Social Pedagogy', 'Cultural-Aesthetic Education' and 'Education for Sustainable Development' with validity for all students beginning their studies from the winter semester 2013/14 onwards</p>
<b>Annex 8</b>	Complementary Studies
<b>Annex 9</b>	Certificate of part-time study
<b>Annex 10</b>	ECTS Grading Table
<b>Annex 11</b>	Conversion table
<b>Annex 12</b>	Alternative conduct of courses and assessments during the Corona crisis

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