

General Examination Regulations for Master's Degree Programmes at the University of Erfurt

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dated 9 May 2019

As per Section 3 Subsection 1 and Section 55 Subsection 1 p. 2 of the Thuringian higher education act (*Thüringer Hochschulgesetz, ThürHG*) dated 10 May 2018 (GVBl. [German legal and regulatory code] page 149), as amended most recently by Article 128 of the Act of 18 December 2018 (GVBl. [German legal and regulatory code] p. 731) in conjunction with Section 4 of the University of Erfurt Statutes (GO) dated 6 March 2019 (Official Journal of the Thuringian Ministry of Education, Youth and Sport no. 13/2019, p. 90), the University of Erfurt issues the following General Examination Regulations for Master's Degree Programs (M-RPO); the Senate of the University of Erfurt adopted the present version of the M-RPO on 8 May 2019 upon consultation with the faculties.

The General Examination Regulations have been authorised by the President of the University of Erfurt.

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Section 1 Scope

(1) The present general examination regulations (hereinafter abbreviated to 'M-RPO') lay down the general provisions for all master's degree programmes that refer explicitly to these regulations. They are supplemented by specific examination and study regulations (hereinafter referred to as 'examination regulations') for the individual master's degrees.

(2) The general examination regulations and examination regulations govern the content, processes and procedures of the degree programme as well as the examinations conducted within the scope of a final module (including the master's thesis).

1st clause: degree programme structure

Section 2 Master's degree programme

The examination regulations for a master's degree programme bear the following title: "Examination and Study Regulations for the Master's Degree Programme in ... at the University of Erfurt", with the title of the master's degree programme inserted in place of the ellipsis.

Section 3 Standard period of study, course period

(1) The standard period of study for a master's degree programme is two years. The course period takes three semesters; the final module, which is primarily intended for completing the master's thesis, takes one semester. Successful graduates are awarded the degree of "Master" (Section 24 Subsection 1). Students can begin their degree programmes in the summer or winter semester unless the examination regulations explicitly exclude either option. Students may formally request in writing that their degree be awarded at the end of a winter semester (Section 23 Subsection 1).

(2) The field trips and internships (completed coursework) prescribed by the examination regulations must be incorporated into the degree programme and credited towards the standard period of study. This means that all mandatory internships and field trips shall be considered subsidiary modules and credits shall be awarded for them, provided that they themselves are not offered within the scope of a subsidiary module. Two-semester periods of study spent acquiring language skills that are necessary to complete the master's degree programme (language studies) successfully do not count towards the standard period of study. In accordance with the general examination regulations, the examination regulations ensure that students can complete the degree programme within the standard period of study.

Section 4 Credits, European Credit Transfer and Accumulation System

(1) Students are to complete an average of 30 credits per semester as per the European Credit Transfer and Accumulation System. One credit is equivalent to one thirtieth of the average semester workload (studies and examinations) of a full-time student. Based on a full-time workload of 900 hours in each semester, one credit is equivalent to 30 hours of studies and examinations.

(2) Students must obtain 90 credits over the course of the course period of their degree programme. In addition, they must complete a master's thesis worth 30 credits for their final module.

Section 5 Modules

(1) All master's degree programmes are composed of modules, which teach individual subjects separately. Each module constitutes a complete unit of learning and teaching. Modules are the smallest units and normally belong to groups of multiple subsidiary modules, which involve a variety of learning and teaching methods and a module examination. The module examination, which normally consists of a single examination or piece of coursework only, allows students to prove that they have successfully acquired the necessary expertise.

(2) Each module has a module description specifying its content and learning outcomes. Module contents must be of a scope that is teachable within a semester or an academic year. Each module is assigned a fixed number of credits

(at least 6) in accordance with its anticipated workload (studies and examinations). While a module can be worth more than 6 credits, the number of credits must always be a multiple of 3. The credits awarded for a module are used as a weighting factor in the calculation of grades.

(3) Subsidiary modules are abstract units of content belonging to a particular module. Their purpose is to facilitate the planning of learning and teaching. All courses offered during a semester belong to subsidiary modules. The module description of each subsidiary module assigns a fixed number of credits (3 or a multiple of 3) to that subsidiary module. In addition, the following information is required: title of the subsidiary module, whether the subsidiary module is a core or optional/elective module, entry requirements and one of the following course formats: lecture (L); seminar (S), which includes research and project seminars and courses offered within the scope of a study workshop; exercise (E); class (C); one-on-one lesson (O); group lesson (G); colloquium (CO); internship (I); self-study unit (SU). Self-study units must be supervised by a member of teaching staff who is an authorised examiner. The supervisor is to provide regular consultations. At the beginning of the semester, the supervisor and student must discuss the content and required coursework of the self-study unit and record them in writing. Most courses are classroom-based. Alternatively, they can be held electronically or as integrated blended-learning courses.

(4) The study and examination contents of subsidiary modules must be aligned with the learning outcomes of their primary module.

(5) For every course, the University provides an accompanying digital classroom. Access to that digital classroom is provided to the students by the course teacher. The purpose of the digital classroom is to facilitate communication and exchange of data between the teacher and the students (e.g., provision of documents, provision and digital submission of exercises, announcement of marks, provision of course information by the teacher, communication among students). Students must use the digital classroom. All personal data stored in the digital classroom are subject to data protection legislation, i.e., the General Data Protection Regulation (GDPR). The University shall delete all personal data no later than one year after the end of the course for which the data were collected.

(6) Only successfully completed modules can be taken into account when determining whether a student has met the course requirements (Section 15 Subsection 1). A module will be deemed to have been completed if the student has passed their module examination or master's thesis with a grade of 4.0 or better (Section 13 Subsection 2). It is deemed to have been completed successfully once the required coursework and/or examinations have been credited to the student's examination file as per Section 17. If a module does not require a module examination, it will be considered to have been completed once the student has submitted the necessary coursework.

Section 6 Studying part-time

(1) Students who wish to take their course on a part-time basis may request to do so in writing before the course registration deadline or 'C-deadline' (Section 9 Subsection 1) of each semester (cut-off deadline). Their request should be addressed to Department 1: Registrar's Office. Part-time students must obtain an average of 15 credits per semester. If a part-time student takes courses worth more than 21 credits in a single semester (Section 9 Subsection 1), their part-time status will be revoked for the entire semester. Students who then wish to regain their part-time status need to submit another written request by the end of the semester cut-off deadline.

(2) Only full-time students can complete a master's thesis.

2nd clause: examinations

Section 7 Purpose of examinations

The master's examination (Section 15 Subsection 4), which is composed of module examinations for the course period plus the master's thesis (Sections 21 and 22), serves the purpose of verifying the candidates' ability to do independent academic work and their in-depth knowledge of the content of their chosen master's degree programme.

Section 8 General admission requirements for master's degree programmes

(1) The admission requirements for a master's degree programme are an undergraduate degree, a degree from a university of applied sciences for police and public administration (*Verwaltungsfachhochschule*) or a degree from a state or state-approved vocational academy (*Berufsakademie*). Only successfully completed

degree programmes with a standard period of study of no fewer than six semesters qualify the applicant for admission.

(2) All programme-specific admission requirements are laid down in the examination regulations for the respective master's degree programmes. The examination committee shall decide whether an applicant meets those requirements. All applicants require an official decision from the examination committee in order to matriculate.

(3) If an applicant fails to meet the programme-specific admission requirements (Subsection 2), they may be denied admission.

(4) If an applicant fails to provide sufficient evidence of their completed undergraduate degree as per Subsection 1 or their fulfilment of the general admission criteria, they will be denied admission.

(5) Applicants must request the official decision letter from the examination committee in writing. Their request should be addressed to Department 1: Registrar's Office. The following documents must be submitted alongside the request:

1. evidence of the applicant's fulfilment of the admission requirements listed in Subsection 1,
2. evidence of the applicant's fulfilment of the programme-specific admission requirements.

Section 9

Registering for and withdrawing from courses and module examinations

(1) Students must register for courses (C-registration) before the end of the fourth week of lectures (cut-off deadline) by contacting Department 1: Registrar's Office. Students attempting to register for a course after the cut-off deadline must provide evidence of extenuating circumstances beyond their own control. Evidence of said extenuating circumstances must be submitted in writing without delay, i.e., within three working days in most cases.

(2) Students must apply for admission to a module examination (E-registration) before the end of the fourth week of lectures (cut-off deadline) by contacting Department 1: 15 July. Students attempting to register for a module examination after the cut-off deadline must provide evidence of extenuating circumstances beyond their own control. Evidence of said extenuating circumstances must be submitted in writing without delay, i.e., within three working days in most cases. Once a student has registered for a module examination, they may only withdraw from that examination again if they can provide evidence of extenuating circumstances beyond their own control prior to the date of the examination. The examiner shall decide whether to accept their withdrawal.

(3) Individual module descriptions may further stipulate that only students who have completed a specific piece of coursework or a specific examination (prerequisite examination) may be admitted to the module examination. Prerequisite examinations are subject to the same regulations that apply to module examinations. Oral prerequisite examinations, in particular, require a second examiner or an observer. Candidates who fail their prerequisite examination are entitled to a re-take. The result of a prerequisite examination is not taken into account for the module result.

(4) Aside from lectures, internships and independent study, academic teaching primarily takes the format of seminars. In this course type, lecturers engage their students through interaction with the course contents to impart and consolidate knowledge. Seminars focus particularly on academically sound discourse about theories and research results and their potential for application in a professional context. Seminar tutors can require their students to contribute to the course in specific ways in order to facilitate the learning process. To do so, the tutor must specify the required course contributions at the beginning of the course. They may include:

- written tests,
- presentations,
- regular contributions (e.g. answering questions about texts, updating materials, contributions to interactive learning platforms).

(5) Classroom-based courses are offered on the basis of student attendance. As per Section 55 Subsection of the Thuringian higher education act (*Thüringer Hochschulgesetz, ThürHG*), however, attendance cannot constitute a general requirement for admission to examinations. This does not apply to field trips, language courses, internships, artistic one-on-one and group lessons and practical exercises, for which attendance is mandatory. Mandatory attendance can be specified in exceptional cases where the intended learning outcome of the course cannot be achieved without the student's attendance. In such cases, the course teacher must submit a written statement of justification of the attendance requirement along with their course registration letter for the course catalogue. The faculty council or a committee appointed by the

faculty council shall assess the validity of the request for mandatory attendance and make a decision based on a catalogue of criteria that must be specified in advance. To ensure that the faculty council or the committee appointed by the faculty council can make the decision during its last regular meeting of the planning semester, the course teacher must submit their justification before a deadline specified by the faculty (cut-off deadline). If a student verifiably misses more than three sessions of a course with mandatory attendance (p. 2, 3) or more than a quarter of attendance hours within a block seminar or three working days of an internship without a valid excuse, they will fail the course.

(6) Students are not entitled to take any specific course if equivalent courses are offered during the same semester.

Section 10

Examination system, types of examinations and coursework

(1) The examination for the course period (Section 15, Subsection 2) is composed of multiple module examinations. The master's examination (Section 15 Subsection 4) is composed of the module examinations for the course period (Section 3 Subsection 1) plus the final module, in particular, the final module for the master's thesis (Section 15 Subsection 3).

(2) Candidates must be matriculated when sitting a module examination and when completing their master's thesis, i.e., for the entire period from the selection of a topic to the submission of the final piece of coursework.

(3) There are three types of examinations and coursework: oral/practical (Section 11), written (Section 12) and electronic (Subsection 5). The following types of examinations and coursework are admissible as module examinations:

- a) written examination or
- b) oral/practical examination or
- c) written coursework or
- d) electronic examination (see Subsection 5) or
- e) a module examination composed of two different types of examination and coursework listed in points a) to d); the weighting of the two grades for the individual examinations/pieces of coursework in per cent must be specified in the examination regulations.

If candidates are given the choice of an examination/coursework type from the options listed in points a) to e) for a particular module, that candidate and their examiner must agree in writing on the candidate's admission to the module examination; in all other circumstances, the E-registration (Section 9 Subsection 2) shall suffice. For re-takes, examiners can choose a different type of examination or coursework from that specified for the relevant module in the examination regulations. The examination regulations must contain suitable provisions to ensure that, in normal circumstances, students are not required to sit more than six module examinations at the end of a semester; those provisions must be reflected in the sample curriculum.

(4) The University shall ensure that the examinations and coursework can be completed during the periods specified in the present general examination regulations and in the individual examination regulations. To this end, candidates must be informed about the examination dates and submission deadlines on time. There must be at least seven calendar days between the announcement of examination results and the corresponding re-take date (Section 16).

(5) Electronic examinations, i.e., examinations that are carried out digitally using electronic documentation mechanisms, must utilise examination processes that guarantee data security, fairness and transparency. To facilitate this, the electronic data submitted must be assigned to the respective individual candidates unequivocally and permanently. Electronic examinations must be conducted such that the candidates are not considerably affected by the intended procedure; all candidates must be informed about the procedure prior to the start of the examination. Before any electronic examination, two examiners must verify the suitability of the utilised technologies for the chosen examination tasks and for the intended type of electronic procedure. Technical support services must be in place to ensure the faultless functioning of the electronic examination system during the examination; this includes the presence of an expert. Suitable security measures are required to ensure that no action taken by any candidate is lost in the event of a technical fault. Time lost to technical faults must be compensated for by additional time. The electronic examination contents submitted by the candidates constitute personal data; as such, their processing is subject to data protection legislation, in particular, the General Data Protection Regulation (GDPR).

Section 10a**Compensating for the disadvantages of students with a disability or chronic illness**

- (1) If a student credibly informs Department 1: Registrar's Office of a chronic illness or disability fully or partially preventing them from completing their module examinations or master's thesis in the intended format or within the examination periods specified in the present regulations, they shall be entitled to practical compensation for their disadvantage. The examiner or, for master's theses, examination committee may grant an extension of the deadlines or accept an equivalent examination or piece of coursework in an alternative format that meets the needs of the disadvantaged student. The same applies to coursework completed during the course period.
- (2) The examiner or, for master's theses, the examination committee shall make their decision (Subsection 1) in consideration of the diversity officer's recommendation, which shall be supported by Department 1: Registrar's Office.
- (3) Students may be required to submit suitable evidence to prove the existence of a chronic illness or disability.

10b**Compensating for the disadvantages of students under maternity protection**

- (1) If a student who is an expectant mother notifies Department 1: Registrar's Office of her calculated or actual delivery date, she will be subject to the Maternity Protection Act (*Gesetz zum Schutz von Müttern bei der Arbeit, in der Ausbildung und im Studium, MuSchG*), i.e., she must be granted maternity protection.

The University and the expectant mother must establish a risk analysis for her studies during the maternity protection period. If the expectant mother is fully or partially unable to complete module examinations or her master's thesis in the intended format or within the periods specified by the present examination regulations, she shall be entitled to practical compensation for her disadvantage. The examiner or, for master's theses, examination committee may grant an extension of the deadlines or accept an equivalent examination or piece of coursework in an alternative format that meets the needs of the disadvantaged student. The same applies to coursework completed during the course period.

- (2) The examiner or, for master's theses, the examination committee shall make their decision (Subsection 1) in consideration of the recommendation from the officer for students with children.
- (3) Students who are expectant mothers must provide their maternity log (*Mutterpass*) or their child's or children's birth certificate(s) as evidence of the calculated or actual delivery date.

Section 11**Oral/practical examinations**

- (1) Oral/practical examinations serve the purpose of allowing the candidate to prove that they can apply suitable academic and practical methods to questions and issues relating to their subject, work on these questions and issues, and present or implement their findings and solutions in an appropriate manner.
- (2) Oral/practical examinations sat within the scope of a module examination take the format of individual or group examinations; they are carried out in the presence of at least two examiners or one examiner and an expert observer.
- (3) The examination regulations specify the duration of the oral/practical examination. It should take no less than 15 minutes and no more than 60 minutes for each candidate and subject area.
- (4) The main content and results of the oral/practical examinations are to be recorded in a protocol.
- (5) The examiner shall inform the candidate about their result after the oral/practical examination.

Section 12**Written coursework and examinations**

- (1) Written coursework and examinations serve the purpose of allowing the candidate to prove that they can independently apply suitable academic methods to questions and issues relating to their subject within the prescribed time limit and present their findings appropriately in a written format.
- (2) Written coursework may take the format of a group project, provided that the individual candidate's contribution to the final submission can be clearly identified and assessed based on specific sections, pages or other objective criteria facilitating unequivocal identification, and provided that the

final submission meets the requirements laid down in Subsection 1.

(3) Written coursework must be submitted to a specific office and by a specific date, both prescribed by the examiner, in a stapled or bound format; all pages must be consecutively numbered, and the submission must either bear the candidate's student ID, full name and signature or a pseudonym. The examination regulations specify whether multiple copies of a piece of coursework are required. The examiner may request that the candidate submit an additional, digital copy of their written work either on a data medium or by uploading it to a university address specified by the examiner; the candidate shall be obliged to comply with the examiner's request. The submission deadline shall refer to the submission of the bound and signed version only. Any requested digital copy serves the purpose of preventing plagiarism. It will be compared with existing written works and used, in turn, for comparison with written works submitted by other candidates. To this end, the University of Erfurt will store the digital copy in its plagiarism assessment tool and use it for no longer than five years before erasing it. The candidate holds the copyright on their written work.

(4) Written examinations may contain multiple-choice questions. The composition and answering method of multiple-choice questions must comply with the provisions laid down in Annex 3. In cases where multiple-choice questions are a permissible format for electronic examinations (Section 10 Subsection 3d), Section 10 Subsection 5 must be observed in addition to the provisions of Annex 3.

Insofar as regulations on multiple-choice procedures were laid down in examination regulations which refer to these framework examination regulations, these shall take second place to the regulations in Annex 3.

(5) The examination regulations specify the time limits to be set for the various types of written examinations/coursework. A written or medial (i.e., consisting of audio, video or multimedia elements) product may be admissible as a piece of written coursework. The author of any such medial product must be suitably and unequivocally documented.

(6) Written coursework stored by the examination committee shall be removed and archived by the examiner five years after the date of the examination. Any pieces of written coursework handed back to the candidate must be retained for a period of at least one year after the candidate's completion of their degree programme. Medial products must be stored on a suitable storage medium for at least one year after the end of the study period towards which they are to be credited. The provisions of sentence 1 apply accordingly.

(7) Examiners are to announce the results of written examinations and coursework by returning the marked coursework or any other way individually and in accordance with data protection regulations. When announcing results, examiners must make the applied assessment criteria available to the candidates in a suitable format.

(8) Written coursework and examinations shall be considered as completed on the day of their submission.

Section 13

Evaluation of coursework/examinations, grades for modules and the course period

(1) Coursework and examinations are marked by the competent examiner. The following grading scheme applies:

| | | |
|------------------|---|---|
| 1 = very good | = | an excellent piece of work; |
| 2 = good | = | a piece of work considerably above the average requirements; |
| 3 = satisfactory | = | a piece of work that meets the average requirements; |
| 4 = sufficient | = | a piece of work with some shortcomings that still meets the requirements; |
| 5 = insufficient | = | a piece of work with considerable shortcomings that fails to meet the requirements. |

To provide a more detailed assessment, the individual grades may be increased or decreased by steps of 0.3 points, but the grades 0.7, 4.3, 4.7 and 5.3 are not permissible. If two examiners grade the same piece of coursework or the same examination, the final grade shall be the arithmetic mean of the two grades irrespective of Section 12 Subsection 4 Sentence 3.

(2) If the module examination consists of a single piece of coursework or a single examination, the grade of that piece of coursework or examination shall be identical to the grade of the overall module examination. If the module examination consists of two pieces of coursework or examinations, a module grade must be determined. That grade shall be calculated using the weighting of the individual grades in percent as specified in the module description. Only the first decimal places after the comma are of relevance; all further digits are to be dropped without rounding.

(3) The grade for the course period shall be derived from the relevant grades of the module examinations weighted by credits (Section 23 Subsection 3).

(4) The examiner is to document the date of the module examination, the grade and the credits awarded in the student's academic file.

Section 14

Non-attendance, withdrawal, cheating, infringement of regulations

(1) If a candidate misses an examination or withdraws from an examination before completing it without an appropriate excuse, their work shall be given the mark "insufficient". The same applies in cases where a written examination is not completed within the time limit prescribed.

(2) The student must submit their excuse for non-attendance or withdrawal alongside suitable evidence to the University, Department 1: Registrar's Office, in writing without delay, i.e., within three working days in most cases. If the candidate has missed or withdrawn from an examination due to personal illness or illness of a child or dependent relative in their care, a doctor's note is normally required. Any decisions on a candidate's inability to sit an examination shall be taken by the examination committee. If the examination committee accepts the excuse, the candidate will be given a new date.

(3) If a candidate attempts to influence the result of an examination by deception or by using illicit aids, their work shall be given the mark "insufficient". Candidates who disturb the orderly conduct of an examination may be excluded from continuing the module examination by the examiner or invigilator; in such a case, they shall be given the mark "insufficient" for the module examination in question. Severe attempts to deceive or severe disruption may result in the examination committee excluding the candidate from all further examinations.

(4) Any decisions taken under the provisions of Subsection 3 Sentences 1 and 2 must be reviewed by the examination committee upon the affected candidate's request.

(5) The examination committee must notify candidates of any incriminating decisions in writing and without delay, i.e., within three working days in most cases, and simultaneously provide the affected candidate with information on their statutory rights.

Section 15

Completion of modules, the course period and the master's degree programme; passing modules, the course period, master's examination and master's thesis

(1) A module shall be deemed to have been completed if the student has passed their module examination or master's thesis with a mark of 4.0 or better (Section 13 Subsection 2). It shall be deemed to have been completed successfully once the required coursework and/or examinations have been credited to the student's examination file as per Section 17. If a module does not require a module examination, it shall be deemed to have been completed once the student has submitted the necessary coursework.

(2) The course period of a master's degree programme shall be deemed to have been completed successfully once the candidate passes the examination for the course period. The examination for the course period shall be deemed to have been passed once the student has successfully obtained the 90 credits (Section 4 Subsection 2) for all credited modules and the requirements of the general examination regulations and the examination regulations have been met.

(3) The master's thesis shall be deemed to have been passed if the student obtains a mark of 4.00 or better or if two out of three examiners award the mark "sufficient" or better. In the latter case, the obtained grade will be at least 4.00. The final grade shall be determined using the mean of all awarded grades. Only the first decimal places after the comma are of relevance; all further digits are to be dropped without rounding. The master's thesis, then, is graded as follows: All grades awarded by the evaluating examiners are added; the

sum is divided by the number of examiners.

(4) A master's degree programme shall be deemed to have been completed successfully once the candidate passes the master's examination. The master's examination shall be deemed to have been passed once the candidate passes the examination for the course period as per Subsection 2 and their master's thesis.

Section 16

Retaking a module examination

(1) If a candidate fails their first attempt at a module examination, they shall be entitled to one re-take. If the module examination is composed of multiple examinations or pieces of coursework, it can only be resat as a whole and only if the achieved grade for the entire module (Section 13 Subsection 2) is worse than 4.00. The examiner may set another permissible type of module examination (Section 10 Subsection 3) for the re-take. The grade achieved for the re-take also constitutes the module grade. The examination regulations specify whether candidates may re-take module examinations after passing them in order to improve their results.

If a candidate fails to pass their module examination at the second attempt (retake), they may retake the entire module once during the following semester, including an additional examination and an additional re-take opportunity. Sentences 1–5 apply accordingly. If the candidate fails their module examination again after retaking the module, they shall no longer be entitled to an examination for that module.

(2) Module examinations (including a re-take opportunity) must be scheduled such that the module marks can be made available before the start of the following semester's lectures. The specific date of a re-take shall be set by the examiner and communicated to the candidate(s) in writing or as a notice on the notice board. If a candidate misses the re-take deadline through their own fault, they shall no longer be entitled to an examination for the corresponding module.

3rd clause: general provisions

Section 17

Transfer of study hours, completed classes and examinations/coursework

(1) Study hours, taken classes and completed examinations and coursework (including internships completed within the scope of a degree programme at a university or a state or state-approved vocational academy (*Berufsakademie*) in Germany shall be transferred, provided that there are no significant differences between the skills acquired during the taken programme (learning outcomes) and the learning outcomes of the corresponding programme at the University of Erfurt. Refusal to recognise any of the aforementioned academic accomplishments requires proper justification. Sentences 1 and 2 apply equally to the recognition of academic accomplishments obtained at universities abroad. Such foreign accomplishments shall be matched with the relevant modules as per the examination and credit system of the University of Erfurt and marked accordingly in the student's examination file. When transferring study hours, completed classes and examinations/coursework from institutions outside of Germany, the conventions for academic equivalence as approved by the Standing Conference of Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*) and any agreements made within the context of university partnerships must be observed.

(2) Knowledge and skills acquired outside of a university context may be recognised if their content and standard are equivalent to the classes and examinations they are intended to replace. They can replace no more than half of the credits awarded during a degree programme. To be given a mark for their master's examination (Section 15 Subsection 4), candidates must pass modules worth at least 30 out of the 120 credits awarded during a master's degree programme and a master's thesis completed at the University of Erfurt. All decisions on the recognition of academic accomplishments shall be taken by the examination committee. They shall be matched with the relevant modules as per the examination and credit system of the University of Erfurt and marked accordingly in the student's examination file. Refusal to recognise any of the aforementioned academic accomplishments requires proper justification. Applications for recognition can only be submitted after matriculation. They will be processed within four weeks. All recognised accomplishments shall be noted in the student's academic file. On a case-by-case basis, documents provided by the student (e.g. work samples, transcripts, descriptions of subjects, curricula etc.) may be used to aid comparison between the student's accomplishments outside a university context and the classes and examinations/coursework they are intended to replace. The onus is on the student to provide evidence of their equivalence.

(3) When classes and examinations/coursework are recognised, the student's achieved marks shall be

transferred—provided that the marking schemes are comparable—and taken into account when calculating their final grades. In cases where the relevant marking schemes cannot be compared, recognised examinations/coursework shall be awarded the grade 4.00 by default.

(4) If the prerequisites laid down in Subsections 1 and 2 are given, the student shall be legally entitled to recognition of their academic accomplishments. Recognition of taken classes and completed examinations/coursework requires a prior application. The onus is on the student to provide the required documents to facilitate recognition of their academic accomplishments.

Section 18 **Examination committee**

(1) The faculty council of each faculty shall form a master's degree examination committee (examination committee) to organise the examinations for the master's degree programmes and the tasks set for those examinations by the present general examination regulations and the programme-specific examination regulations. Each faculty's examination committee shall be responsible for the master's degree programmes of that faculty. The examination committee shall consist of the chairperson, their deputy and five additional members. The chairperson, their deputy and two other members are to be selected from among the professors; one member, from among the research fellows; two members, from among the student body. All full members shall serve a two-year term; student members shall serve a one-year term only. After their terms, regular and student members may be re-elected.

(2) The examination committee takes official decisions in accordance with administrative procedural law and the code of administrative practice. Appeals are to be addressed to the President of the University.

(3) The professors hold the absolute majority of votes. The chairperson oversees the work of the examination committee.

(4) The examination committee shall have a quorum if more than half of all voting members are present for a vote and the meeting has been summoned in the correct manner irrespective of Subsection 3 Sentence 1. It shall act by simple majority. In the event of a tied vote, the chairperson shall have the casting vote. The student members of the examination committee are not involved in the evaluation and crediting of coursework and examinations nor the appointment of examiners and observers.

(5) The examination committee ensures compliance with the provisions laid down in the present regulations and the examination regulations. It provides recommendations on reforming the master's degree programmes and the corresponding regulations.

(6) The members of the examination committee have a right to be present when examinations are being held.

(7) Meetings of the examination committee are not public. All members of the examination committee and their deputies are sworn to secrecy. If they are not public employees, they are to be committed to observe secrecy by the chairperson of the examination committee.

(8) The examination committee may assign individual tasks to the chairperson or carry them out by written circular; this does not apply to decisions on appeals. In urgent cases, the chairperson can expedite proceedings to make a decision on their own. The chairperson shall notify the examination committee about any decisions thus made no later than the next meeting. The examination committee has the right to veto expedited decisions; this shall not affect any third-party right that have already been enforced.

(9) The administration of Department 1: Registrar's Office supports the chairperson of the examination committee in carrying out their work.

Section 19 **Examiner and observer**

(1) Every semester, the faculty council shall appoint module examiners based on the specifications in the course catalogue. All other examiners and observers shall be appointed by the examination committee. The latter may transfer the right to appoint examiners to the chairperson. Only professors and other authorised examiners who are involved in teaching the relevant master's degree programme may be appointed as module examiners unless there are compelling reasons for deviating from that rule. Only individuals who have completed the master's examination or an equivalent examination may be appointed as observers.

(2) The chairperson of the examination committee shall ensure that the names of the examiners are disclosed to the candidates in good time, provided that they are not identical with the module examiners specified in the course catalogue.

(3) Section 18 Subsection 7 Sentence 2 and 3 shall apply accordingly to examiners and observers.

Section 20 Competences

The examination committee decides on

1. admissions to the master's degree programme (Section 8),
2. the consequences of violating the examination regulations (Section 14),
3. the assignment of master's thesis topics (Section 21 Subsection 3),
4. candidates' passing the examination for the course period and the master's examination (Section 23),
5. crediting examinations and coursework (Section 17),
6. compliance with the examination regulations,
7. appointing examiners and observers, and
8. candidates' inability to take an examination in the event of non-attendance or withdrawal (Section 14).

4th clause: master's thesis

Section 21 Purpose, choice of topic, working on the master's thesis

- (1) The master's thesis is a written or artistic/practical piece of coursework that allows the candidate to prove their ability independently to apply suitable academic methods to issues relating to their chosen master's degree programme within the prescribed time limit and present their findings appropriately.
- (2) The topic of the master's thesis must be related to the master's degree programme. Professors and other authorised examiners who are involved in teaching the relevant master's degree may supervise master's theses; in individual cases, the examination committee may appoint a different supervisor.
- (3) The examination committee decides on master's thesis topics and supervisors. Candidates may request topics. The dean's office officially assigns the master's thesis topic. The topic and time of assignment are to be recorded. Candidates are to apply for a topic in good time to ensure that they can submit their master's thesis no later than one month before the end of their fourth semester of study. Once a topic has been assigned, the candidate may withdraw from that topic once only; the withdrawal must be requested within two months of the date of assignment.
- (4) Master's theses may take the format of a group project provided that the individual candidate's contribution to the final submission can be clearly identified and assessed based on specific sections, pages or other objective criteria facilitating unequivocal identification and provided that the final submission meets the requirements laid down in Subsection 1.
- (5) Candidates have five months to complete their master's thesis. The supervisor shall restrict the topic, precise task and scope of the master's thesis such that the candidate can meet their deadline. Most master's theses should be no longer than 25,000 words. Irrespective of Section 14 Subsection 2, the deadline for a master's thesis cannot be extended.
- (6) Master's theses are to be written in German or English unless specified otherwise in the examination regulations. Candidates may complete their master's thesis in another language upon their request and upon approval of their supervisor. If their request is granted, they shall append a brief summary of their work in German.

Section 22 Submission, evaluation and retakes of the master's thesis

- (1) Candidates must submit one digital copy within the specified time, via an online portal provided by the University of Erfurt. The portal ensures that the submitted work can be identified as the candidate's. If the supervisor or the proposed second reader requests a hardcopy when confirming their willingness, parallel signed copies of the Master's thesis must be submitted to the Examination Committee. The date of submission of the digital copy is to be recorded. Upon submitting their master's thesis, the candidate is to confirm in writing that they have composed their work—or, in the case of a group project, the part of the work marked as theirs—independently and not used any uncited sources or tools.
- (2) Most master's theses are to be evaluated by two examiners. One of them should be the supervisor of the master's thesis. If the grades awarded by the first and second examiner differ by 2.0 or more or one of the two examiners marks the work as "insufficient", a third examiner shall be consulted. If the third examiner

marks the work as “sufficient” or better, the final grade for the master’s thesis is to be calculated as per Section 15 Subsection 3 and awarded the mark “sufficient” or better. The evaluation process shall conclude after no more than eight weeks.

(3) If a master's thesis is awarded the mark “insufficient” at the first attempt, the candidate may submit one further thesis on another topic. Withdrawal from the thesis topic by the deadline specified in Section 21 Subsection 3 Sentence 6 is only allowed if the candidate has not taken that option while working on their first attempt. If the candidate fails to obtain a passing mark for their master's degree at the second attempt, they shall no longer be entitled to an examination for the corresponding module. The loss of examination rights entails compulsory de-registration.

5th clause: marking scheme for the master’s examination, graduation documents

Section 23

Grades for the course period and the master’s examination, digital graduation documents

(1) Once a student has completed the fourth semester of the master’s degree programme, they will receive an evaluation determining whether they have passed the master’s degree programme (Section 15 Subsection 4). If this cannot be determined after the fourth semester because the student is taking the programme on a part-time basis as per Section 6, the result of their master’s examination will be determined no later than the end of the eighth semester irrespective of Subsection 2.

(2) If the result of their master’s examination cannot be determined as per Subsection 1, the student is to submit all missing examinations and/or coursework over the course of the following three semesters.

(3) Upon completion of the course period of the degree programme, the student is awarded a grade for the course period. If the student has completed more than the required number of modules, only the modules with the best module grades will be taken into account in consideration of the provisions laid down in the examination regulations. The grade for the course period is to be calculated to two decimal places as per Section 13 Subsection 2.

(4) The final grade for the master’s examination is to be calculated from the weighted, creditable module grades for the course period and the grade for the master's thesis.

(5) Once a candidate has passed their master’s examination, a digital result certificate will be issued to them (Annex 2) as well as an English translation of the result certificate. The digital result certificate contains the final grade for the master's examination, the grade for the master's thesis and its title, and the grade for the course period.

(6) The grades for the course period, master's thesis and master's examination are to be given to two decimal places on the result certificate.

(7) The digital graduation documents are issued under the date of the day on which the last examination has been completed, and bears the digital signature of the President and the official digital seal of the University of Erfurt.

Section 24

Degree and digital degree certificate

(1) Based on the passed master’s examination, the student is to be awarded the academic degree of “master” with a subject-specific designation such as “of Arts” or “of Science” (abbreviated: M A./M. Sc.) and the name of the degree programme appended. The subject-specific designation for each master's degree programme is to be specified in the examination regulations.

(2) Alongside their digital graduation documents with their English translations, students receive a digital degree certificate (Annex 1) and a digital English translation of that degree certificate displaying the issue date of the graduation documents. It certifies that the student has been awarded the academic degree “Master”. Certificate and graduation documents are accompanied by a digital Diploma Supplement (DS) according to the "Diploma Supplement" model of the European Union/Council of Europe/Unesco in German and English language. These bear the digital signature of the President and the official digital seal of the University of Erfurt. The text agreed upon by the Standing Conference of Ministers of Education and Cultural Affairs (*Kultusministerkonferenz*) and the German Deans' Conference (*Hochschulrektorenkonferenz*) shall be used to provide information about the national education system (DS Section 8).

(3) The digital degree certificate bears the digital signature of the President and the official digital seal of the University of Erfurt.

6th clause: final provisions

Section 25

Invalidity of master's examination results

- (1) If a candidate has cheated during an examination and their cheating becomes known after their certificate has been issued, the mark for the examination during which the candidate has cheated may be amended as per Section 14 Subsection 3. Where appropriate, the examination may be remarked as “insufficient”, and the master's examination may be deemed to have been failed.
- (2) If a candidate does not meet the requirements for admission to an examination without any attempts at cheating and their failure to meet said requirements only becomes known after their certificate has been issued, the lack of requirements shall be rectified by the candidate's passing of the examination. If the candidate has deliberately obtained admission to an examination through fraudulent conduct, their examinations and master's thesis may be remarked as “insufficient”, and their master's examination may be deemed to have been failed.
- (3) The affected candidate shall be given an opportunity to make a statement in their defence before a final decision is made.
- (4) The incorrect graduation documents is to be retracted and, if appropriate, replaced with a new one. The degree certificate and diploma supplement are to be retracted alongside the incorrect graduation documents if the candidate's master's examination has been deemed to have been failed on account of cheating. Any decision as per Subsection 1 and Subsection 2 Sentence 2 shall be excluded after a period of five years from the issue date of the graduation documents.

Section 26

Access to examination files

Upon request submitted within a reasonable period of time, the candidate is to be granted insight into their examination details, in particular, their examination report and protocols, within one year after their completion of the master's examination.

Section 27

Entry into force

The present general examination regulations shall come into force on the first day of the month following their date of publication as an announcement by the University of Erfurt; they shall apply for the first time to students enrolled on a master's degree programme whose examination regulations refer to these general examination regulations.

The President of
the University of
Erfurt

The University of Erfurt,
confers
the academic degree of
Master of [Public Policy] (M. [P.P.]

[Name Surname]

born on [date of birth] in [place of birth]

with the final grade of

[grade]

Dissertation

[*dissertation topic*]

[Official digital seal]

Erfurt, dated [day of the last examination]

[Digital signature]
[The President]

University of Erfurt

Master Degree Program

Certificate

for

[Name Surname]

born on [dd m yyyy] in [place of birth]

Matriculation number: []

Grades and modules from the Master program

[Public Policy]

with a standard duration of 2 years, 120 credit points (CP/ECTS)

Total examination requirements: 114 credit points (CP/ECTS)

Final grade for the master's examination: [grade]

completed from the grades of modules (annex) and the grade of the Master dissertation.

Course period

Grade: [] – examination requirements: [84] CP/ECTS

Master dissertation

[Title of the master's thesis]

Grade: [] – examination requirements: [30] CP/ECTS

Final examination: [dd/ m/yyyy]

[Official digital seal]

Erfurt, [date of issue]

[Digital Signature]
[President]

Rules for answer-selection tasks (multiple-choice tasks)

- a) In single-choice tasks (1 out of n), a question, an incomplete statement, etc. is followed by n answers, statements or sentence completions. Depending on the task, the candidate has to select and mark the only correct, the only wrong or the best answer.
- b) In multiple choice tasks (x out of n), a question, an incomplete statement etc. is followed by n answers, of which x answers are correct. For each answer, the candidate has to decide whether it applies to the task or not. The task may be accompanied by an indication of how many of the given answers apply.
- c) The examination tasks must relate to the learning objectives stated in the respective module description and can be solved with the competences acquired in the corresponding course.
- d) When setting up the examination tasks, it must be determined which answers are to be recognized as applicable. In the case of simple selection tasks, the evaluation number 1 is assigned to each task if exactly the intended answer was given. The evaluation number 0 is assigned if another answer, several answers or no answer at all was given. For multiple choice tasks, a score of 1 is assigned to each task if exactly the intended answers were given. A score of 0 is assigned if the candidate's answers differ from the intended answers. The scoring rules will be announced with the assignment.
- e) Remarks and texts in which the tasks are discussed and alternative answers are called into question or are described as partially correct and partially incorrect cannot be taken into account in the evaluation of answer selection tasks as a matter of principle.
- f) Before the examination is conducted, the examination tasks and the answers determined in accordance with letter (d) must be checked by another person authorized to conduct examinations to determine whether they meet the requirements of letter (c); this must be documented in an appropriate manner.
- g) Each item may be assigned a weighting factor by which the evaluation score shall be multiplied before the total score is calculated. The weighting factor shall be shown with the examination items.
- h) A description of the examination shall be prepared before the examination is conducted. This shall include a description of the selection of items, the grading procedure, the name of the examiner and the other person(s) authorized to take the examination, the minimum number of points M required to pass the examination with answer-selection items, and an assignment scheme of points to grades.
- i) For the assignment scheme, the following principle applies: If the candidate has achieved the minimum number of points required to pass the examination, the mark is
 - "very good" if he has obtained at least 75 per cent,
 - "good" if he/she scored at least 50 but less than 75 per cent,
 - "satisfactory" if it achieves at least 25 but less than 50 per cent,
 - "sufficient", if no points or less than 25 percent of the pointsof the points attainable beyond this. The requirements for grades with decimal places ("intermediate grades") shall be specified in the assignment scheme.
- j) If the examination consists exclusively of answer-selection tasks, candidates shall be informed in good time before the examination of the minimum number of points required to pass the examination with answer-selection tasks.
- k) If, in addition to the examination section with answer-selection tasks, the examination also contains other examination sections with other task formats, the total maximum points attainable for these other examination sections shall be determined before the examination is held. In addition, the minimum number of points required for passing the examination. This information is to be made known to the candidates. For the overall examination, the specifications according to (h), (i) and (m) shall then be made.
- l) If, after the examination has been carried out, it is found that individual answer selection tasks are incorrect, these are not to be taken into account when calculating the total points. The assignment scheme shall be corrected accordingly.
- m) If, after an initial evaluation of the items, it turns out that the median of the total point totals obtained by the test takers is equal to or lower than the minimum score M, then M shall be reset. The new minimum score M' is calculated as $M' = M * b/G$ with rounding to the nearest whole number. Here G is the maximum total points achievable by solving all the tasks and b is the total points achieved by the best candidate. If M' becomes smaller than G/3 due to this calculation rule, M' is set to G/3.