

## **General Provisions of the University of Tübingen exam regulations for Master's degree programs culminating in an examination for a Master of Science (M.Sc.)/ Master of Arts (M.A.) degree – Master's degree framework exam regulations (MRPO)**

In accordance with §§ 19 paragraph (1) sentence 2 no. 9, 32 paragraph (3) of the law governing institutions of higher education, LHG of 1 January 2005 (GBl. p. 1), in the version published 1 April 2014 (GBl. p. 99) most recently amended by article 1 of the law dated 24 June 2020 (GBl. p. 426), the University of Tübingen Senate on 11.02.2021 passed the following General Study and Exam Regulations for Master's degree programs at the University of Tübingen culminating in an academic examination for a Master of Science (M.Sc.)/ Master of Arts (M.A.) degree.

Approved by the President and Vice-Chancellor on 22.02.2021.

### Contents:

- A. General
  - § 1 Area of application
  - § 2 Structure of the Master's program
  - § 3 Academic degree
  - § 4 Start of studies
  - § 5 Admission to the Master's program
  - § 6 Examination board
- B. Modules and module coursework in Master's degree programs
  - § 7 Purpose and structure of the Master's program
  - § 8 Obtaining CP
  - § 9 Module coursework: Assessed and non-assessed coursework
  - § 10 Oral and practical assessed coursework
  - § 11 Written assessment
  - § 12 Online coursework
  - § 13 Languages of instruction and examination
  - § 14 Examiners and observers
  - § 15 Types of classes within the modules
  - § 16 Participation in classes and modules
- C. Implementation provisions for assessment
  - I. General provisions for module coursework
    - § 17 Registration and admission to assessment
    - § 18 Disadvantage compensation
    - § 19 Grading of assessed coursework
    - § 20 Multiple-choice procedures
    - § 21 Passing/ failing assessed coursework
    - § 22 Deregistration, withdrawal, failure to attend exam
    - § 23 Cheating, breach of regulations
    - § 24 Correction, revocation of Master's degree, confiscation of certificates
    - § 25 Inspection of examination files
    - § 26 Repetition of assessment
    - § 27 Notification of loss of the right to be examined in Master's degree program and certification of work done
  - II. Special provisions for the final module
    - § 28 Final module
    - § 29 Requirements for admission to assessment in the final module
    - § 30 Admission procedure
    - § 31 Repetition of the Master's thesis and oral exam on the Master's thesis, rejection of the

- Master's thesis topic
- D. Deadlines for examinations in the Master's degree program
- § 32 Deadlines for completion of module coursework
- § 33 Completion of degree
- § 34 Academic counseling
- E. Master's overall grade, certificate, degree certificate
- § 35 Calculation of overall grade
- § 36 Certificate and other documentation
- § 37 Degree certificate
- F. Further provisions, final provisions
- § 38 Recognition and accreditation of prior studies and module coursework
- § 39 Protection provisions
- § 40 Cooperation with other institutions of higher education
- § 41 Effective date and transitional arrangements

## **A. General**

### **§ 1 Area of application**

(1) These study and exam regulations apply to all Master's degree programs at the University of Tübingen which declare these regulations applicable in conjunction with a set of Special Provisions.

(2) The Special Provisions of these regulations set out the qualification goals and regulate these General Provisions in more detail for each Master's degree program.

### **§ 2 Structure of the Master's program**

(1) <sup>1</sup>The European Credit Transfer and Accumulation System (ECTS) is used in the Master's programs; accordingly, credit points (hereinafter: CP) are allocated to all components of the program; the number of CP is in line with the student's foreseeable workload. <sup>2</sup>One credit point assumes a workload for the student of 30 hours in class and in private study.

(2) <sup>1</sup>The Master's degree program has a modular structure and goes hand-in-hand with a module-specific system of assessment. The modules are composed of classes with related content and generally extend over a maximum of two semesters; in exceptional cases with special justification, a module may extend over more than two semesters.

(3) <sup>1</sup>The regular duration of study in a Master's degree program, up to the obtaining of the Master's degree, including all module coursework required, is either two, three, or four semesters and is regulated in the respective Special Provisions. <sup>2</sup>In tiered programs leading to a Bachelor's degree and a Master's degree building upon it, the overall regular duration of study is set at a maximum of five years. <sup>3</sup>In exceptional cases with special justification, particularly for part-time programs under § 30 para. (3) of the law governing state institutions of higher education, the Landeshochschulgesetz (LHG), regular durations of study may be set which are longer than the durations set out in sentences 1 and 2. <sup>4</sup>All module coursework may be completed before the time stipulated in the respective Special Provisions if the student meets the necessary requirements under § 17 para. (2) and there is sufficient capacity.

(4) <sup>1</sup>The scope of studies is either 60 CP with a regular duration of study of two semesters, 90 CP with a regular duration of study of three semesters, or 120 CP with a regular duration

of study of four semesters. <sup>2</sup> 300 CP are generally required for completion of the Master's degree, including previous studies up to the first professional qualification; there may be some deviation from this rule in individual cases if the student is suitably qualified, even if 300 CP are not achieved after completion of a Master's program. <sup>3</sup>The scope of studies and allocation of CP to modules and/or module coursework (cf. § 7 (2)) is set out in the respective Special Provisions.

(5) <sup>1</sup>Students may obtain additional CP beyond those required under these regulations if the respective Special Provisions allow it; however, students may not obtain more additional CP than the number set out in the respective Special Provisions. <sup>2</sup>The results from the additional coursework under sentence 1 are not included in the calculation of the module grades or the overall Master's grade; however, they are listed in the transcript of records (Transcript of Records, § 36, para. 2).

(6) <sup>1</sup>If the successful completion of a module means the student will exceed the scope of studies under para. (4) sentence 1, para. (5) sentence 2 applies accordingly to the excess CP. <sup>2</sup>If the total number of modules taken results in a surplus of CP under sentence 1, the responsible examination board will decide on the question of which of the modules taken is considered to be partially surplus and accordingly only partially taken into account in the formation of the overall grade. <sup>3</sup>The final module must always be counted in full.

(7) The respective Special Provisions may contain regulations on obligatory or optional practical work and/or an obligatory or optional stay abroad.

(8) Students with family obligations as well as students with chronic illnesses or disabilities should be given the opportunity to successfully complete a course of study; for this purpose, in addition to the general regulations on compensation for disadvantages in § 18, there are also special protective obligations in § 39.

### **§ 3 Academic degree**

On the basis of the successfully completed Master's program (§ 7), the University of Tübingen will award the academic degree of

1. "Master of Arts" (abbr.: "M. A.") or
2. "Master of Science" (abbr.: "M. Sc.).

<sup>2</sup>The respective Special Provisions determine which academic degree is awarded.

### **§ 4 Start of studies**

The start of the program (winter or summer semester) is set out in the regulations governing admission and enrollment at the University of Tübingen, as amended.

### **§ 5 Admission to the Master's program**

<sup>1</sup>The requirements for admission are set out generally in the regulations governing admission and enrollment at the University of Tübingen (ZIO). <sup>2</sup>In programs with a set number for admission, separate regulations on selection and aptitude determination procedures apply as well. <sup>3</sup>Any differing or supplementary regulations are set out in the Special Provisions for the respective Master's degree program.

### **§ 6 Examination board**

(1) <sup>1</sup>In line with the provisions of these exam regulations, the responsible faculty forms a

Master's program examination board for the organization of exams and for all other tasks not expressly assigned elsewhere by these regulations. <sup>2</sup>Examination boards may be set up by individual faculties and for individual (sub-)degree programs as well as by several faculties and/or for several (sub-)degree programs jointly; examination boards within a faculty as well as joint examination boards of several faculties may be responsible for (sub-)degree programs, for Bachelor's and Master's degree programs as well as for degree programs with state or ecclesiastical examinations at the same time. <sup>3</sup>The head of the examination board, his/her deputy on the board, the board members and their deputies are each appointed by the responsible faculty. <sup>4</sup>The board of examiners is composed as follows:

1. three members of the faculty's full-time professors and/or extraordinary professors, insofar as they fulfill this capacity full-time and predominantly carry out the tasks of a professorship,
2. one member of the faculty's academic staff,
3. one student (in an advisory role).

<sup>5</sup>Only a member of the respective board under sentence 4 no. 1 may be head or deputy head of the board. <sup>6</sup>The head of the board conducts the board's active business. <sup>7</sup>Furthermore, the board may revocably transfer certain tasks to the head of the board, insofar as this is not expressly barred; not, however, decisions on appeals. <sup>8</sup>The board of examiners receives the support of an examinations office to carry out its active business. <sup>9</sup>Decisions by the examination board are passed with a majority of the board members' votes; in the event of a tie, the head of the board casts the deciding vote.

(2) <sup>1</sup>The board members' term of office is three years; that of the student on the board is one year. <sup>2</sup>There are no restrictions on reappointment. <sup>3</sup>If a member withdraws before the end of his/her term of office, a new member is appointed for the remainder of the term of office. <sup>4</sup>Members of the board remain in office after their term of office expires until new members are appointed.

(3) <sup>1</sup>The responsible board is to report regularly to the responsible faculty on the development of assessment and durations of study including the time to complete Master's theses, as well as reporting on the distribution of overall Master's grades. <sup>3</sup>The responsible examination board must ensure that all module coursework (assessed and non-assessed coursework) set out in these exam regulations and in the respective Special Provisions can be carried out/ completed by students within the prescribed time periods. <sup>4</sup>To this end, students must be informed in good time - usually at the start of the lecture period - of the scope, nature and number of pieces of module coursework to be completed, as well as of the deadlines by which these must be completed; similarly, students must be informed in good time of the dates for the issue of Master's thesis topics and for Master's thesis submission. <sup>4</sup>The responsible board of examiners must also ensure that protective legal provisions (§ 39 para. (1)) and the provisions under § 32 paragraph (4) no. 5 LHG are met.

(4) <sup>1</sup>Members of the responsible examination board have the right to be present as observers during examinations in the respective degree program. <sup>2</sup>The University President or a representative appointed by him/her also has the right to be present at examinations.

(5) <sup>1</sup>Meetings of the examination board are not open to the public. <sup>2</sup>Members of the board of examiners, their representatives, and any third parties involved are obliged to maintain professional secrecy. <sup>3</sup>If they are not state employees, the head of the board must pledge them to maintain confidentiality.

(6) <sup>1</sup>Decisions by the examination board or its head which negatively affect the candidate must be communicated in writing at the earliest possible opportunity to the candidate, giving a

reason for the decision and including instructions on the right to appeal; for the communication of assessment results, §21 (2) applies. <sup>2</sup>Appeals against such decisions must reach the responsible examination board in the correct form within one month of notification. <sup>3</sup>If the responsible examination board does not remedy the appeal, it must be referred to the University's Vice-President of Academic Affairs for decision.

## **B. Modules and module coursework im Master's degree programs**

### **§ 7 Purpose and structure of the Master's program**

(1) <sup>1</sup>A successfully completed Master's degree program deepens, broadens and expands a first university degree in an interdisciplinary manner or supplements it with other subjects. <sup>2</sup>By completing all module coursework, students demonstrate that they have achieved the qualification goals of the Master's degree program have broad-based basic knowledge and systematic orientation as well as in-depth knowledge in the chosen subject, and that they have mastered the methodological instruments of this subject to the extent that they could apply this academic knowledge in various areas of practice;

(2) <sup>1</sup>The Master's degree program consists of the required module coursework; these are assessed and/or non-assessed coursework (see § 9). <sup>2</sup>For the successful completion of the Master's degree program, all required module coursework must be completed, i.e. the required number of CP must be obtained and all assessment in the final module (§ 28) must be passed with a grade of "sufficient" (4.0) or better.

(3) <sup>1</sup>The program to be completed by students is set out in a module table in the respective Special Provisions, where applicable indicating which modules include assessment relevant for the final grade. <sup>2</sup>All significant questions regarding the type, scope and title of the modules to be completed, the CP allocated to the modules and the respective possible forms of assessment in accordance with §§ 8 ff. are regulated; at the very least, it is specified whether a piece of assessment is to be conducted in oral, written or practical form. <sup>3</sup>For details of the specific content, in particular the selection of assessment form and the structure of the study areas, students may be directed to the respective module handbook.

(4) The module handbook contains the following information on the individual modules:

1. Name of the module,
2. Content and goals,
3. Teaching and learning formats in accordance with § 15,
4. Prerequisites and limitations on admission,
5. Interchangeability of module and recommended semester,
6. The CP set out in these exam regulations, the requirements for obtaining them, in particular the requirements for each piece of assessment, the form of assessment, as well as information on whether a grade is given for it,
7. The frequency with which modules are offered,
8. Workload and duration of modules.

### **§ 8 Obtaining CP**

(1) <sup>1</sup>The CP designated to each module are allocated when all required module coursework has been successfully completed. <sup>2</sup>If a module includes assessment, the CP will be awarded regardless of the grade given for these examinations, provided that the grade is at least "sufficient" (4.0).

(2) <sup>1</sup>If assessment must be successfully completed in a module, additional non-assessed coursework may also be required for the student to obtain the CP allocated to the module. <sup>2</sup>In those modules in which no assessment is required, the relevant CP are obtained via the completion of non-assessed coursework. <sup>3</sup>Within a module, the completion of a piece of non-assessed coursework may be a prerequisite for participation in a piece of assessed work. <sup>4</sup>The type, form, number, and scope of the required pieces of module coursework are to be set in such a way that the time required to complete them is in line with the CP assigned to the respective class and/or the respective module.

## **§ 9 Module coursework: Assessed and non-assessed coursework**

(1) Module coursework may consist of both assessed and non-assessed coursework; both forms of module coursework may occur within a module.

(2) <sup>1</sup>Coursework consists of written, oral, and/or practical work conducted by the students in connection with classes in a module; coursework is described in the respective Special Provisions or in the module handbook. <sup>2</sup>The completion of coursework is to be determined by the person responsible for the relevant class. <sup>3</sup>Coursework may also be carried out as group work.

(3) <sup>1</sup>In addition to the Master's thesis, assessed coursework within the meaning of these exam regulations is the work (including any associated repeat exams) which is assessed within a module as "passed" or "failed" or with a grade according to § 19. <sup>2</sup>Only one piece of assessed coursework should be scheduled within a module; modules without assessed coursework are also possible. <sup>3</sup>In justified exceptional cases, several pieces of assessment may be scheduled within a module if the module's qualification goals make this necessary. <sup>4</sup>The respective Special Provisions in conjunction with the module handbook specify what type of module assessment is to be taken: oral and/or written and/or practical. <sup>5</sup>The respective Special Provisions may also allow for other supervised assessed coursework, to be appraised according to the same standards.

(4) <sup>1</sup>Students on leave are not entitled to attend classes or to complete module coursework; other provisions in cooperation agreements remain unaffected. <sup>2</sup>This does not apply to students on leave under § 61 (3) LHG (maternity leave, parenting leave, carer's leave). <sup>3</sup>Sentence 2 also applies to students within the periods of protection immediately before and after childbirth (maternity protection leave), if they expressly waive their legal right to protection; such a waiver is also possible for individual days within the maternity protection period. <sup>4</sup>The regulations governing admission and enrollment at the University of Tübingen (ZIO), as amended, take precedence over these exam regulations.

## **§ 10 Oral and practical assessed coursework**

(1) <sup>1</sup>Verbal assessment may be conducted in the form of oral exams, presentations, or colloquia. <sup>2</sup>Other forms of oral examination may be provided for in the module handbook; these must be specified in such a way that the sequence of the examination can be recognized without further explanation.

(2) <sup>1</sup>During oral assessment (individual or group assessment) the candidate must demonstrate that he/she has met the qualification goals set out in the module description, recognizes the interrelated themes of the field being assessed, and is able to analyze particular issues within these interrelated themes. <sup>4</sup>The duration of an oral examination is usually between 15 and 60 minutes per candidate. <sup>3</sup>If the oral examination takes place before one examiner, an observer must also be present. <sup>4</sup>An official record must be kept of the main subject matter and the main results of the oral exam; this official record must be signed by the examiner and, if an observer is present, also by the observer. <sup>5</sup>The result of the oral examination is to be

communicated to the candidate at the conclusion of the oral exam.

(3) <sup>1</sup>Oral exams are not open to the public. <sup>2</sup>Provided there is no objection from the candidate, other students wishing to carry out the same assessment at a later exam date may be admitted to attend an oral exam as onlookers, subject to the limitations of the venue. <sup>3</sup>The admittance of onlookers does not extend to the discussion of exam results, nor to the notification of these to the candidate.

(4) In presenting a paper, in a colloquium, or in other forms of presentation, the student demonstrates that he/she is able to familiarize him/herself with a narrowly-defined issue in the subject, to process it using the subject's methods, and to present the results in a lecture.

(5) For any possible oral examination in the final module, §§ 28 ff. take priority.

(6) <sup>1</sup>In practical assessment, the candidate demonstrates that he or she possesses the competences taught in the module by translating theoretical knowledge into practical action, for example by carrying out an experiment, a programming task or by creating a model. <sup>2</sup>The practical assessment must be specified in sufficient detail in the module handbook.

## **§ 11 Written assessment**

(1) <sup>1</sup>Possible forms of written assessment are exams, assignments, portfolios, protocols, and the Master's thesis. <sup>2</sup>Other written forms of examination may be provided for in the module handbook; these must then be specified in such a way that the sequence of the examination can be recognized without further explanation. <sup>3</sup>In written assessment the candidate demonstrates that he/she has achieved the qualification goals documented in the module description and is able to recognize a problem and, in a limited time using limited aids, is able to apply methods appropriate to the subject to find ways of solving it.

(2) <sup>1</sup>An examination is a piece of written assessment that is usually taken simultaneously with other candidates in a fixed period of time under supervision. <sup>2</sup>The duration of a written exam should usually be at least 60 minutes and not more than 240 minutes. <sup>3</sup>An official record must be kept of the proceedings of an exam, recording particular events, especially attempts by a candidate to influence the result by cheating or using unauthorized aids. <sup>4</sup>The official record must be signed by the invigilator.

(3) <sup>1</sup>An assignment is a piece of written work that the candidate prepares within a specified period of time on a topic given to him or her. <sup>2</sup>A portfolio reflects the self-directed and independent learning processes within the module. <sup>3</sup>A protocol reflects, for example, the content of an individual session, the course of an experiment or an excursion.

(4) For the Master's thesis §§ 28 ff take priority.

## **§ 12 Online coursework**

(1) <sup>1</sup>Module coursework as defined in §§ 9 - 11 designed as on-campus coursework may also be completed using modern information and communication technologies (online coursework), provided the technical, staffing and spatial requirements are met. <sup>2</sup>Online coursework may be conducted on-campus or as off-campus examinations at other institutions, particularly at other institutions of higher education (e.g. as online exams or via video conferencing).

(2) <sup>1</sup>The module handbook or the responsible examination board sets out the details regulating online attendance; in all other matters, §§ 9 - 11 and 17 apply unchanged. <sup>2</sup>The responsible examination board must ensure that in the case of examinations conducted in online

attendance the principles of a fair examination procedure are observed; in particular, the identity of the students must be checked and there must be compliance with the University of Tübingen's usual exam standards; this includes suitable supervision of those examined and the exclusion of unauthorized resources by an invigilator on site. <sup>3</sup>Data protection provisions must be observed. <sup>4</sup>Examinations at the University of Tübingen and off-site examinations are to take place at the same time.

(3) If module coursework is to be carried out via electronic media, students are generally given sufficient opportunity to familiarize themselves with the electronic examination system to be used, within the framework of the relevant class.

### **§ 13 Languages of instruction and examination**

The respective Special Provisions may determine that

1. Classes may be held in languages other than German,
2. module coursework must or may be completed in languages other than German.

### **§ 14 Examiners and observers**

(1) <sup>1</sup>The responsible examination board appoints examiners and observers - insofar as required under these exam regulations - for each piece of assessment. <sup>2</sup>The board may allow the head of the board of examiners to make the appointments. <sup>3</sup>Assessment is conducted by one examiner, unless otherwise provided for in the respective Special Provisions. <sup>4</sup>Suggestions by the candidate for potential examiners may be taken into account; however the candidate does not have the right to have his/her suggestion taken into account. <sup>5</sup>The observer - if one is required to be present - is to take minutes of the proceedings. <sup>6</sup>Only persons with at least a degree in the relevant degree program or its equivalent may be appointed as observers.

(2) <sup>1</sup>Only professors, academics with habilitation, and other academic staff who have been appointed by the board of examiners in accordance with the respective legal requirements are authorized to conduct examinations. <sup>2</sup>Other members of the academic staff, such as assistant lecturers, may in justified cases act as examiners only if they have a qualification in the examined subject which is at least the equivalent of the degree for which the assessment is taking place. <sup>3</sup>Only persons who are members or employees of the University of Tübingen acting in one of the functions set out in this paragraph are authorized to conduct assessment. <sup>4</sup>For co-operative study programs, it may be stipulated in the respective Special Provisions that a person from the respective partner university may be appointed as an examiner for the Master's thesis instead of or in addition to the persons named in the previous sentence.

(3) <sup>1</sup>If the skills taught in a module are to be tested within a single class, the examiner is the member of teaching staff responsible for the class, subject to another appointment under para. (1). <sup>2</sup>Paragraph (2) remains unaffected. <sup>3</sup>If an examiner is unable to be present, the responsible examination board appoints another person qualified under paragraph (2). <sup>4</sup>If a repeat exam is conducted on assessment within the framework of the regular exam timetable, then the examiner is the member of teaching staff scheduled for this regular exam date; if the repeat exam is not conducted within the framework of regular exam dates, an examiner will be appointed.

(4) <sup>1</sup>Examiners and observers are obliged to maintain confidentiality. <sup>2</sup>If they are not state employees, the head of the responsible examination board must pledge them to maintain confidentiality.

## **§ 15 Types of classes within the modules**

<sup>1</sup>Classes of the following types in particular may be scheduled:

1. Lectures,
2. Seminars and colloquia,
3. Exercises,
4. Internships/ laboratory work
5. Excursions,
6. Tutorials.

<sup>2</sup>Other forms of classes may be provided for in the respective Special Provisions or in the module handbook.

## **§ 16 Participation in classes and modules**

<sup>1</sup>The responsible faculty may restrict the right to participate in classes or modules or it may make it dependent on the completion of other modules, if training could not otherwise be guaranteed in accordance with the regulations or a limitation is necessary for other reasons of research, teaching or patient care (currently § 30 para. (5) LHG). <sup>2</sup>Regulations under sentence 1 and/or under § 30 para. (5) LHG may be set out in the respective Special Provisions.

## **C. Implementation provisions for assessment**

### **I. General provisions for module coursework**

## **§ 17 Registration and admission to assessment**

(1) <sup>1</sup>Students must register for each piece of assessment by a date set by the responsible examination board in accordance with the provisions set out by the board. <sup>2</sup>The deadlines for registration should be indicated in the campus management system; provision may also be made for registration within the campus management system. <sup>3</sup>For registration and admission to the Master thesis as well as a possible oral examination in the final module, §§ 29 and 30 take priority.

(2) <sup>1</sup>A student may only be admitted to assessment if he/she:

1. is enrolled at the University of Tübingen in the respective Master's degree program,
2. has not lost the right to be examined (§ 32 (5) LHG) in the respective Master's degree program or in a related degree program covering largely the same material at an institution of higher education, and
3. meets any further necessary prerequisites set out in the respective Special Provisions.

<sup>2</sup>Related degree programs covering largely the same material as in sentence 1 no. 2 may be listed in the respective degree program's Special Provisions; the examination board responsible for the respective Master's degree program decides on other programs covering largely the same material.

(3) <sup>1</sup>The respective examination board decides on admission to a piece of assessment. <sup>2</sup>Admission will be denied if:

1. the requirements set out in para. (2) are not met, or

2. if documentation required for admission is incomplete and the missing documents were not submitted on time; if the candidate cannot provide documentation as required in the manner stipulated, the responsible examination board may in individual cases allow evidence to be shown in some other way or the missing documentation to be presented later within a time period which is to be precisely defined.

<sup>3</sup>Admission may also be denied if the student is involved in a current examination process in a comparable degree program with basically the same content under para. (2). <sup>4</sup>No other reasons for denial are permitted. <sup>5</sup>If admission is denied, the student will receive written notification of this within four weeks; this notification must include reasons for the denial and instructions on the right to appeal.

(4) <sup>1</sup>Admission is to be revoked if, at the time of submission of a piece of assessment, the student is no longer enrolled in the respective Master's degree program at the University of Tübingen or is not entitled to participate in, or complete, the assessment due to a leave of absence. <sup>2</sup>Admission to the Master's thesis process may be revoked retroactively if subsequently facts become known, which, had they been known, would have necessarily led to a denial of admission; the University may refrain from revoking the admission if the reasons for which admission would have had to be denied no longer exist.

## § 18 Disadvantage compensation

(1) <sup>1</sup>If a candidate can show credibly, by presenting appropriate documentation, preferably a doctor's certificate, that he/she is unable to complete module coursework in whole or in part in the form provided for due to a lingering or constant medical condition, impairment, disability, chronic illness or a medical condition due to pregnancy, the head of the examination board will allow him/her an extension in which to complete the module coursework, to complete it using special aids (e.g. in the presence of an assistant), to complete it under special examination conditions (e.g. an extended exam duration) or to carry out equivalent assessed coursework in a different form (disadvantage compensation). <sup>2</sup>Different forms of disadvantage compensation may be aggregated. <sup>3</sup>This provision also applies in the event of disadvantages within the meaning of this provision which may arise for the candidate as a result of a duty of care towards children in his/her care or relatives in need of care.

(2) Disadvantage compensation within the meaning of paragraph (1) may only take place if the medical condition, the impairment or the disability of the candidate has no impact on the abilities to be examined; only if it makes it difficult to prove the candidate's existing abilities.

(3) <sup>1</sup>The application in accordance with para. (1) for disadvantage compensation should be submitted to the responsible examination board no later than four weeks before the examination in question. <sup>2</sup>The candidate will be informed of the decision in good time before the examination.

(4) In the case of restrictions within the meaning of para. (1) which are expected to exist throughout the entire course of study, an application may also be submitted which covers all examinations held in the Master's degree program which are affected by the restriction.

## § 19 Grading of assessed coursework

(1) <sup>1</sup>Grades for individual assessed work are determined by the relevant examiners. <sup>2</sup>The following grades are to be used for grading assessed work:

|         |           |                            |
|---------|-----------|----------------------------|
| Grade 1 | very good | an outstanding performance |
|---------|-----------|----------------------------|

|         |              |                                                                                     |
|---------|--------------|-------------------------------------------------------------------------------------|
| Grade 2 | good         | a performance well above the average requirements                                   |
| Grade 3 | satisfactory | a performance in line with the average requirements                                 |
| Grade 4 | sufficient   | a performance which, despite its failings, nevertheless meets the requirements      |
| Grade 5 | insufficient | a performance which does not meet the requirements due to considerable shortcomings |

<sup>3</sup>For precise grading of assessed work, whole grades may be raised or lowered by a value of 0.3. <sup>4</sup>The grades 0.7, 4.3, 4.7 and 5.3 are not given. <sup>5</sup>Module assessment which is not graded is given a “pass” or a “fail”.

(2) The grades in the modules are as follows:

- for an average of 1.50 or less = very good,
- average grade of 1.51 to 2.50 = good,
- average grade of 2.51 to 3.50 =satisfactory,
- average grade of 3.51 to 4.00 =sufficient,
- average of 4.01 or more = insufficient.

(3) <sup>1</sup>If the exceptional case described in § 9 para. (3) applies and the coursework of a module is composed of several graded assessments, the respective Special Provisions or the module handbook may specify how the grades in the pieces of assessment are weighted for the calculation of the final grade. <sup>2</sup>If no other provisions are made, the module grade is calculated from the average grades of the individual pieces of assessed coursework, weighted by CP. <sup>3</sup>This average takes into account whole numbers and the first two decimal places only; all further decimal places are deleted with no rounding.

(4) <sup>1</sup>If coursework is assessed by several examiners, the grade will be calculated from the arithmetic mean of the individual assessments. <sup>2</sup>Paragraphs (2) and (3) sentence 3 apply accordingly.

(5) <sup>1</sup>Examiners must reconsider their evaluation of piece of assessed coursework upon request (reconsideration procedure). <sup>2</sup>In the application, the student must raise substantiated objections to the evaluation of the piece of assessed coursework. <sup>3</sup>The claim expires when the exam result notification becomes final; the request for reconsideration may be combined with an appeal against the exam result notification.

(6) Calculation of the overall Master's grade is set out in § 35.

## § 20 Multiple-choice procedures

Multiple-choice procedures may be provided for in the respective Special Provisions.

## § 21 Passing/ failing assessed coursework

(1) <sup>1</sup>A piece of assessment passes if it is given the grade of 4 (sufficient) or better, or if it is evaluated as a “pass.” <sup>2</sup>If the exceptional case described in § 9 para. (3) applies and a

module's assessment consists of several graded pieces of assessed coursework, the result is an overall pass if each of these pieces of assessment received a pass grade.

(2) <sup>1</sup>If the candidate fails a piece of assessment, the head of the responsible examination board gives him/her notification of this, including information on the right to appeal; the notification may include information on whether and to what extent the assessment may be repeated. <sup>2</sup>Except for failure in the Master's examination, notification of assessment results may be announced in other ways, such as posting anonymized grades of lists on analog noticeboards, or via the campus management system.

(3) <sup>1</sup>If a candidate fails a piece of assessment required under the exam regulations with no option to repeat, the candidate's right to be examined in the respective Master's program expires. <sup>2</sup>Notification of the loss of the right to be examined will be issued by the responsible examination board in accordance with § 27; the notification of the exam failure causing the loss of the right to be examined and the notification of the loss of the right to take the examination will be combined.

## **§ 22 Deregistration, withdrawal, failure to attend exam**

(1) <sup>1</sup>The student may deregister from a written or practical piece of assessment or from the Master's thesis without providing reasons Monday to Friday up to the day before the first day of the examination (deregistration). <sup>2</sup>In the case of oral exams, deregistration must take place at the latest on the 6th working day (not counting Saturdays) before the day of the relevant examination. <sup>3</sup>The deadlines for deregistration should be indicated in the campus management system.

(2) <sup>1</sup>If there is an important reason, the candidate may withdraw from a piece of assessment even after the deadlines in para. (1) have passed (withdrawal). <sup>2</sup>The examination will then be deemed not to have been taken and, in particular, shall not result in the loss of a repeat attempt. <sup>3</sup>If, during the assessment process, it becomes apparent to the candidate that there is an important reason, he or she must declare a withdrawal based on this immediately, without culpable hesitation. <sup>4</sup>An important reason may be, for example, illness of the candidate or of a child/children in his/her care or of a relative in need of care. <sup>5</sup>Any person who has taken an examination in whole or in part with the knowledge or negligent ignorance of an important reason may not claim a subsequent withdrawal on the basis of that reason.

(3) <sup>1</sup>A piece of assessment is graded as "insufficient" (5.0) if the candidate fails to appear at a scheduled examination without having validly declared a deregistration according to para. (1) or a withdrawal according to para. 2 (failure to attend). <sup>2</sup>Sentence 1 applies accordingly if a written or practical piece of assessment is not submitted within the allotted time period. <sup>3</sup>Sentence 1 does not apply if the failure to attend was due to circumstances beyond the candidate's control.

(4) <sup>1</sup>The reasons given for withdrawing or failing to attend must be communicated in writing and at the earliest possible opportunity to the responsible examination board; they must be credible. <sup>2</sup>In the case of illness of the candidate or of a child/children in his/her care or of a relative in need of care, presentation may be required of a doctor's certificate proving the candidate's inability to be examined/assessed. <sup>3</sup>If the reasons are recognized, a new date for the assessment will be set. <sup>4</sup>If several pieces of assessment are to be taken in the module, the results already available will be credited. <sup>5</sup>The option of withdrawal is excluded after six months from the date on which the withdrawal could have been declared for the first time, regardless of the knowledge of the reasons enabling it.

## **§ 23 Cheating, breach of regulations**

(1) <sup>1</sup>If a candidate attempts to influence the result of his/her assessed work using deception or resources which are not permitted or in any other way violates good academic practice, the relevant work will be given a grade of “insufficient” (5.0). <sup>2</sup>A candidate who disrupts the orderly proceedings of an exam may be excluded from continuing the assessment by the examiner or by an invigilator; in this case the candidate’s assessment will be given a grade of “insufficient” (5.0). <sup>3</sup>Within a time limit of one month, the candidate may request that decisions under sentence 2 be reviewed by the responsible examination board.

(2) In severe cases of (1) above, the responsible examination board may exclude the candidate from carrying out further assessment in the respective Master’s degree program; § 62 para. (3) sentence LHG remains unaffected.

(3) <sup>1</sup>If a candidate attempts to influence the outcome of his/her assessed work using deception or resources which are not permitted, the relevant work will be given an evaluation of “not completed.” <sup>2</sup>Paragraph 1 applies accordingly.

## **§ 24 Correction, revocation of Master’s degree, confiscation of certificates**

(1) <sup>1</sup>If the candidate has attempted to use deception in a piece of assessed work (§ 23 (1) and (2)), the grade for that assessed work may be corrected even if the deception becomes known after the certificate has been issued. <sup>2</sup>If required to do so upon that basis, the responsible examination board may in such cases also correspondingly correct other grades upon which the grade was calculated, and to declare them “insufficient” (5.0) and/or to declare them a fail with no option to repeat; this applies also to the Master’s overall grade and the disallowance of the successful conclusion of the Master’s degree program.

(2) <sup>1</sup>If the requirements for admission to an exam or piece of assessed coursework were not met, and the candidate did not intend to deceive, and if the fact becomes known only after the certificate has been issued, this defect is irrelevant and the certificate remains valid. <sup>2</sup>If the candidate deliberately obtained admission wrongfully, the pieces of assessment to which the deception applies may be declared “insufficient” (5.0) by the responsible examination board and the grades for them corrected accordingly. <sup>3</sup>If required to do so upon that basis, the examination board may in such cases also correspondingly correct other grades, examinations, and pieces of assessment upon which the grade was calculated, and to declare them “insufficient” (5.0) and/or to declare them failed with no option to repeat; this applies also to the Master’s overall grade and the disallowance of the successful conclusion of the Master’s degree program.

(3) <sup>1</sup>The candidate must be given a chance to speak on the matter prior to the decision. <sup>2</sup>The option of withdrawing the Master’s degree under statutory provisions remains unaffected by paras. (1) and (2).

(4) <sup>1</sup>The incorrect certificate under § 36 as well as any incorrect transcript of records and other incorrect certification must be confiscated and reissued, if applicable. <sup>2</sup>Along with the incorrect certificate, the Master’s degree is to be confiscated if the exam or piece of assessment has been declared a fail due to deception under para. (1) or (2) sentences 2 and 3. <sup>3</sup>There can be no decision under paragraphs (1) and (2) sentences 2 and 3 after a period of five years starting on the date of the certificate.

(5) Paragraphs (1) - (4) apply accordingly to non-assessed coursework.

## **§ 25 Inspection of examination files**

(1) For one year following the conclusion of the Master's degree, graduates are guaranteed the right to inspect their Master's thesis and the examiner's reports relating to it as well as the minutes of any optional oral exam required as part of the thesis process.

(2) <sup>1</sup>For the inspection of written assessment and/or of the minutes of oral exams there is usually a time limit of four weeks after notification of the assessment results. <sup>2</sup>Additionally, general times for inspecting certain pieces of assessed work may be offered. <sup>3</sup>Other legal rights to inspection remain unaffected.

(3) <sup>1</sup>The relevant applications must be made in writing to the head of the responsible examination board. <sup>2</sup>The responsible examination board determines the time and date of the inspection.

## **§ 26 Repetition of assessment**

(1) <sup>1</sup>All assessment which results in a fail except the Master's thesis and the possible oral examination in the final module (for these, § 31 applies), may be repeated twice. <sup>2</sup>Students must register separately for each repeat exam. <sup>3</sup>In the exceptional case that a module requires several pieces of assessment to be successfully completed, only the pieces of assessment given a grade lower than "sufficient" (4.0) in the previous exam need be repeated; the grades already achieved in the other pieces of assessment are taken into account in the grade calculation.

(2) <sup>1</sup>The student must attend the respective first repeat exam no later than the second semester after the respective failed exam. <sup>2</sup>The second repeat exam must be taken no later than the fourth semester after the first failed exam. <sup>3</sup>This may be otherwise provided for in the respective Special Provisions. <sup>4</sup>Failure to complete the respective repeat assessment will result in a grade of "insufficient" (5.0) unless the failure to repeat was beyond the control of the student. <sup>5</sup>The deadlines for repeat assessment set out in sentences 1 and 2 may in justified circumstances be extended under § 39 (Protection provisions) by the responsible examination board, upon application by the student. <sup>6</sup>The deadlines for repetition should be indicated in the campus management system.

(3) If the failed exam or piece of assessment was conducted at least six weeks before the start of lectures in the following semester and if passing a repeat exam is required for admission to modules and/or their classes/module coursework in the following semester, the student must be given the opportunity - upon application to the responsible examination board - to repeat the failed exam in good time so that he/she may be admitted to the module coursework or attend the class in the corresponding module.

(4) There should usually be a period of at least two weeks between notification of results in the first exam and the repeat exam.

(5) <sup>1</sup>Repeat examinations taken in the semester following the failed examination are governed by the subject-specific regulations for the respective semester. <sup>2</sup>In the case of a repeat exam which is not conducted within the framework of regular exams in the following semester, the type of assessment to be completed may diverge from the type of assessment set out in the subject-specific provisions, if subject-specific circumstances require it; the candidate must be notified of the type and volume of assessment to be completed in the repeat exam no later than the time of notification of the repeat exam date.

(6) If a repeat exam takes place within the first four weeks of a subsequent semester, it is

booked under the previous semester for the purpose of calculating the time limits under §§ 32 and 33.

(7) Assessment resulting in a pass may not be repeated, unless this is explicitly provided for in the respective Special Provisions.

## **§ 27 Notification of loss of the right to be examined in Master's degree program and certification of work done**

(1) Students who have lost the right to be examined in the Master's degree program receive written certification from the responsible examination board, including instructions on the right to appeal.

(2) If the student has lost the right to take examinations for the Master's degree program, the responsible examination board will issue him/her, upon request and upon presentation of documentation from the responsible examination board, a written certificate containing details of the assessment taken in this degree program and, if applicable, other coursework carried out and the grades, as well as the missing assessment in the respective Master's degree program, and indicating that the right to take examinations in the respective Master's degree program has expired.

## **II. Special provisions for the final module**

### **§ 28 Final module**

(1) <sup>1</sup>The final module includes the Master's thesis as a form of assessment. <sup>2</sup>In addition to the Master's thesis, an oral final examination at the end of the Master's program, an oral examination (oral final exam or oral exam on the contents of the Master's thesis and/or a final colloquium on the Master's thesis) may be required under the respective Special Provisions; two or more of these forms of oral examination, completed cumulatively, may be required.

(2) <sup>1</sup>The scope of the Master's thesis is between 15 and 30 CP and is set out in the respective Special Provisions. <sup>2</sup>The Master's thesis is meant to demonstrate that the author is able to process a topic in the relevant subject independently and by applying academic methods within a set time, and to present the results thus obtained appropriately and in written form. <sup>3</sup>The topic should be set by an examiner under § 14. <sup>4</sup>If the student does not find a topic for his/her Master's thesis under sentence 3, the head of the examination board ensures, upon written application, that the student is allocated a topic for his/her Master's thesis in good time. <sup>5</sup>The topic is issued via the responsible board of examiners; the time of issue and the topic must be recorded. <sup>6</sup>The student is to be given the opportunity to make suggestions for a Master's thesis topic; however the examination board is under no obligation to consider such suggestions.

(3) <sup>1</sup>The time allotted for writing the Master's thesis is set out in the respective Special Provisions and may not be less than the scope and workload require under para. 2 sentence 1. <sup>2</sup>The topic must be set out and the task must be formulated by the thesis supervisor in such a way that the Master's thesis may be completed within this time period. <sup>3</sup>The deadline for submission may be extended upon application by the responsible examination board if there is good reason.

(4) <sup>1</sup>The student may choose to write the thesis in German or English unless otherwise set out in the respective Special Provisions; the responsible examination board will decide on applications to write the thesis in any other language. <sup>2</sup>The finished Master's thesis must be submitted to the respective examination board within the allotted time as two bound copies and in a file format determined by the respective examination board. <sup>3</sup>The time of submission must

be recorded. <sup>4</sup>Along with the printed text, the Master's thesis may contain multimedia parts on electronic data storage media, if the topic requires it. <sup>5</sup>The process of evaluation must be completed four weeks at the latest after submission of the thesis; it is the responsible examination board's task to supervise this deadline. <sup>6</sup>If examiners are prevented from keeping the deadline due to illness or some other circumstance, the responsible examination board may appoint other examiners.

(5) <sup>1</sup>The candidate must include a declaration signed by him/her, in which he or she pledges/declares:

1. that he/she authored the work or, in the case of a group thesis under para. 9, the clearly indicated portion of the work, independently,
2. that he/she did not use any sources or resources other than those indicated,
3. that he/she has clearly identified all matter from other works as such, whether it was cited verbatim or paraphrased,
4. whether and to what extent he/she has already published the thesis as a whole or in part, and
5. that the contents of the electronic file submitted are identical to that of the bound copies submitted.

<sup>2</sup>In the declaration under sentence 1, the student must also provide information as to whether the thesis as a whole or in part has already been the subject of another examination process.

(6) <sup>1</sup>The Master's thesis is assessed by two examiners in accordance with § 14; one of them is usually the thesis supervisor; § 19 (1) applies accordingly. <sup>5</sup>A member of the University of Tübingen is chosen to be the supervisor of the Master's thesis. <sup>4</sup>The Master's thesis grade is calculated as the arithmetic mean of the two individual evaluations; § 19 paragraphs (1) and (2) apply accordingly. <sup>4</sup>If the assessments of the two examiners differ, and if one assessment is a pass and the other a fail, the responsible examination board appoints a third examiner; sentence 3 applies accordingly. <sup>5</sup>In the event that the third examiner under sentence 4 also evaluates the work as "passed", but the arithmetic mean of the three evaluations is greater than 4.0, this value is rounded to 4.0 and the work is evaluated as "sufficient"; this may be otherwise provided for in the respective Special Provisions. <sup>6</sup>With the permission of the responsible examination board, the Master's thesis may be completed additionally at an institution or office outside the University of Tübingen with the inclusion of a person employed at that institution or office as a co-supervisor.

(7) <sup>1</sup>The Master's thesis may be examined by automated electronic comparison to verify compliance with the principles of good academic practice and may also be transmitted to an external service provider for this purpose. <sup>2</sup>For this, the names of the candidate and the examiner should be removed from the file. <sup>3</sup>If the work contains personal data of third parties, the consent of these third parties should be obtained before transmission; if this is not possible, the relevant passages should be removed. <sup>4</sup>If the work is transferred to an external service provider, it must be ensured that the service provider removes it from its systems immediately after the review; this does not apply if the work is kept solely for the purpose of checking future University of Tübingen work for matches with this work.

(8) <sup>1</sup>For a possible oral exam under para. (1) the rules for oral exams apply, unless otherwise specified in the respective Special Provisions. <sup>2</sup>They are assessed by one examiner and take place in the additional presence of an observer unless otherwise specified in the respective Special Provisions; for grading, § 19 applies.

(9) The Master's thesis may also be admitted in the form of a group project, if the individual candidate's contribution can be clearly identified and assessed by means of sections, page

numbers or other objective criteria which make a clear distinction possible, and if the contribution meets all other requirements.

## **§ 29 Requirements for admission to assessment in the final module**

Candidates may only be admitted to the Master's thesis process and an oral exam under § 28 (1), if:

1. they meet the admission requirements according to § 17 (2), and
2. they meet any further subject-related admission requirements set out in the respective Special Provisions.

## **§ 30 Admission procedure**

(1) <sup>1</sup>The application for admittance to the Master's thesis process and oral exam under § 28 para. (1) must be submitted in writing to the responsible examination board. <sup>2</sup>This application must include details of the relevant study program and, where applicable, the candidate's proposed examiner, and suggestions for the Master's thesis topic. <sup>3</sup>The application must be accompanied by:

1. the current proof of enrollment for the degree program in which admission to the Master's thesis process is requested,
2. documentation that the requirements set out in § 29 nos. 1-2 have been met,
3. a declaration stating
  - a. that the candidate has not lost the right to be examined (§ 32 (5) LHG) in the respective degree program or in a related degree program as set out in § 17 (2) covering largely the same material at an institution of higher education or
  - b. whether he/she is registered for a Master's examination process in a related degree program with basically the same content as set out in § 17 (2).

(2) If the candidate cannot provide documentation as required in the manner stipulated under para. (1), the responsible examination board may in individual cases allow evidence to be shown in some other way, within a time period which is to be precisely defined by the responsible examination board.

(3) The respective board of examiners will decide on admission.

(4) <sup>1</sup>The candidate is considered admitted if his/her application is not rejected within four weeks. <sup>2</sup>The application is to be rejected if:

1. the admission requirements are not met, or
2. the application is incomplete and the missing documents were not submitted on time.

<sup>3</sup>Admission may also be denied if the student is involved in a current examination process in a comparable degree program with basically the same content under § 17 (2) and is registered for the Master's thesis process in it. <sup>4</sup>No other reasons for denial are permitted. <sup>5</sup>Reasons for rejecting an application must be given in writing.

(5) <sup>1</sup>Admission is to be revoked if, during the writing of the Master's thesis, the student is no longer enrolled in the respective Master's degree program at the University of Tübingen or is not entitled to complete the Master's thesis due to a leave of absence. <sup>2</sup>Admission to the Master's thesis process may be revoked retroactively if subsequently facts become known, which, had they been known, would have necessarily led to a denial of admission; the University may

refrain from revoking the admission if the reasons for which admission would have had to be denied no longer exist.

### **§ 31 Repetition of the Master's thesis and oral exam on the Master's thesis, rejection of the Master's thesis topic**

(1) <sup>1</sup>A Master's thesis process which has failed may be repeated once. <sup>2</sup>The application for a repetition must be submitted to the responsible examination board two months at the latest after the exam result comes into force; if the student fails to apply in time, his/her right to be re-examined expires, unless the failure to apply is beyond the control of the student.

(2) <sup>1</sup>The topic may be rejected only once and that only within the first four weeks of the time allotted for the writing of the thesis; in this case, the allotted time period for the writing of the thesis begins again when a new topic is issued. <sup>2</sup>In the case of a repeat, a student may reject the topic only if he/she did not make use of the option to reject a topic when writing the first thesis.

(3) An examination of a Master's thesis resulting in a pass may not be repeated.

(4) For the oral examination, § 28 paragraphs (1) and (3) apply accordingly.

## **D. Deadlines for examinations in the Master's degree program**

### **§ 32 Deadlines for completion of module coursework**

<sup>1</sup>Deadlines for submission of module coursework may be specified in the respective Special Provisions. <sup>2</sup>The right to be examined is lost if a student does not complete module coursework required under the study and exam regulations on time, unless the failure to meet the deadline was beyond the control of the student.

### **§ 33 Completion of degree**

<sup>1</sup>The respective Special Provisions may determine a deadline by which all module coursework required under the exam regulations must be completed; this deadline may end no sooner than three semesters after the regular duration of study. <sup>2</sup>If the deadline under sentence 1 is not met, § 32 sentence 2 applies accordingly.

### **§ 34 Academic counseling**

The respective Special Provisions and/or module handbook may provide for academic counseling.

## **E. Master's overall grade, certificate, degree certificate**

### **§ 35 Calculation of overall grade**

(1) If the Master's program has been successfully completed (§ 7 para. (2) sentence 2), an overall grade is calculated; the decimal grades (§ 19 para. 2 - 4) of the relevant modules are to serve as the basis of this calculation.

(2) <sup>1</sup>The Master's overall grade is calculated according to the respective Special Provisions. <sup>2</sup>For the Master's overall grade, §19 (2) and §19 (3) sentence 2 apply accordingly, provided that no other provisions are set out in the respective Special Provisions.

## **§ 36 Certificate and other documentation**

(1) <sup>1</sup>If the candidate has successfully completed the Master's degree program, he or she receives a certificate. <sup>2</sup>The certificate details the overall grade and the Master's thesis topic. <sup>3</sup>The respective Special Provisions may specify further information to be added to the certificate, such as core areas of study or particular qualifications. <sup>4</sup>The certificate is signed by the head of the responsible examination board. <sup>5</sup>It bears the date of the day on which the last piece of assessment for the Master's examination was completed. <sup>6</sup>The certificate is issued in German and English.

(2) <sup>1</sup>In addition to the certificate, the University issues a diploma supplement (DS) in accordance with the Diploma Supplement Model of the European Union/ Council of Europe/ UNESCO describing the profile of the study program as well as a transcript of records; each of these is issued in German and English. <sup>2</sup>The transcript of records includes the following:

1. modules taken in the Master's degree program as well as their components and CP,
2. the grades given in the modules,
3. the grade and topic of the Master's thesis and any oral exam on the Master's thesis.

<sup>3</sup>Grades are listed in the form of decimal numbers. <sup>4</sup>The respective Special Provisions may specify further information to be added to the transcript of records, such as core areas of study or particular qualifications.

(3) <sup>1</sup>The overall Master's grade is supplemented by a relative grade based on the European Credit Transfer and Accumulation System. <sup>2</sup>This may be set out in the transcript of records or diploma supplement in accordance with the ECTS Users' Guide via an ECTS grading table (giving the statistical distribution of grades as percentages of the reference group). <sup>3</sup>Details on the relative grade are set out by the respective examination board with regard to European guidelines.

## **§ 37 Degree certificate**

(1) <sup>1</sup>In addition to the certificate on the conclusion of the Master's degree program, the candidate receives a Master's degree certificate including the date. <sup>2</sup>It certifies the awarding of the academic degree of Master according to § 3. <sup>3</sup>An English translation of the degree certificate will be issued.

(2) The Master's degree certificate is signed by the head of the board of examiners and bears the seal of the University.

(3) The academic title may only be used after the degree certificate has been issued.

## **F. Further provisions, final provisions**

## **§ 38 Recognition and accreditation of prior studies and module coursework**

(1) <sup>1</sup>Module coursework, degrees, and semesters of study completed in other study programs at the University of Tübingen, other state-administered or state-recognized institutions of higher education and universities of cooperative education in Germany or in study programs at state-administered or state-recognized institutions abroad will be recognized if the competencies thus obtained show no significant difference from the coursework or degrees they replace. <sup>2</sup>Insofar as equivalency agreements between Germany and other countries favor

students from other countries in a way not in accordance with sentence 1, the equivalency agreements take precedence; in addition accords struck within the framework of university partnerships, collaboration agreements and dual-degree programs must be taken into account.

(2) Participation in recognized correspondence courses will be recognized as the equivalent of on-campus studies.

(3) <sup>1</sup>Knowledge and skills obtained outside of the higher education system may be accredited to the Master's degree program if:

1. at the time of recognition, the student met the requirements for admission to university,
2. the knowledge and skills to be credited to studies are equivalent in content and standard to the module coursework they are to replace, and
3. the criteria for recognition within the framework of accreditation have been assessed.

<sup>2</sup>Knowledge and skills obtained outside of the higher education system may be credited to studies to a maximum of 50 percent of a university study program. <sup>3</sup>There must be a careful check to as to whether knowledge and skills obtained outside the higher education system are, in the nature and volume of coursework they replace, equivalent as far as the competencies obtained go. <sup>4</sup>When the decision is made, the form in which the competencies were learned must be taken into consideration.

(4) <sup>1</sup>If module coursework is recognized or accredited, the grades are to be transferred - insofar as the grading schemes are comparable - and taken into account in the overall grade according to the key to grading set out in § 19. <sup>2</sup>If the grading schemes are not comparable, a note is made of a "pass,;" in this case the result will not be included in the calculation of module grades or the overall grade and the rules regarding its calculation are applied in consideration of this. <sup>3</sup>Recognized or accredited results may be identified as such in the Transcript of Records. <sup>4</sup>In addition, the respective examination board may establish regulations for the conversion of grades given at another institution of higher education, particularly those of a partner university.

(5) <sup>1</sup>The responsible examination board will decide on recognition and accreditation, upon written application by the student. <sup>1</sup>It is up to the applicant to provide the necessary information about the work to be recognized or accredited. <sup>3</sup>The onus is on the responsible examination board to show that an application for recognition or accreditation does not meet the requirements. <sup>3</sup>Decisions on the recognition or accreditation of academic certificates from outside Germany are to be made with reference to the assessment criteria set out by the Zentralstelle für ausländisches Bildungswesen at the secretariat of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder of the Federal Republic of Germany (ZAB).

(6) For CP from senior studies (Kontaktstudien) to be recognized, paragraphs (1), (2), (4) sentences 1-3 and para. (5) apply accordingly, if the prerequisites for admission to university were met at the time of recognition.

### **§ 39 Protection provisions**

(1) <sup>1</sup>Compliance with the protection provisions of the Maternity Protection Act and the opportunity to claim time off for parenting leave in accordance with the relevant law on parental benefits and on parenting leave (Bundeselterngeld- und Elternzeitgesetz – BEEG) is guaranteed. <sup>3</sup>The opportunity to meet family obligations under § 32 para. (4) no. 5 LHG is likewise guaranteed (according to the respective legal requirements for students with children or family

members in need of care as defined by § 7 Pflegezeitgesetz). <sup>3</sup>In cases of sentences 1 and 2, the examination board decides on appropriate measures, such as the rescheduling of exams, whether to extend such time-off periods, and for how long, upon application.

(2) <sup>1</sup>Students who are unable to attend classes regularly or are unable to carry out expected coursework and/or module-specific assessment due to lingering or chronic illness or due to lingering or permanent disability - without being unable to study - may apply to the examination board for an appropriate extension to the deadline foreseen in the exam regulations in which to complete the required assessed and/or non-assessed coursework. <sup>2</sup>This applies insofar as the study and exam regulations set out a deadline for the completion of studies. <sup>3</sup>The student should stipulate the length of time by which he/she seeks to extend the deadline; the respective examination board decides on the length of the extension. <sup>4</sup>The application must be accompanied by relevant documentation, medical certificates in particular. <sup>5</sup>The student is obliged to make notification of changes in the prerequisites for extension at the earliest possible opportunity. <sup>6</sup>The responsible examination board must check to see whether the changes in the prerequisites for extension mentioned above exist in fact and, if they do, the board must notify the student at the earliest possible opportunity of the new time limits.

(3) Activities as an elected member of statutory bodies or organs of the University of Tübingen, of student services (Studentenwerk), or of the student union, in at least one year do not have to be taken into account in the calculation of exam time limits; the decision rests with the University President.

#### **§ 40 Cooperation with other institutions of higher education**

The respective Special Provisions may foresee regulations for cooperations with other institutions of higher education and where applicable necessary alternate regulations in this context and within the framework of the respective institutions' legal provisions.

#### **§ 41 Effective date and transitional arrangements**

<sup>1</sup>These exam regulations come into effect on the date of their publication in the University of Tübingen's official bulletin, the Amtliche Bekanntmachungen; the General Provisions of the University of Tübingen exam regulations for Master's degree programs culminating in an examination for a Master of Science (M.Sc.) degree - Sc.) / Master of Arts (M. A.) of 19.11.2019 become invalid simultaneously. <sup>2</sup>Transitional arrangements may be provided for in the respective Special Provisions.

Tübingen, 22.02.2021

Professor Dr. Bernd Engler  
President