



GENERAL EXAMINATION REGULATIONS
FOR BACHELOR'S AND MASTER'S PROGRAMMES
AT OSNABRÜCK UNIVERSITY

**pursuant to Section 41 Subsection 1 of the Lower Saxony Higher Education Act
(NHG)**

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Section 1 **Applicability**

¹These general examination regulations contain provisions which apply to all Bachelor's and Master's programmes at Osnabrück University and cover all disciplines. ²They are applicable in conjunction with the examination regulations for the individual degree programmes which, in a dedicated Section, specify which of the general examination regulations are applicable to the degree programme in question. ³The examination regulations for each degree programme (programme-specific examination regulations) also contain supplementary regulations which apply specifically to the subject and to the degree programme in question.

Section 2 **Aim of a Course of Study and Purpose of Examinations**

- (1) ¹A Bachelor's programme should allow students to acquire those fundamental skills which enable them to engage in academic work as well as conduct themselves responsibly in their professional lives, enabling them to embark on and to complete their postgraduate studies. ²The Bachelor's Degree is the first degree which is a recognised professional qualification. ³The Bachelor's examination ensures that the standard of education is upheld with respect to the standard period of study within which students are expected to finish the course, and also ensures that students access the latest scientific research and uphold the required standards of professional practice. ⁴Programme-specific examination regulations provide more detail for each programme of study.
- (2) ¹A Master's programme should enable students to acquire advanced and/or extended knowledge, skills and methods in their field. ²Graduates holding a Master's degree should have a broad overview of their field, be capable of engaging in independent academic work, applying academic findings and broadening their knowledge by accessing new approaches, and in doing so understand the relevance of these to society and professional practice. ³The purpose of the Master's examination is to establish whether the candidate has acquired the necessary skills to achieve these goals. ⁴Programme-specific examination regulations provide more detail for each programme of study.
- (3) The Master's examination in the Master's programmes in Education ensures that the standard of education is upheld with respect to the standard period of study within which students are expected to finish the course, and also ensures that students access the latest scientific research and uphold the standards of professional practice, especially concerning students' preparation for their teaching practice in their chosen teaching profession.
- (4) ¹Master's programmes in Education can be supplemented with extension courses at Master's level which lead to a teaching qualification in other subjects. ²Programme-specific examination regulations provide more detail for each programme of study.

Section 3 **Structure, Scope and Duration of a Course of Study**

- (1) ¹A degree programme is made up of modules in accordance with Section 4, and the Bachelor's or Master's thesis in accordance with Section 12. ²Programme-specific examination regulations set out the study programme and determine which modules students must pass.
- (2) ¹Each course of study consists of
 - a) 180 credit points (CP) in a Bachelor's programme in accordance with Section 5 and
 - b) 120 credit points (CP) in a Master's programme in accordance with Section 5.²The examination regulations for individual degree programmes can differ. ³Students in consecutive degree programmes should acquire no more than 300 CP in total.
- (3) ¹The standard period of study, i.e. the period of study in which students are expected to finish their course including the Bachelor's and Master's thesis, all course credits and all examinations, amounts to

- a) six semesters in a Bachelor's programme
- b) four semesters in a Master's programme.

²The examination regulations for individual degree programmes can differ. ³In consecutive degree programmes the standard period of study must not exceed ten semesters. ⁴The curriculum and the courses offered by Osnabrück University are designed in such a way that students can complete their Bachelor's and Master's examination in accordance with Section 6 within the standard period of study within which students are expected to finish the course. ⁵The structure of the courses and the degree programme are regulated by the programme-specific examination regulations in the subject-specific sections.

- (4) ¹Degree programmes can be configured as multiple-subject programmes. ²Multiple-subject programmes are degree programmes which cover several degree sub-options and, where applicable, cross disciplinary boundaries.
- (5) ¹The teaching curriculum can be designed in such a way that courses are suitable for self-study, for example with media-based support. ²Courses can also be imported from other universities which have entered into cooperation agreements with Osnabrück University and be incorporated into the curriculum.
- (6) Students conclude their degree programme at the end of the semester in which they pass their Bachelor's or Master's examination.

Section 4 Modules

- (1) ¹A module is a self-contained, thematically-coherent unit which structures the teaching and learning of specific skills. ²Modules generally consist of several module components. ³Students should be able to complete a module within one semester or up to a maximum of two consecutive semesters.
- (2) ¹Modules are generally completed by students passing a module examination on the basis of which grades and credit points are awarded. ²A module examination can be structured as several sub-examinations. ³The module examinations and sub-examinations can be based on the various forms of examination by continuous assessment (Section 10). ⁴Provision can be made for individual assessment components (Section 11) to be used as an alternative to, or in addition to, the module examination. ⁵In the module description, individual assessment components can be a requirement for participation in examinations by continuous assessment or the awarding of credit points.
- (3) ¹The modules which students must complete within their degree programme must be laid down in the programme-specific examination regulations, including whether they are compulsory courses or compulsory elective courses.
 - a) ²Modules which are categorised as compulsory are compulsory modules for this particular degree programme. These modules teach the essential skills students are required to know for this degree programme; passing these modules is a strict precondition for passing the programme.
 - b) ³Modules which are categorised as compulsory elective courses are modules which students must choose for this particular degree programme. By selecting from a closed list of modules it is possible for students to specialise in one specific area. Collecting the required number of credit points laid down in the programme-specific examination regulations by passing elective modules is the only precondition students must fulfil to pass their studies.
 - c) ⁴Furthermore, programme-specific examination regulations can also contain elective modules. To complete the elective modules, the student must attend the same number of individual courses as those laid down in the module description until they have collected the required number of credit points from the individual assessment components (in accordance with Section 11). It is not possible for students to be graded by continuous assessment in elective modules.

⁵In addition to the module title, compulsory modules and compulsory elective modules must contain the following information in the programme-specific examination regulations:

- the identifier,
- the CP,
- the SWS (contact hours per week during the semester)
- the duration of the module.

⁶The programme-specific examination regulations can determine whether passing a module is a prerequisite for registration for another module examination. ⁷The identifier and CP must be provided for elective modules only, as does the module title. ⁸Programme-specific examination regulations must also either provide information on which semester is recommended for each module or provide a recommended course timetable. ⁹All other module-specific regulations are provided in the module descriptions.

(4) ¹The following information must be provided in each module description:

- a. Identifier (subsection 5)
- b. Module title (subsection 5 and subsection 8),
- c. English module title (subsection 8),
- d. Authorised module representative (subsection 8),
- e. Learning objectives (subsection 8),
- f. Contents (subsection 8),
- g. Module components including CP information (subsection 8),
- h. Course type (subsection 8),
- i. Module CP (subsection 5 and subsection 8),
- j. Module SWS (contact hours per week during the semester) (subsection 5 and subsection 8),
- k. Module Duration (subsection 5 and subsection 8),
- l. Module Frequency (subsection 8),
- m. Course credits (subsection 8),
- n. Module Prerequisites (subsection 8),
- o. Continuous assessment examination method (subsection 8)
- p. Examination requirements (subsection 8) and
- q. Committee responsible for the module (subsection 6 and subsection 8).

²The following additional information can be provided in some module descriptions:

- r. Calculation of module grade (subsection 8) and
- s. Guidelines for passing the module (subsection 8) and
- t. Retaking examinations to improve grades (subsection 8).

³Finally, the information in h), m), n) and o) is to be given in full. ⁴Notwithstanding sentence 1, information concerning f) to h) and j) to p) does not need to be provided in the module description for an elective module.

(5) ¹When a module is introduced into a set of programme-specific examination regulations, the information regarding module title, module CP, module SWS (contact hours per week during the semester) and duration of the module is to be adopted into the examination regulations using an identifier which clearly refers to a module description. ²If no module description exists in accordance with the planning for programme-specific regulations, then a module description must be created and given an identifier; this creates a new module.

(6) ¹The committee responsible for the module is the School Executive Committee for modules which are only offered by one or several teaching units in a school. ²For interdisciplinary or multidisciplinary modules, the School Executive Committees of the schools involved agree on which of them will be the committee with responsibility for the module. ³If no agreement is reached or if a committee other than the School Executive Committee is to become the responsible body, then the Senate decides.

- (7) ¹If a module which is used by several teaching units in different schools is changed, the committee with responsibility for the module must consult the other schools prior to taking a decision to change the module. It is permissible to set a reasonable deadline within which the other schools should respond. ²If a module which is used by multidisciplinary degree programmes in Education is changed, then the opinion of the executive committee of the Center for Teacher Education (ZLB) must also be sought prior to taking the decision to change the module. ³If a module which is used by an interdisciplinary degree programme is changed and it is not allocated to a particular school, the Senate can declare a different committee responsible for providing an opinion. ⁴Where necessary, the interdisciplinary cooperation can be terminated.
- (8) ¹The committee responsible for the module decides on any information and changes to the:
- a. Identifier
 - b. Module title
 - c. English module title
 - d. Authorised module representative
 - e. Learning objectives
 - f. Content
 - g. Module components including CP information
 - h. Course type
 - i. Module CP
 - j. Module SWS (contact hours per week during the semester)
 - k. Module duration
 - l. Module frequency
 - m. Course credits
 - n. Module prerequisites
 - o. Continuous assessment examination method
 - p. Examination requirements
 - q. Committee responsible for the module
 - r. Calculation of module grade, where relevant
 - s. Guidelines for passing the module, where relevant
 - t. Retaking examinations to improve grades, where relevant
- ²Changes to b), e), g), i) to k) as well as m) to p) and r) to t) must be discussed by the Central Commission for Studies and Teaching (ZSK) and require the approval of the President's Cabinet. ³Changes to b) as well as i) to k) also require a corresponding change in all examination regulations used for the module.
- (9) All module descriptions and changes to module descriptions must be published in the official gazette of Osnabrück University.

Section 5 Credit Points (CP)

- (1) ¹Credit points are awarded to students as proof that they have successfully completed courses and examinations in accordance with the EU Framework Directive for the European Credit Transfer System (ECTS). ²The number of credit points is independent of the grade awarded to a piece of work. ³It is however a precondition for the awarding of the credit points allocated to a module that students must pass the module in accordance with Section 17.
- (2) ¹The number of credit points which can be acquired corresponds to the student workload which, on average, is necessary to acquire the skills taught in the module, successfully complete the module and take the final examination. ²The workload is measured in hours and includes class attendance and time spent on preparatory and follow-up work, study and research papers etc, exam preparation, examinations and self-study. ³One credit point equates to 30 hours of work.

Section 6 Bachelor's and Master's Examinations

- (1) ¹A Bachelor's examination consists of modules composed of coursework graded by continuous assessment in accordance with Section 10 as well as the Bachelor's thesis in accordance with Section

12. ²The programme-specific examination regulations set out the study programme and stipulate which modules students must successfully complete.

- (2) ¹A Master's examination consists of modules composed of coursework graded by continuous assessment in accordance with Section 10 as well as the Master's thesis in accordance with Section 12. ²The programme-specific examination regulations set out the study programme and stipulate which modules students must successfully complete.
- (3) A Bachelor's examination is graded as passed if all modules set out in accordance with subsection 1 have been passed and the Bachelor's thesis has been awarded at least the grade "pass" (4.0).
- (4) A Master's examination is graded as passed if all modules set out in accordance with subsection 2 have been passed and the Master's thesis has been awarded at least the grade "pass" (4.0).
- (5) A Bachelor's examination is graded as failed without the option of retake if
- one of the modules set out in accordance with subsection 1
 - has been graded as a "fail" (5.0) or is deemed to have been a "fail" (5.0) and
 - it is not possible to retake it or
 - replace it with another module
- or
- the Bachelor's thesis
 - has been graded as a "fail" (5.0) or is deemed to have been a "fail" (5.0) and
 - it is not possible to retake it.
- (6) A Master's examination is graded as failed without the option of retake if
- one of the modules set out in accordance with subsection 2
 - has been graded as a "fail" (5.0) or is deemed to have been a "fail" (5.0) and
 - it is not possible to retake it or
 - replace it with another module
- or
- the Master's thesis
 - has been graded as a "fail" (5.0) or is deemed to have been a "fail" (5.0) and
 - it is not possible to retake it.

Section 7 The University Degree

The examination regulations specific to the degree programme in question determine which academic degree is awarded.

Section 8 Examination Boards

- (1) ¹The Dean of Studies is entitled to delegate his/her responsibility for organising and administering examinations in accordance with Section 45 subsection 3 sentence 1 NHG to an examination board. ²The remaining provisions of the examination regulations assume such delegation. ³If such delegation does not occur, the terms "examination board" and "head of the examination board" in the following provisions should be understood as being synonymous with the "Dean of Studies". ⁴The programme-specific examination regulations indicate which Dean of Studies is responsible for which programme as determined by the President's Cabinet in accordance with Section 45 subsection 1 sentence 2 NHG. ⁵The examination board ensures that examinations are administered properly. ⁶It takes heed that the provisions of the Lower Saxony Higher Education Act (NHG), the Constitution and the Rules of Procedure of Osnabrück University as well as these examination regulations and their respective programme-specific examination regulations are adhered to. ⁷The examination board or the body appointed by it keeps the examination records.

- (2) ¹Each examination board has five members as follows:
- a) three members representing the status group of university professors and lecturers,
 - b) one member representing the status group of staff members with an entitlement to teach, as well as
 - c) one member representing of the student body.
- ² The members of the examination board and their deputies are elected separately according to their status group by their respective School Executive Board. ³Notwithstanding sentences 1 and 2, the election and composition of the examination board in cross-school or cross-university degree programmes and study programmes is subject to the relevant programme-specific examination regulations. ⁴The term of office for the examination board members is two years, and one year for the student member. ⁵Re-election to the board is permissible. ⁶The student member has only a consultative role regarding the evaluation and accreditation of examinations and coursework.
- (3) ¹The examination board elects a chairperson as well as a deputy chairperson from amongst its members. ²These must be members of the status group of university professors and lecturers or, in exceptional cases, a staff member with an entitlement to teach.
- (4) ¹The examination board passes resolutions by a majority of valid votes. Abstentions are regarded as non-votes. ²In the event of a tied vote, the head of the board casts the deciding vote. ³The examination board is quorate when
- the majority of its members,
 - the chairperson or the deputy chairperson and
 - at least two university professors and/or lecturers
- are present.
- (5) ¹The examination board can also pass resolutions in written or electronic circulation procedures. ²This is not admissible if a member opposes the procedure. ³A circulation procedure requires a period of at least one week. ⁴On forwarding the resolution documents, the chairperson requests that the members who are eligible to vote take a vote on the proposed resolution within the circulation period. At the same time, members with a consultative role only are informed about the circulation procedure and informed of their right to object. ⁵The resolution comes into effect at the end of the circulation period, providing the necessary majority of members vote in favour of the resolution. ⁶The resolution also enters into force if all members who are eligible to vote have submitted their votes prior to the expiry of the circulation period and the required majority has been achieved.
- (6) ¹The examination board can confer revocable authority upon the chairperson, or the chairperson and the deputy chairperson, or the deputy chairperson. ²The chairperson prepares resolutions for the examination board and implements them. ³The chairperson provides the board with regular reports on any issues of relevance.
- (7) ¹Sessions of the examination board are not open to the public. ²The members of the examination board and their deputies are bound to secrecy. ³If they are not in public service, they must be sworn to secrecy by the head.
- (8) The Dean of Studies and members of the examination board are entitled to attend examinations as observers.

Section 9 Examiners and Observers

- (1) ¹The relevant examination board appoints examiners and observers. ²Persons who are members of Osnabrück University or another university can be appointed as examiners; they must be independently entitled to teach the relevant examination subject or part of it. ³Researchers in accordance with Section 31 NHG and contract teachers in accordance with Section 34 NHG can be appointed as examiners. ⁴Teachers for specific purposes as well as persons with experience in professional practice and training can be appointed as examiners within the scope of their teaching role. ⁵In specific cases an examination board can appoint an external person as an examiner. ⁶Only persons who themselves hold the qualification that the examination is to ascertain or hold an equivalent qualification can be appointed as examiners and observers.

- (2) ¹If the method of examination is by means of continuous assessment, teachers who are entitled to conduct examinations according to subsection 1 sentences 2 to 5 need not be especially appointed in accordance with subsection 1 sentence 1. ²If more teachers are available for an examination than necessary, subsection 1 sentence 1 applies.
- (3) ¹Students are entitled to propose examiners to conduct examinations except in the case of examinations by continuous assessment. ²This proposal does not constitute a claim. ³It shall, however, be adhered to for as long as there are no important reasons against doing so, in particular when it gives rise to an unreasonable workload for examiners. ⁴ If the student's proposal cannot be taken into account, the candidate must be given the opportunity to make a further proposal.
- (4) ¹The relevant examination board ensures that candidates are informed of their examiners' names in good time, i.e. as a rule at least 2 weeks before the date of the examination in question. ²The regulation pursuant to Section 12 subsection 4 sentence 4 that, with regard to both the Bachelor's and the Master's thesis, the examiners are to be appointed when the topic is issued, remains unaffected.
- (5) With regard to examiners and observers, Section 8 subsection 6 sentences 2 and 3 apply accordingly.

Section 10 Formats and Deadlines Concerning Examinations by Continuous Assessment

- (1) ¹It must always be ensured that students can make their first attempt to pass an examination by continuous assessment in the semester in which they have attended the related course. ²Examinations related to school-based work experience can be exempted from this rule. ³A decision concerning sentence 2 is made by the examiners.
- (2) ¹Examinations by continuous assessment are:
- a) Written assignments (subsection 3),
 - b) Oral examinations (subsection 4),
 - c) Presentations (subsection 5),
 - d) Presentations with written composition (subsection 6),
 - e) Examination papers (subsection 7),
 - f) Multiple-choice examination papers (subsection 8),
 - g) Course projects (subsection 9).

The module description stipulates the specific format the respective examination will take. ³Further new or subject-specific examination types, of equal value in each case, can be provided for in the programme-specific examination regulations or in the subject-specific component of the examination regulations or in the module description, and must be defined there. ⁴It is possible to combine examination types. ⁵Examinations by continuous assessment must be implemented in such a way that the expected average workload for the examinations combined with the additional workload for the module or the components corresponds to the number of credit points allocated. ⁶Examinations by continuous assessment can also be completed in a multimedia format if this method is approved by the examiner or examiners.

- (3) ¹A written assignment is a piece of independent work on and appropriate documentation of a subject-related task which is completed within a specified time frame. ²Where relevant, written assignments can also take the form of group work. The examiner determines the suitability of the topic. ⁴Each individual participant's contribution must fulfil the requirements in accordance with sentence 1, and must also be clearly identifiable and assessable in its own right by the citing of sections, page numbers or other objective criteria referring specifically to each individual contributor's work. ⁵The examiner can extend the working period allowed for a research assignment once in exceptional, substantiated circumstances by up to half the stipulated time for completing the work. ⁶The candidate can be given the opportunity to make proposals for the task.
- (4) ¹In the oral examination, candidates should demonstrate that they possess a broad overview of their examination field and that they are able to locate particular problems in the field. ²The oral examination takes place in the presence of several examiners (panel) or in the presence of one examiner with an observer who is knowledgeable in the field; the examination can be held

individually or in a group. ³Observers must give their feedback prior to grading. ⁴The duration of the examination is stipulated in the module description. ⁵Essential information from the examination, the assessment of the examination and key points of consideration during the assessment process must be recorded in minutes. ⁶These minutes must be signed by the examiner and the observer.

- (5) A presentation consists of the presentation and communication of one subject from the topics covered in a module using relevant literature in an oral presentation as well as in a subsequent discussion.
- (6) A presentation with written composition consists of:
- A an independent and in-depth exploration of a subject from the topics covered in a module using and evaluating relevant literature.
 - B the presentation and description of a subject in an oral presentation as well as in a subsequent discussion.
- (7) ¹An examination paper requires a candidate to work on a suitable topic set by the examiner and to apply the current methods of the subject, in a fixed time, with limited resources and under supervision. ²The time allocated to work on the paper is stipulated in the module description.
- (8) ¹Examinations can also take the form of multiple-choice (MC) examination papers. These papers can consist of multiple-choice questions or feature exclusively multiple-choice questions. ²The time allocated to work on the paper is stipulated in the module description. ³If the MC questions constitute more than 25% of the cumulative grade of the examination, the following applies:
1. MC examination questions can be designed as simple multiple-choice tasks (only one answer is correct) or manifold multiple-choice tasks (several answers are correct).
 2. ¹When an examination question is created, information must be provided about when one answer for a simple multiple-choice question is required or when several answers are possible. ²The maximum number of points possible for each question must also be stipulated. ³A question cannot be awarded fewer than 0 points, i.e. no minus or malus points can be awarded for questions. ⁴The examination questions can be given a weighting factor in order to reflect the difficulty of the question. ⁵The stipulations of sentences 1 to 4 must be recorded. ⁶If the examination does not completely consist of MC questions, the student must be informed what proportion of the MC questions are included in the cumulative grade of the examination.
 3. ¹The examiners must scrutinise whether the examination questions are correct prior to determining the test result. ²If this scrutiny shows that any individual examination questions are incorrect, these cannot be taken into account when determining the result. ³When assessing the examination, the reduced number of examination questions must be used as the basis for grading.
 4. For the overall assessment of the student's performance or the proportion of MC questions, the points scored in all MC questions are added to a total score, where relevant, taking into account the weighting factors stipulated in no. 2, sentence 4.
 5. ¹An examination which consists entirely of MC questions is graded as passed if the candidate achieves at least 50 percent of the total points which can be attained (absolute pass mark). ²If it transpires that more than half of the examination candidates have not achieved the absolute pass mark, the average of the points achieved of all candidates taking part in the examination is to be calculated (mean = M). ³The examination is then graded as passed if the points achieved by the candidate amount to at least 90 percent of the mean value M (relative pass mark = $M - \frac{M}{10} = M \times 0,9$).
 6. ¹If the candidate has achieved the required minimum points to pass the examination in accordance with no. 5, the grade (N) is calculated using the following formula:

$$N = N_{\max} - \frac{P - P_{\min}}{P_{\max} - P_{\min}} \times (N_{\max} - N_{\min})$$

²whereby

P_{\max} maximum points attainable

P_{\min} minimum points required to pass (pass mark)

N_{\max} as a grade, which can be attained if P_{\min} is achieved ($N_{\max} = 4.0$)

N_{\min} as a grade, which can be attained if P_{\max} is achieved ($N_{\min} = 1.0$).

³For the N result all decimal places are struck off aside from the first two and the figure is not rounded up or down. ⁴This results in

a numerical value	≤ 1.15	the grade	1.0 (very good)
	1.16 – 1.50		1.3 (very good)
	1.51 – 1.85		1.7 (good)
	1.86 – 2.15		2.0 (good)
	2.16 – 2.50		2.3 (good)
	2.51 – 2.85		2.7 (satisfactory)
	2.86 – 3.15		3.0 (satisfactory)
	3.16 – 3.50		3.3 (satisfactory)
	3.51 – 3.85		3.7 (sufficient)
	3.86 – 4.00		4.0 (sufficient).

⁵If a candidate has not scored the number of points required as stipulated in number 5, the grade awarded is 5.0 "fail".

7. ¹In the case of examinations which partially consist of MC questions, the cumulative grade of the examination is calculated from the weighted arithmetic mean of the examination component comprised of MC questions (in accordance with no. 6) and the grade from the remaining examination component (in accordance with Section 16 of these general examination regulations (APO)). ²Both grades, at the proportion determined in advance (cf. no. 2 sentence 6), are included in the cumulative grade. ³In accordance with the guidelines of Section 16 subsection 4 sentences 2 to 4 of these general examination regulations (APO), the cumulative grade for the examination ensues from the numerical value determined in this way.
- (9) ¹In a course project the candidate - generally as part of a work group - must demonstrate that they are able within a disciplinary context to independently formulate and solve a problem and present their findings using the methods as well as terms and expressions specific to the subject. ²This includes the presentation of project findings, documentation of the working process as well as reflection on this process. ³Individual examinations must be assessable in their own right.
- (10) ¹Examinations by continuous assessment can be carried out in a foreign language upon request by the student in consultation with the examination board and the respective examiner or examiners. ²Examination regulations specific to degree programmes and their subject-related components can also make provision for examinations by continuous assessment in a foreign language.
- (11) The provisions in accordance with Section 26 of the protection provisions remain unaffected.

Section 10 a Admission to Examinations by Continuous Assessment

- (1) ¹Only persons enrolled in a Master's programme can be admitted to examinations by continuous assessment in Master's programmes. ²In substantiated exceptional cases the examination board responsible for the respective degree programme can admit candidates on a case-by-case basis.
- (2) The programme-specific examination regulations specify more details on admission to examinations by continuous assessment.
- (3) ¹Admission to examinations by continuous assessment can be made dependent on whether a candidate has already achieved certain prerequisite results (required examination prerequisites) ²The type and scope of the required prerequisites must be stipulated in the module description. ³A student is only entitled to retake required prerequisite examinations the next time the course or examination is offered at the earliest.

Section 11 Course Credits

- (1) ¹To attain course credits it is necessary for a student to successfully complete a required piece of academic work. ²A piece of academic coursework is not the same as an examination. ³Course credits are to be designed in such a way that the expected average workload for the course credits together with the other workload for the module or components corresponds to the number of credit points allocated. ⁴The various types of work include minutes, seminar reports, internship reports, and short presentations (where applicable without written composition). ⁵The type of academic work as well as the conditions under which it can be attained - if this is not stipulated in the module description - is decided by the member of teaching staff, taking into account sentences 2, 3 and 4. ⁶If course credits are graded, they are nevertheless not included in the examination grades. ⁷If a student's academic work fails to meet the course requirements, no course credit is issued.
- (2) ¹If a student fails to complete a course credit satisfactorily, it can be retaken any number of times. ²As a rule, the student must be offered the opportunity to retake a course credit soon after the result of the course credit is announced. ³The member of teaching staff responsible decides on the format of the course credit. Possible formats must be listed in the module description.
- (3) Section 10 subsection 1 and Section 10 a subsection 1 apply accordingly.

Section 12 Bachelor's and Master's Thesis

- (1) ¹The Bachelor's thesis and Master's thesis should demonstrate the candidate's ability to work independently on a defined academic problem within a specified time. ²The topic and formulation of the task must be consistent with the purpose of the examination (Section 2) and must be designed in such a way that the candidate can deal with the task within the specified time - from collecting materials through to writing the final version of the thesis. ³The type of task and formulation of the task must already be defined when the candidate is assigned the topic.
- (2) ¹The Bachelor's and Master's thesis can be completed as group work, providing the topic is suitable for this type of approach. ²The individual candidate's contribution for assessment must be assessable in its own right and clearly identifiable through the citing of sections, page numbers or other objective criteria referring specifically to each individual's work, and comply with the requirements in accordance with subsection 1.
- (3) ¹The thesis can be written in the relevant language in the case of foreign language degree programmes or subjects. ²The thesis can be written in English in all subjects providing there is mutual agreement between the candidate and examiner. ³Under specifically regulated conditions such as cooperation agreements or dual degree agreements or similar, it is possible for further languages to be approved.
- (4) ¹The first examiner or proposed first examiner suggests a topic after conducting a hearing with the candidate. ²On application by the candidate, the head of the examination board responsible ensures that the candidate receives a topic in good time. ³The topic is officially assigned by the head of the examination board. ⁴When the topic is assigned, the head of the examination board responsible appoints the examiner who determined the topic to be the first examiner and also appoints a second examiner. ⁵The candidate is supervised by the first examiner during the preparation phase of the thesis.
- (5) ¹The thesis is assessed by two examiners. ²At least one of the examiners must be a professor or lecturer at the university or have a *Habilitation* or hold an interim professorship. ³At least one of the examiners must be a member of the school or the faculty in which the Bachelor's or Master's thesis is being written.
- (6) ¹The scope, working period, form and complexity of the Bachelor's and Master's thesis as well as the prerequisites for admission to the Bachelor's and Master's thesis are laid down in the programme-specific examination regulations. ²Only students enrolled in the relevant degree programme can be admitted to the Bachelor's and Master's thesis.

- (7) ¹The assessment of the Bachelor's thesis must be completed as a rule by the examiners within six weeks, and of the Master's thesis within eight weeks. ²The assessment must conform to Section 16 subsections 2, 4 and 6.

Section 13 Public Access to Oral Examinations

Oral examinations by continuous assessment are, in principle, not open to the public.

Section 14 Retaking Examinations

- (1) ¹A failed module examination can be retaken two times. ²For modules in which the examination is divided into several sub-examinations, the candidate must only retake those sub-examinations which he/she has failed. The grades of the passed and graded sub-examinations as well as all further passed academic work are carried over into the retake. ³Examinations and sub-examinations which the candidate has passed cannot be retaken unless the candidate applies the provision in accordance with sentence 3. ⁴Notwithstanding sentence 3, under the heading "Possibility of Retaking an Examination to Improve a Grade" (Wiederholbarkeit zur Notenverbesserung) in the module description, it is permissible for a candidate to retake a passed module examination. Section 14 subsection 3 remains unaffected. ⁵In the case of module examinations being divided into several sub-examinations, the candidate can decide which of the sub-examinations he or she would like to retake and which should be carried over into the next attempt. ⁶The best module grade from the two attempts is carried over.
- (2) ¹The candidate must be offered the opportunity to retake an examination by continuous assessment soon after the result of the module examination is announced. ²The examination formats used for regular examinations and retake examinations do not have to be the same. ³The examiner-in-charge decides on the format of the examination. Possible formats are to be indicated in the module description. ⁴The examiner announces the examination format for the examination by continuous assessment (first examination) at the start of course at the latest. The examiner must announce the method for the retake examination by the start of the registration period for the retake examination at the latest. ⁵The first retake opportunity should be offered in the same semester, or in the following semester at the latest. ⁶The candidate is not obliged to make use of the next opportunity to take an examination by continuous assessment. ⁷The candidate, however, is only entitled to an offer of one regular examination date and one retake date on the content covered by the components or the classes attended for the module. Beyond this, the university is only obliged to offer the candidate examinations and retake attempts related to the learning objectives laid down in the module description. ⁸The programme-specific examination regulations can also stipulate that a module is considered to have been definitively failed without the option of retake if the required coursework by continuous assessment or course credits have not been earned within a specified period and the student is responsible for this.
- (3) ¹On one occasion throughout the course of the degree programme (wildcard), a student is permitted to retake an examination which has been awarded the grade of "failed without the option to retake" or to retake an examination which has been passed. A written request to do so is to be submitted to the relevant examination board. ²This does not apply to the Bachelor's or Master's thesis, or when an examination has been awarded the grade "failed without the option to retake" as a consequence of cheating. ³Prior approval from the examination board is required for all retakes.
- (a) Retaking a piece of coursework which has been awarded the grade "failed without the option to retake":
Following the announcement of the module grade, the candidate must submit an application to retake the coursework if they have been awarded the grade "failed without the option to retake" by the end of the semester at the latest.
- (b) Retaking a passed piece of coursework to improve a grade:
¹Candidates must apply to retake a passed piece of coursework at the latest one week after the result of the examination by continuous assessment has been announced. ²If this deadline is not observed, the candidate's right to apply Section 14 subsection 3 expires one week after the announcement of the last examination by continuous assessment for the required examination for the degree in question. ³In the case of an appeal, the deadline is extended by the time required for the appeal procedure. ⁴The best grade from the different attempts is carried over.

- (4) A Bachelor's thesis or Master's thesis which has been awarded a "fail" grade can be retaken once.
- (5) ¹If the Bachelor's thesis or Master's thesis is awarded a "fail" grade or if it is deemed to have been graded as "failed", it can be retaken six weeks after its assessment at the earliest and must be retaken twelve months after its assessment at the latest – here, the commencement date of the thesis revision period is decisive. ²Immediately after a thesis has been awarded a "fail" grade, the candidate will be requested by the head of the examination board responsible to retake the examination within a year. ³When approval for a retake examination is granted, the head of the examination board responsible also draws the candidate's attention to the fact that non-attendance on the retake date or a repeated fail grade in the examination will result in the examination being awarded a "fail" grade without the option of retake.
- (6) Any unsuccessful attempts to pass an examination in a corresponding degree programme at another university or at an equally-ranked university of applied sciences, as well as in another degree programme at Osnabrück University will be taken into account in calculating the candidate's retake opportunities in accordance with subsections 1 to 4.

Section 15 Non-Attendance, Withdrawal, Cheating, Infringement of Regulations

- (1) ¹An examination is awarded a "fail" (5.0) grade if the candidate has not deregistered within the prescribed time, does not attend an examination date without sound reason or withdraws from the examination once it has started without sound reason. ²Deregistration is possible up to one week before the examination date without the candidate specifying any reasons by submitting written notification to the examination office or the examiner. ³Sentence 1 applies correspondingly if an examination grade is not gained within the stipulated working period or if the candidate fails to comply with the submission date for a written examination without sound reason.
- (2) ¹Reasons for non-attendance or withdrawal (within one week prior to the examination date) must be communicated in writing immediately to the examination board responsible and substantiated as soon as possible thereafter. ²If a candidate is ill, they must submit a medical certificate which contains the information necessary for the examination board to determine that the candidate is incapable of taking the examination. The examination board is entitled to request that the candidate submit an official medical certificate. ³If the examination board does not accept the reasons put forward by the candidate, the candidate will be informed in writing.
- (3) ¹In cases where a submission date cannot be complied with for sound reason, the examination board decides whether the submission date for the coursework can be deferred, and whether the deferred submission will be considered in the relevant grading or if a new task will be set. ²Where evidence of illness is provided, the submission date will generally be deferred by the duration of the period of illness and incapacity to take the examination as stated in the medical certificate.
- (4) ¹If the candidate attempts to influence the result of an examination or a course credit by cheating or using unauthorised aids, the coursework or course credit in question - in so far as it is graded - will be awarded a "fail" (5.0) grade. ²The same applies if the student, without citing a text or text sections written by other persons, uses them in such a way as to deceitfully create the false impression that they are the student's own independent work. ³The examiner takes a decision in accordance with sentences 1 and 2 after conducting a hearing with the candidate. ⁴Until the examiner's decision has been taken, the candidate is to continue the examination unless, based on the decision of the person supervising the examination, the temporary exclusion of the candidate is essential to ensure the correct continuation of the examination. ⁵Anyone committing such a violation against the correct examination procedure can be excluded from the examination in question. In such cases, the examination in question will be awarded a "fail" grade. ⁶In particularly serious cases - in particular in the case of repeated violations of sentences 1 and 2 - the examination, but not the course credit, can be awarded the grade "failed without the option of retake". ⁷The examination board decides on such matters after conducting a hearing with the candidate.

Section 16 Assessment of Examinations

- (1) Examinations by continuous assessment are graded in accordance with Section 10 and, in accordance with Section 17, are included in the module grade.
- (2) ¹The individual examiners must use the numbers 1 to 5 for the assessment of individual examinations:

1	very good (sehr gut)	excellent work
2	good (gut)	work which is considerably above average requirements
3	satisfactory (befriedigend)	work which meets average requirements
4	sufficient (ausreichend)	work which, despite certain deficiencies, meets requirements
5	fail (nicht ausreichend)	work with significant deficiencies, which does not meet requirements

²For purposes of differentiation, the individual grades can be increased or decreased by 0.3. The grades 0.7, 4.3, 4.7 and 5.3 are excluded.

³The following terms are to be used on English certificates:

sehr gut	very good
gut	good
befriedigend	satisfactory
ausreichend	sufficient
nicht ausreichend	fail

⁴Notwithstanding sentence 3, when a grade of 1.3 or better is awarded, "excellent" can also be used instead of "very good". ⁵Upon request by the student, the examination board can translate these grades into equivalent grades in other grading systems, and these can be listed in addition to the German grades. ⁶In law degree programmes, notwithstanding sentence 1 to 4, grades can also be awarded using the grades and points in accordance with Section 1 of the Bundesnotenverordnung (federal regulation on grades) (German Legal and Regulatory Code (GVBl.) 1981 I S. 1243). If this is the case, throughout these examination regulations "'ausreichend' (4.0) is to be read as "'sufficient'" and "'nicht ausreichend'" (5.0) is to be read as 'insufficient' or 'inadequate'".

- (3) ¹If the examination is only assessed by one examiner, the grade awarded by the examiner is the grade for the examination. ²The examination is passed if at least the grade "sufficient" (4.0) is awarded.
- (4) ¹If an examination is assessed by several persons, the grade is calculated from the arithmetic mean of the individual grades awarded by the examiners. ²All decimal places are struck off aside from the first and the figure is not rounded up or down. ³The examination is passed if at least the grade "sufficient" (4.0) has been awarded. ⁴ The respective grades are awarded for the following scores:

up to and including 1.5	very good
from 1.6 to 2.5	good
from 2.6 to 3.5	satisfactory
from 3.6 to 4.0	sufficient
from 4.1	fail

- (5) ¹Written examinations by continuous assessment are generally assessed at the latest four weeks after the examination was taken. ²To prepare for the assessment of written examinations an examiner can enlist the support of persons who themselves have the qualification that the examination is intended to ascertain, or hold an equivalent qualification; Section 8 subsection 6 sentence 3 applies accordingly. ³The assessment grade is to be communicated to the student in good time. ⁴If an observer is present during an oral examination, their feedback is to be given to the examiner or examiners before the grade is decided. ⁵The result of the oral examination can be communicated to the candidate after the examination has been completed.

- (6) ¹Justification for the grade together with key points influencing the examiners' decision is to be communicated in writing at the student's request. ²This justification statement is to be kept in the examination file, together with the student's examined work.

Section 17 Assessment of Modules

- (1) ¹In modules in which only one examination is scheduled, the module grade corresponds to the grade of this examined work (Section 16). ²The module is passed if the examination is graded as passed. ³The attainment of a course credit in accordance with Section 11 or further conditions can be included in the module descriptions as additional prerequisites for passing the module.
- (2) ¹The module grade for modules in which the examination is divided into several sub-examinations is calculated from the average grade of the sub-examinations weighted according to the CP of the relevant components, provided that no alternative weighting is specified in the module description. ²If no CP are clearly assigned to the marked sub-examinations and no alternative weighting is specified in the module description, the module grade is calculated from the arithmetic mean of the marked sub-examinations. ³All decimal places are struck off aside from the first and the figure is not rounded up or down. ⁴Section 16 subsection 2 sentence 3 to 6 as well as Section 16 subsection 4 sentence 4 apply accordingly. ⁵A module in which the examination is divided into several sub-examinations is graded as passed if the calculated module grade is 4.0 or better. ⁶The attainment of course credits in accordance with Section 11, the passing of all or specified sub-examinations or further conditions can be included in the module description as additional prerequisites for passing the module.
- (3) ¹Modules which do not include any examinations can only be graded as "passed" or "not yet passed".

Section 18 Calculation of the Final Subject Grade

- (1) ¹Final subject grades are only calculated in multi-subject degree programmes. ²The final subject grade is calculated in accordance with Section 6 in the case of the passed Bachelor's and Master's examination. ³It can be issued at the student's request if one of the degree programmes has been fully completed. ⁴At the student's request, an official record detailing the interim final subject grade can be issued.
- (2) ¹The final subject grade is calculated from the weighted mean of the credit points of all marked modules which must be successfully completed in accordance with the degree programme specified in the subject-specific component. ²Different rules can be provided for in the programme-specific examination regulations. ³For the calculated final subject grade, decimal places are struck off aside from the first and the figure is not rounded up or down. ⁴Section 16 subsection 2 sentence 3 to 6 as well as Section 16 subsection 4 item 4 apply accordingly.
- (3) ¹If more required elective modules have been successfully completed by a student than the degree programme envisages, the student chooses which of the required elective modules are to be taken into account when calculating the final subject grade. ²Required elective modules not taken into account when calculating the final subject grade are to be recorded on the student's transcript of records with their corresponding grade; Section 22 subsection 2 sentence 5 is to be complied with.

Section 19 Calculation of the Overall Grade of the Bachelor's and Master's Examination

- (1) ¹The overall grade of the Bachelor's and Master's examination is only calculated for Bachelor's and Master's examinations which have been graded as passed in accordance with Section 6. ²At the student's request, it is possible to issue a certificate detailing the interim overall grade.
- (2) ¹The overall grade of the Bachelor's or Master's examination is calculated from the weighted mean according to credit points of the grade of the Bachelor's or Master's thesis and all marked modules which must be successfully completed in accordance with the degree programme. ²Different rules can be provided for in the programme-specific examination regulations. ³For the calculated overall

grade all decimal places are struck off aside from the first and the figure is not rounded up or down. ⁴Section 16 subsection 2 sentence 3 to 6 as well as Section 16 subsection 4 sentence 4 apply accordingly.

- (3) ¹If a student has successfully completed more required elective modules than the degree programme envisages, the student chooses which of the required elective modules are to be taken into account when calculating the overall grade. ²Required elective modules not taken into account in the overall grade are to be recorded on the transcript of records with their corresponding grade; Section 22 subsection 2 sentence 5 is to be complied with.
- (4) ¹In multi-subject degree programmes, notwithstanding subsection 2, the overall grade of the Bachelor's or Master's examination is calculated from the final subject grades and the grade of the Bachelor's or Master's thesis which are included on a weighted basis in accordance with the credit points of the study components provided for in the programme-specific examination regulations. ²The programme-specific examination regulations can make provision for the Bachelor's and Master's thesis to be weighted differently. ³In addition to the final subject grades and the Bachelor's and Master's thesis, the assessments from multidisciplinary fields are integrated into the overall grade; the programme-specific examination regulations provide more precise detail. ⁴For the calculated overall grade, all decimal places are struck off aside from the first and the figure is not rounded up or down. ⁵Section 16 subsection 2 sentence 3 to 6 as well as Section 16 subsection 4 sentence 4 apply accordingly.
- (5) ¹If the overall grade is 1.3 or better and the Bachelor's or Master's thesis has been given the grade of at least 1.3, the student is awarded the distinction of "mit Auszeichnung bestanden". ²This distinction is to be recorded on the degree certificate, final academic record and transcript of records. ³The translation "with distinction" or "with excellence" is to be used.

Section 20 ECTS Equivalence Tables

ECTS equivalence tables are included for information purposes in the Diploma Supplement in accordance with the currently valid version of the ECTS handbook.

Section 21 Accreditation of Study Transcripts, Assessed Work and Acknowledgement of Prior Learning (RPL)

- (1) Accreditation of course credits and examination results from Osnabrück University:

¹Course credits and examination results which have been acquired by students in courses taught at Osnabrück University are officially accredited provided that, in accordance with the module overview of a newly introduced degree programme, part of a course or other courses being offered, they must also be completed as part of the student's current degree programme (compulsory modules). ²In all other respects, all other passed coursework and examinations in the sense of sentence 1 are accredited upon application by the student if they also feature in another programme studied by the student or in a newly introduced degree programme, or are part of a course or other courses on offer. ³Notwithstanding sentence 1, all modules successfully completed by a student as part of a "Frühstudium" (early entrance programme for gifted school pupils) are accredited only upon application.

- (2) Accreditation of course credits and examination results acquired outside Osnabrück University in the same degree programme:

Course credits and examination results acquired in the same degree programme or as part of a course at a different university are officially accredited in accordance with the examination regulations providing there is no significant difference between them and the courses offered at Osnabrück University.

- (3) Accreditation of course credits and examination results acquired during an exchange programme:

¹Course credits and examination results acquired by a student during a student exchange or student mobility programme are accredited upon request by the student providing that a corresponding Learning Agreement has been concluded prior to the commencement of the student exchange or student mobility programme.

²Course credits and examination results acquired in programmes outside those listed in sentence 1 are accredited upon application by the student providing there is no significant difference between them and the courses offered at Osnabrück University.

(4) Accreditation of course credits and examination results acquired in other degree programmes or in a place other than a university:

¹Course credits, examination results and expertise acquired in other degree programmes or outside a university are accredited upon application by the student providing no significant difference can be ascertained in terms of the expertise which would have been acquired had it been acquired at Osnabrück University. ²No significant difference exists if the expertise acquired in a module, the learning outcomes, the quality and level of training as well as the credit points essentially correspond to the respective modules of the degree programme in question. ³In this connection, it is not necessary to carry out any schematic comparison of the student's credits, results or expertise for examination purposes; instead, there should be an overall assessment and evaluation to establish the significance of the student's qualifications. ⁴Accreditation of qualifications acquired outside a university irrespective of sentence 1 to 3 is restricted to no more than 50% of the total credit points required in the affected part of a course/degree programme or courses being offered. ⁵Any refusal to acknowledge the qualifications acquired by the student must be substantiated with an explanation of the significant differences between the student's qualifications and the requirements of Osnabrück University.

(5) General conditions:

For the accreditation process, the University observes superordinate, national and international agreements, in particular the Convention on the Recognition of Qualifications concerning Higher Education in the European Region ("Lisbon Convention") dated 11 April 1997 (Federal Law Gazette 2007 II pg. 712).

(6) Submitting an application and the duty of cooperation:

¹A student can submit an application for accreditation at any time provided that their entitlement to take the examination within the degree programme, course component or other courses being offered for study has not expired or been cancelled; student applications are precluded if the examination which is to be replaced by the qualification for which recognition is being sought has already been successfully acquired, or if the examination has been awarded a "fail" grade without the option of retake. ²If the examination board or the body specified in the examination regulations does not acknowledge a course credit or examination result acquired in one of the signatory states to the "Lisbon Convention" because it is significantly different, this decision must be substantiated. ³Students are obliged to cooperate; the student must submit the documentation required for accreditation, in particular certificates of completion, module descriptions, framework curricula and/or comparable documents. ⁴The documentation submitted must be in German or English; if documentation is only available in another language, the student must also submit an accompanying official translation in German or English (original or officially certified copy).

(7) Unsuccessful attempts:

¹Section 14 subsection 6 applies in the case of official accreditation. ²If accreditation is only possible upon application, Section 14 subsection 6 becomes applicable only if a corresponding application is submitted.

(8) Grades:

¹Accredited examination results are taken over provided that the grading systems are compatible. ²Grades from incompatible grading systems are converted in accordance with the modified Bavarian formula unless otherwise stipulated by the examination board responsible. ³If conversion is not possible, the examination result in this specific case will be awarded a "pass" grade. ⁴Accredited examination results are to be marked as such on the student's transcript.

(9) Responsibility:

¹The examination board responsible decides on accreditation. ²The examination board can obtain a statement from a suitable subject representative as part of any preparatory work necessary for decision making.

Section 22 Certificates and Official Records

- (1) At the student's request, the Examination Office will issue an official record detailing the course credits and examination results by continuous assessment which the student has acquired so far.
- (2) ¹Upon passing the Bachelor's or Master's examination, the student is immediately issued with a degree certificate as well as a final academic record by the Examination Office responsible listing the overall grade and the grade for the Bachelor's or Master's thesis separately; it can be issued in English upon application by the student. ²The programme-specific examination regulations can provide for additional information to feature in the final academic record and on the degree certificate. ³Degree programmes in which several subjects are studied as sub-degree programmes should separately list grades for the first and second subject as well as the grades for further areas provided for in the degree programme – in addition to the overall grade and the grade for the Bachelor's and Master's thesis. ⁴The date recorded on the final academic record will be the day on which the student was awarded his/her last examination result or his/her last course credit. ⁵A transcript of records is also issued with the final academic record. This details all the degree components the student has passed and gives their corresponding grades. ⁶Programme-specific examination regulations or their subject-specific components can include a provision entitling the student to request that the transcript of records in accordance with sentence 5 does not list individual components which the student has taken above and beyond the content envisaged for the programme.
- (3) ¹The student is issued with a Diploma Supplement in accordance with the template of the German Rectors' Conference (HRK) in its currently valid version. ²Upon request, the Diploma Supplement as well as the transcript of records can be issued in English.
- (4) ¹If a student leaves the university or changes degree programme, the student is entitled to request from the relevant Examination Office an official record of all his/her existing examination results and other academic work and their grades. In this connection, notwithstanding Section 5, it is also possible to list on the official record credit points for the successfully completed components of a module which has not yet been completed in its entirety. ²If the Bachelor's or Master's examination has been graded as failed without the option of retake or if it is deemed to be graded as "failed without the option of retake", the official record will be issued as a matter of course in accordance with sentence 1.

Section 23 Case-by-case Decisions, Appeal Procedure

- (1) ¹Negative decisions and other administrative steps with a detrimental impact taken in accordance with these examination regulations must be explained in writing, state the procedure for appeal, and be communicated in accordance with Section 41 of the Administrative Procedure Act (VwVfG). ²In accordance with Sections 68ff. of the Code of Administrative Court Procedure (VwGO), a student is entitled to file an appeal against these decisions at the relevant examination board within a period of one month after he/she has been notified of the decision. ³Compliance with this deadline is met if the student's appeal is received in writing by the relevant Examination Office within a period of one month of the decision. ⁴The Examination Office then passes on the appeal to the relevant examination board.
- (2) ¹The relevant examination board takes an initial decision on the appeal. ²If the appeal is filed against a grade given by an examiner, the relevant examination board will decide in accordance with subsections 3, 4 and 5 after reviewing the matter.
- (3) ¹If, in his/her appeal, the candidate raises concrete and substantial objections to the specific grades awarded or expert assessments made by an examiner, the head of the relevant examination board will pass on the appeal to the respective examiner for review. ²If the examiner changes his/her grade as requested in the appeal, the examination board will accept the appeal and resolve the matter. ³Otherwise, the examination board will review the decision on the basis of the examiner's statement, checking in particular whether
 1. the examination process accorded with the regulations,
 2. the grading was based on the real facts,

3. customary grading principles were observed,
4. a defensible, plausible and coherent solution to a problem was judged incorrect or
5. the examiner was guided by considerations not relevant to the business at hand.

⁴The same applies if a candidate appeals against grades awarded by more than one examiner. ⁵As a rule, the matter should be reviewed in accordance with sentence 3 and 4 within two months. ⁶The head of the examination board acts to inform the appellant.

- (4) ¹The examination board responsible can nominate an independent expert for the appeal procedure in accordance with subsection 3 sentence 3. ²The independent expert must provide evidence he/she holds a qualification which is at least comparable to that of the examiner. ³Before a decision in accordance with subsections 2 and 6 is made, the candidate and the expert must be given the opportunity to make a statement.
- (5) ¹Examination work will be regraded by other examiners not yet involved in this examination if
 - the examination board responsible ascertains that a violation has been committed in accordance with subsection 3 sentence 3 and
 - the examination board responsible has not accepted the appeal and resolved the matter in the course of the procedure so far and
 - concrete and substantial objections to specific grades and expert assessments have been submitted and
 - the examiner does not alter his/her decision in accordance with the appeal.²If the examination type does not allow for regrading, the examination must be retaken.
- (6) ¹If an appeal is submitted against the decision of the relevant examination board and the examination board does not accept the appeal, the head of the examination board passes the appeal on to the school or body responsible which, notwithstanding subsection 2 sentence 1, takes a conclusive decision concerning the appeal. ²If the appeal is not accepted by the School Executive Board either, the Dean of the school must inform the appellant.
- (7) The appeal procedure must not lead to a lowering of the examination grade.

Section 24 Inspection of the Examination File

- (1) ¹Upon request, the candidate is entitled to inspect his/her written examination work, the examination reports, and the written comments made by the examiners after each examination has been completed. ²The student must submit his/her application to the head of the examination board within six months at the latest after passing the respective examination or after receiving notification that he/she has not passed an examination. ³Upon request, the candidate is also granted access to his/her examination file. ⁴The head of the examination board determines when and where the file can be accessed. ⁵The right to inspect the file also includes the right to take notes, duplicates, copies and photos.
- (2) The examination board can make provision for further regulations.

Section 25 Annulment of Examination Decisions

- (1) If a candidate has cheated in an examination (examination by continuous assessment or Bachelor or Master's thesis), the examination board is entitled to retrospectively change the grades for the examinations in which the candidate has cheated and, where relevant, declare the examination to have been completely or partially failed.
- (2) ¹If the student failed to comply with the prerequisites for admission to an examination albeit without the intention to deceive, this shortcoming is considered rectified if the student passes the examination. ²If the candidate has wilfully obtained admission to a degree programme or to an

examination by deceitful means, the examination board takes a decision regarding the withdrawal of the illegal administrative file taking account of statutory provisions.

- (3) The candidate must be given the opportunity to discuss the issue with the examination board before any decision is taken.
- (4) ¹The incorrect final academic record is to be revoked and replaced with a correct final academic record in accordance with Section 22 or an official record in accordance with Section 22. ²The student's corresponding degree certificate is to be revoked along with the incorrect final academic record if the candidate has been awarded a "fail" grade due to cheating. ³Any decision in accordance with subsection 1 and subsection 2 sentence 2 is excluded after a period of ten years from the examination certificate's date of issue.

Section 26 Protective Regulations

- (1) ¹If the candidate can plausibly show that he/she is unable to take part in some or all of an examination in the intended format due to long-term or ongoing physical impairment, the head of the examination board can grant the candidate an extended time period to complete the examination or to take a comparable examination in a different format. ²Submission of an officially recognised medical certificate is sufficient to demonstrate the truth of their claim.
- (2) ¹Upon application by the candidate, periods of maternity leave, as defined in the up-to-date version of the law for the protection of working mothers (MSchG), must be taken into account. ²Supporting documentation must be included in the application. ³Periods of maternity leave interrupt any deadlines in accordance with these examination regulations as well as the examination regulations specific to the degree programme. The duration of periods of maternity leave is not included in the calculation of deadlines.
- (3) ¹Equally, any deadlines relating to parental leave in accordance with the up-to-date law on the granting of child benefit and parental leave (BERzGG) are to be observed if an application of this kind is made. ²The candidate must inform the examination board in writing - including any supporting documentation - which period or periods he/she intends to take as parental leave at least four weeks before the date from which the candidate intends to commence a period of parental leave. ³The examination board inspects whether the statutory requirements exist which would justify a claim for parental leave as an employee in accordance with the BERzGG, and immediately informs the candidate in writing of the result as well as, where relevant, the newly stipulated examination deadlines. ⁴The time period allowed for the student to complete their Bachelor's or Master's thesis cannot be interrupted by parental leave. ⁵Instead, the thesis topic is deemed not to have been allocated. ⁶Once the student's parental leave is over, the candidate receives a new topic upon request.
- (4) In addition, the examination board takes into consideration periods of absence from a study programme if a student acts as a carer for persons in the sense of Section 11 subsection 3 no. 2 of the NHG.

Section 26a Special Provisions Resulting from Serious Disruption to University Operations

- (1) ¹If, and for the duration of the period during which, the President's cabinet identifies serious disruption to university operations,
 - a. the relevant academic dean of studies is entitled, following a statement by the examination board, to allow derogations from the provisions of the relevant module descriptions, the programme-specific regulations and the respective subject-specific parts thereof, and these examination regulations in order to ensure courses and examinations can continue. This includes:
 - aa. changes to the type and scope of or the cancellation of examination prerequisites for individual modules,
 - bb. changes to the type of continuous assessment for individual modules,

- cc. the creation and definition of comparable new or comparable subject-specific types of continuous assessment,
 - dd. changes to or the waiving of compulsory attendance,
 - ee. waiving the obligation for students to have passed certain modules before being permitted to take a further module,
 - ff. changes to the conditions to be met prior to admission to the bachelor or master thesis,
 - gg. the identification of replacement work ordinarily part of obligatory stays abroad or internships and/or recognition of a stay abroad and/or internship if it falls only nominally short of its regularly intended scope,
 - hh. the postponement of the point in time by which examination resits must have been taken in accordance with Section 14 subsection 2 sentence 5;
 - ii. the lifting of the obligation to submit a doctor's note in accordance with Section 15 subs. 2,3.
- b. oral examinations as defined in Section 10 subs. 2 sentence. 1 b) or seminar presentations as defined in Section 10 subs. 2 sentence.1 c) can be undertaken entirely or partially by means of audio and video transmission (video conference) using systems made available by or approved by the university computer center (the "Rechenzentrum") or the Center for Information Management and e-Learning (virtUOS);
 - c. written examinations as defined in Section 10 subs. 2 sentence. 1 e) can take place without the student being present and without invigilation in its narrowest sense insofar as this form of work is appropriate for fulfilling the examination requirements; admission to and/or participation in this type of examination can be made conditional on
 - aa. the student taking part in the exam using a computer they can provide themselves which has a sufficiently stable internet connection and
 - bb. the written examination being taken using an online examination system which has been provided by or approved by Osnabrück University.
 - d. the period of time for which the serious disruption has been identified will not be added to a specific time period as defined in Section 14 subs. 2 sentence 8 and the declaration of serious disruption itself is clear grounds as defined by Section 15 subs. 1 sentence 1; in the case of Section 15 subs. 1 sentence 3, the declaration of serious disruption does not represent clear grounds; i.e. it does not result in an extended period of work nor does it serve as a valid reason for an automatic extension to a date of submission.

²The powers cited under sentence 1 do not include making any fundamental changes to the structure of the degree programme nor to the structure of individual modules. ³Fundamental changes (i.e. for example changing ungraded continuous assessment into a graded assessment, the introduction of ungraded coursework, the change of a single piece of continuously assessed coursework into multiple sub-tests) are not admissible. ⁴Whenever any changes are made, attention must be paid to ensuring that the purpose as well as the qualifications and skills which were originally to be examined in the continuously assessed coursework which is to be replaced are also covered to the greatest possible degree in the form of examination selected to function as its replacement. ⁵Should technical difficulties arise during the examination rendering the examinee unable to continue the examination and if the examinee is not responsible for these difficulties, then the examination counts as "not taken".

- (2) ¹If a piece of continuously assessed coursework is set in a form not foreseen in the module description but which is listed in Section 10 as a recognised type of examination, then the students must be informed of the type of examination in deviation from Section 14 subs. 2 sentence 4 as early as possible and at the latest at the start of the registration period for each piece of continuously

assessed coursework. ²By registering for the examination, students acknowledge and accept the new type of examination.

- (3) ¹If a piece of continuously assessed coursework is set in a form not foreseen in the module description that is as yet not defined in Section 10, or if the examination proceeds in accordance with subsection 1 sentence 1 b) or c), then students must also be informed of the type of examination in deviation from Section 14 subs. 2 sentence 4 as early as possible. ²The examinees must give their consent in writing or, in the case of an oral examination, state their consent upon commencing the examination.
- (4) ¹Any decision to change an oral examination, a presentation or a written examination as defined by Section 10 subs. 2 into an oral examination, a presentation or a written examination as defined by subsection 1 sentence 1 b) or c) is to be taken by the examiner. ²The examinee must affirm that they will not attempt to breach assessment regulations in any way, will only use admissible support materials and works of reference and will not engage in any forbidden communication with third parties; this includes any recording and/or forwarding of a recording to third parties. ³Any attempt to record and/or forward a recording will be classified as an attempt to breach assessment regulations in accordance with Section 15 subs. 4. ⁴The student's affirmation must be in written form insofar as the examiner does not choose an oral statement.
- (5) ¹Any decisions regarding changes to the type of assessment component or the conditions surrounding their completion are to be taken by the examiner. ²The changes must not disadvantage the student in relation to the regulations in the up-to-date version of the module description. ³The academic planning committee decides on a case-by-case basis whether a student has been disadvantaged.
- (6) ¹The requisite resolution determining serious disruption to university operations required under subsection 1 must clearly define the time period for which the special provisions set out in this Section are valid. ²A transfer of the powers granted to the academic dean of studies in accordance with subsection 1 sentence 1 a) to the examination board is not admissible.

Section 27 Amendments

¹The Senate decides on amendments to these regulations after consultation with the standing Central Commission for Studies and Teaching (ZSK). ²Amendment proposals are put forward via the committees of the Schools, the executive board of the Center for Teacher Education (ZLB) or the head of the standing Central Commission for Studies and Teaching. ³The School Executive Boards as well as the executive board of the ZLB are to be given the opportunity to make a statement prior to the relevant resolution by the Senate.

Section 28 Entry into Force

- (1) These examination regulations enter into force on the day after their publication in the official communication organ of Osnabrück University.
- (2) For students who are still enrolled in one of the two-semester Master's Programmes "Lehramt an Grund- und Hauptschulen", "Lehramt an Realschulen" as well as for students who were enrolled in the Master's Programmes "Lehramt an berufsbildenden Schulen" before the winter semester 2016/17, the following apply: Section 3 subsection 1 sentence 2, Section 6 subsection 2 sentence 2, Section 6 subsection 4 sub-sentence 2, Section 6 subsection 6, Section 13 subsection 2, Section 14 subsection 3 sentence 2 in the version of the general examination regulations (APO) (Official Gazette (AMBl.) of Osnabrück University no. 11/2014 dated 21.10.2014, pg. 1595ff).
- (3) The changes to Section 26a take effect retroactively from 17.03.2020.

