

- Unofficial, consolidated version -

***Rahmenprüfungsordnung* (hereinafter General Examination Regulations)
for the Bachelor's and Master's Degree Courses at the University of Rostock
(RPO-Ba/Ma)**

Of 21 November 2019

Based on § 2(1) in conjunction with § 38(1) of the *Landeshochschulgesetz* (hereinafter State Higher Education Act), in the version announced on 25 January 2011 (GVOBl. M-V p. 18), last amended by Article 3 of the law of 11 June 2016 (GVOBl. M-V p. 550, 557), the University of Rostock hereby passes the following General Examination Regulations for its bachelor's and master's degree courses as statute:

Reference: Official Bulletin No. 49/2019 of 26 November 2019

Amendments:

- 1. §§ 4, 9, 10, 13 and 17, amended by the First Amending Statutes of the General Examination Regulations for the Bachelor's and Master's Degree Courses at the University of Rostock of 13 January 2020 (Official Bulletin No. 5/2020 of 5 March 2020)
- 2. Table of Contents, §§ 3, 8-10, 17, 19 and 20, amended by the Second Amending Statutes of the General Examination Regulations for the Bachelor's and Master's Degree Courses at the University of Rostock of 11 May 2020 (Official Bulletin No. 30/2020 of 22 July 2020)
- 3. Table of Contents, §§ 1a, 1b, amended by the Third Amending Statutes of the General Examination Regulations for the Bachelor's and Master's Degree Courses at the University of Rostock of 9 October 2020 (Official Bulletin No. 51/2020 of 18 December 2020)

Contents

I. General Provisions

- §1 Scope of Application
- § 1a Carrying out Exams in Cases of Force Majeure
- § 1b Carrying out Courses in Cases of Force Majeure
- § 2 Admission Requirements for a Bachelor's Degree Course
- § 3 Admission Requirements for a Master's Degree Course
- § 4 Degree Course, Duration and Conclusion of the Degree
- § 5 Period of Study Abroad
- § 6 Credit System and Module Structure
- § 6a Types of Teaching and Learning
- § 6b Compulsory Attendance
- § 7 Examination Structure
- § 8 Examination Management System
- § 9 Deadlines and Dates of Module Examinations
- § 10 Study Advice
- § 11 Admission to Module Examinations
- § 12 Marked Coursework
- § 13 Marking of Examinations, Calculating Marks
- § 14 Unexcused Absence, Withdrawal, Cheating, Violation of Regulations
- § 15 Problems with the Examination Procedure
- § 16 Passing and Failing
- § 17 *Freiversuch* (Free Attempt), Resitting Module Examinations
- § 18 Disability Compensation, Maternity Protection
- § 19 (omitted)
- § 20 Examination Board
- § 21 Examiners and Observers
- § 22 Invalidity of Examinations
- § 23 Objection Procedures and Remonstrances
- § 24 Inspection of the Examination Files

II. Final Examination

- § 25 Admission to Final Examination
- § 26 Purpose of the Final Examination
- § 27 Dissertation
- § 28 Submission and Evaluation of the Dissertation
- § 29 Colloquium
- § 30 Transcript of Records, Certificate and Diploma Supplement

III. Final Provisions

- § 31 Templates
- § 32 Entry into Force

I. General Provisions

§ 1

Scope of Application

(1) These Regulations contain provisions applicable to completing all bachelor's and master's degree courses at the University of Rostock. It applies in conjunction with the course-specific examination and study regulations for the respective degree course, which contain supplementary provisions, in particular those specific to the subject and degree course. The *Anerkennungssatzung* (hereinafter Recognition Statutes) apply for recognising assessed and non-assessed coursework and examinations as well as competences acquired outside of the university context for the University of Rostock's degree courses.

(2) In exceptional cases, if there is an objective reason and in accordance with § 13(3) of the State Higher Education Act, course-specific examination and study regulations can also deviate from the requirements of these General Examination Regulations. The same applies to atypical courses on offer, especially part-time courses, courses with a joint degree or double degree, and reform models. Such deviations must be specified in the course-specific examination and study regulations. If a provision in the course-specific examination and study regulations is otherwise incompatible with these regulations, these General Examination Regulations shall take precedence.

§ 1a

Carrying out Exams in Cases of Force Majeure

(1) If examinations cannot be conducted properly due to force majeure affecting university operations, in particular if they cannot be held on time, it is possible to deviate from the provisions of these Regulations and the respective course-specific examination and study regulations regarding the type, scope and dates of examinations in order to ensure the continued teaching and examination process. Such a change may only be made if this is necessary for carrying out the examination and if the new type of examination is suitable for determining whether the students achieved the learning and qualification objectives. This also means that resit examinations do not have to take place in the same examination format. The provisions on disability compensation pursuant to § 18(1) shall remain unaffected. Changes to the nature and scope of examinations, including postponing examinations, shall be decided by the examination board in consultation with the persons responsible for the respective examination.

(2) Under the conditions of subsection 1, sentence 1, oral examinations according to § 12(1a) can also take place electronically and without the requirement to be physically present in a specified examination room. In this case, the Rectorate shall in particular make provisions in advance for

1. ensuring data protection,
2. ensuring the student to be examined is the one completing the examination for the entire duration of the examination,
3. unambiguously authenticating the person(s) to be examined,
4. preventing cheating and
5. dealing with technical difficulties.

(3) Under the conditions of subsection 1, sentence 1, the writing-up period for written marked coursework pursuant to § 12(1a), with the exception of written examinations, and the writing-up period for dissertations shall be suspended automatically for the period in which university operations are impaired as determined by the Rectorate. Regarding requests for extensions, § 12(2) and § 27(2) shall remain unaffected by this.

(4) Under the conditions of subsection 1, sentence 1, the examination boards may decide, in consultation with the persons responsible for the respective module examination, whether the

requirements for preliminary assessed work for examinations may be temporarily eased or suspended for the respective module examination. Deviations may also be permitted to the admission requirements for final examinations; § 25(2) sentences 2 and 3 apply.

(5) If attendance is compulsory according to the module description and the lecture is held in digital form, the special features of digital teaching must be taken adequately into account when deciding whether the requirement has been met. In proven cases of hardship, appropriate alternatives shall be provided. The examination board decides on whether a case is to be considered a hardship on the basis of a written request from the student concerned.

(6) Students are not required to take an examination that is being held in a different type or scope than originally stated. Students who do not participate despite having registered shall be considered to have withdrawn with justification according to § 14(2). For examinations that are still taking place, in deviation from § 14(2) sentence 1, students may withdraw up to the start of the examination.

(7) If a student can credibly demonstrate that s/he is unable to take a module examination in the deviating examination form provided for or on the rescheduled date due to reasons beyond his/her control in connection with the impairments caused by force majeure, and that this causes him/her particular hardship, the student may be granted a separate examination date in an adequate examination form upon request to the examination board. Under the conditions of sentence 1, and by way of derogation from § 12(2) and § 27(2), the writing-up period for written marked coursework, with the exception of written examinations, and the writing-up period for dissertations can also be extended by an appropriate length of time up to double the typical time permitted for the writing-up period. A particular hardship may exist especially if the student is prevented from imminently completing his/her studies.

(8) If examinations and university operations are significantly impaired due to force majeure, it may be determined, after weighing the conflicting legal interests and observing the principle of equal treatment in order to avoid disadvantages for students, that failed examinations shall be deemed not to have been taken for all examinations registered in the semester in question that were taken no later than the start of the regular examination period of the following semester. Examination attempts that are marked as 'failed' or 'insufficient' due to attempted cheating or a violation of regulations in accordance with § 14(3) are not included in this provision.

(9) After hearing the faculty governance and the examination boards, the Rectorate determines whether an exceptional situation according to subsection 1, sentence 1 exists and makes a determination and decision according to subsection 8.

(10) The Pro-Rector for Study, Education and Evaluation must be included in a coordinating role in the decisions of the examination boards. In particular with regard to existing connections among teaching units, s/he can take measures under examination law for unification and standardisation. For measures under examination law that affect modules also used in teacher training degree courses, the examination boards must also consult with the Central Examination Board for Teacher Training Degree Courses.

(11) In ecclesiastical degree courses, the regulations in subsections 1 to 8 apply only to university examinations.

(12) The legal measures for examinations pursuant to this provision shall be announced in advance in a suitable manner; publication in the examination management system shall be sufficient for this purpose. The measures shall remain in effect until the end of the semester in which the Rectorate determines the end of the exceptional circumstances according to subsection 1, sentence 1 after hearing the faculty governance and the examination boards. The decision with the declaration should also include the necessary interim regulations for returning to regular teaching and examining.

(13) The Ministry of Education, Science and Culture of Mecklenburg-Vorpommern shall be informed immediately of the Rectorate's determinations pursuant to subsections 1, 8 and 12, sentence 2.

§ 1b

Carrying out Classes in Cases of Force Majeure

- (1) If lectures cannot be expected to be held properly due to force majeure which affects university operations, the examination boards may, in consultation with the persons responsible for the class in question, replace the types of classes specified in the course-specific examination and study regulations with deviating types of classes in order to ensure teaching and examinations can continue. Deviations according to this provision may only take place if the deviating type of class is suited to conveying the competencies necessary for achieving the learning and qualification objectives of the module and the new type of class does not significantly change the workload stated in the module description. According to this, classes can also be held using digital communication, such as video conferencing, recorded audio or video lectures, or learning platforms. In turn, on-campus classes can be replaced by instructor-led self-study units.
- (2) If internships, excursions, classes with activities in the laboratory or with patient contact, sports exercises or similar types of courses cannot be carried out or made up for in a reasonable length of time, substitute courses can be offered in which the competencies to be taught can be acquired. It must be ensured that the workload specified in the module description does not change significantly as a result. If the competences to be imparted cannot be acquired in any other way than through the courses that cannot be carried out, courses that are scheduled for a later semester can be brought forward, if possible, in order to avoid disadvantages for the students concerned, provided that this is possible given the subject matter. Decisions shall be taken by the Examination Board in consultation with the persons responsible for the respective course.
- (3) Under the conditions of subsection 1, sentence 1, in consultation with the respective responsible module teacher, the examination boards can restrict the modules on offer in the compulsory elective and elective areas.
- (4) Deviations according to subsections 1 to 3 must be communicated to the affected students by the office responsible for examination administration in a suitable manner in advance. § 1a(9) and (12), sentence 2 shall apply mutatis mutandis to the determination of the exceptional situation pursuant to subsection 1, sentence 1 and the duration of the exceptional situation.
- (5) § 1a(10) shall apply mutatis mutandis.

§ 2

Admission Requirements for a Bachelor's Degree Course

- (1) The general admission requirement for a bachelor's degree course at the University of Rostock is the successful completion of an education that prepares students for studying at a university. The qualification required for studying at the university is demonstrated by the acquisition of the general higher education entrance qualification, a relevant subject-related higher education entrance qualification, an entrance qualification recognised as equivalent by legal regulation or by the competent state authority, or by an entrance examination for vocationally qualified applicants without a higher education entrance qualification.
- (2) For degree courses in German, applicants who did not acquire their university entrance qualification at a German-speaking institution or who did not learn German as their native language must provide evidence of sufficient knowledge of the German language. The level stated in the course-specific examination and study regulations applies for proving whether the applicant's knowledge of the German language is sufficient. The Examination Board decides on the recognition of other sufficient German language skills upon request and in accordance with the recommendations of the University of Rostock's Language Centre.
- (3) For a degree course in English or another foreign language, applicants who did not acquire their university entrance qualification at an institution teaching in the respective language or who did not learn that language as their native language must provide evidence of sufficient knowledge of the foreign language.

The level stated in the course-specific examination and study regulations applies for proving whether the applicant's knowledge of the language is sufficient. The examination board decides on the recognition of other sufficient language skills upon request and in accordance with the recommendations of the University of Rostock's Language Centre.

(4) If provided for in the course-specific examination and study regulations, an internship in an area relevant to the degree course may have to be completed prior to commencing the degree course in accordance with § 18(2) of the State Higher Education Act.

(5) Those who have already obtained an equivalent degree in a degree course whose content is largely the same as that of the degree course that is being applied for, may not be admitted to a bachelor's degree course. This will be decided upon by the examination board.

§ 3

Admission Requirements for a Master's Degree Course

(1) The general admission requirement for a master's degree course at the University of Rostock is a first university degree qualifying the graduate to start a profession or an equivalent degree from a university of cooperative education. Admission to a continuing professional development master's course also requires at least one year of qualified practical work experience. Additional admission requirements can be specified in the course-specific examination and study regulations. If there are no admission restrictions for the master's degree course, admission can only be denied if it is unlikely that the master's degree course will be completed successfully. This determination may not be based solely on the final grade.

(2) For degree courses in German, applicants who did not acquire their university entrance qualification at a German-speaking institution or who did not learn German as their native language must provide evidence of sufficient knowledge of the German language. The level stated in the course-specific examination and study regulations applies for proving whether the applicant's knowledge of the German language is sufficient. The Examination Board decides on the recognition of other sufficient German language skills upon request and in accordance with the recommendations of the University of Rostock's Language Centre.

(3) For a degree course in English or another foreign language, applicants who did not acquire their university entrance qualification at an institution teaching in the respective language or who did not learn that language as their native language must provide evidence of sufficient knowledge of the foreign language. The level stated in the course-specific examination and study regulations applies for proving whether the applicant's knowledge of the language is sufficient. The examination board decides on the recognition of other sufficient language skills upon request and in accordance with the recommendations of the University of Rostock's Language Centre.

(4) The fulfilment of the admission requirements must be proven by submitting certified copies of the relevant documents in German or English with the application for admission to the degree course. The examination board decides on whether the proof is sufficient.

(5) If the first degree course has not been formally completed by the application deadline, the admission procedure is governed by § 17(4) of the State Higher Education Act in the case of degree courses not subject to admission restrictions and by § 4(8) of the *Hochschulzulassungsgesetz* (hereinafter University Admission Act) if the course has admission restrictions, in each case in conjunction with the University's Statutes on Admission to Studies (URZS).

(6) The course-specific examination and study regulations can allow applicants to be admitted provisionally with additional conditions if they do not fulfil certain admission criteria but they are expected to be particularly well-suited to the master's course. The requirement for having completed a first degree course qualifying graduates to start professional work remains unaffected by this. If a course has a restricted number of spots (admission

restrictions), then no provisional admission can be granted. Proof of successful fulfilment of any additional conditions placed on admission must be shown at the latest when registering for the final examination if the course-specific examination and study regulations do not specify an earlier point in time. The type and scope of these conditions are determined individually by the examination board on the basis of the course content completed as part of the previous degree. Examinations taken as part of these conditions are not included on the transcript of records and are not included in calculating the overall mark. In the course-specific examination and study regulations, the scope of the conditions to be fulfilled can be limited and it can be determined that, if this limitation is exceeded, admission to the master's course cannot be granted.

(7) Those who have already obtained an equivalent degree in a degree course whose content is largely the same as that of the degree course that is being applied for, may not be admitted to a master's degree course. This will be decided upon by the examination board.

§ 4

Degree Course, Duration and Conclusion of the Degree

(1) The bachelor's degree course leads to a first degree qualifying graduates to start professional work, the master's degree course leads to a second.

(2) The typical language of instruction for bachelor's and master's degree courses is German. However, the entire degree course or individual modules including their module examinations can also be offered in English or another foreign language. Details on this can be found in the respective course-specific examination and study regulations as well as in the module descriptions. If there is a choice of more than one language of instruction in a module, the lecturer chooses which language to use and makes it known in an appropriate manner by the second lecture date at the latest.

(3) Bachelor's and master's degree courses can be started in the winter semester and/or summer semester, depending on the course-specific examination and study regulations.

(4) The standard length of study for a bachelor's degree course is at least six and no more than eight semesters, and at least two and no more than four semesters for a master's degree course, in accordance with the course-specific examination and study regulations. Consecutive bachelor's and master's degree courses may not exceed a total of ten semesters. Longer periods of study than the above-mentioned standard lengths may only be set in particularly justified cases.

(5) Upon successful completion of a bachelor's or master's degree course, the University of Rostock awards the academic degree specified in the course-specific examination and study regulations.

(6) In accordance with the course-specific examination and study regulations, a *Diplom* degree can also be awarded instead of a master's degree upon application by the candidate, if at least 300 credit points have been achieved taking into account the credit points acquired in the previous bachelor's degree, provided that it is ensured that the study and examination achievements are at least equivalent to those of a *Diplom* degree course.

(7) For part-time degree courses, the standard length of study is extended. It follows from the course-specific examination and study regulations and can comprise a maximum of twice the number of semesters of an equivalent full-time degree course. In addition, in suitable degree courses, the course can be completed as part-time studies at the candidate's request. Further details, in particular regarding the maximum possible extension of the standard length of study, are regulated by the course-specific examination and study regulations.

(8) Verified atypical periods of study such as language semesters or internships completed in Germany or abroad and periods of active participation in university committees will not be counted towards the standard length of study upon application, provided they comprise a full semester, up to a maximum of two semesters.

§ 5 Period of Study Abroad

- (1) The course-specific examination and study regulations may provide for an obligatory, study-related stay at a foreign university for a degree course, if this appears expedient for subject-related reasons. The stay has to be coordinated with the other parts of the degree course in terms of content and time and must be integrated into the course. More details on the period of stay abroad, in particular the location and duration as well as further requirements, can be found in the course-specific examination and study regulations.
- (2) The completion of a voluntary period of study abroad at a foreign university is possible in consultation with the Departmental Advisory Service and other responsible offices at the faculty. The period of stay abroad must be prepared in good time. Further details can be found in the course-specific examination and study regulations.
- (3) Before starting a period of stay abroad, a Learning Agreement must be completed that is to be kept up-to-date by mutual agreement if there are any changes. In particular, this Agreement should include the learning objectives and contents, the time and subject schedule, courses to be taken and work to be completed, as well as the possibilities of amending the Agreement. In order to check whether the work to be completed abroad will be recognised, the candidate must submit a corresponding application to the examination board before starting the stay abroad. If possible, the examination board decides on this application before the start of the stay abroad. The candidate is responsible for financing the stay abroad. Possibilities of financial support through scholarship programmes, Bafög abroad or similar should be lined up in good time. Advice on study and funding opportunities abroad is available at the Rostock International House.

§ 6 Credit System and Module Structure

- (1) The degree course is structured in modules (compulsory modules, compulsory elective modules and elective modules). The modules comprise courses with related content and usually extend over one semester; in justified exceptional cases, a module may extend over two consecutive semesters. The types of teaching and learning included in the modules are listed in the course-specific examination and study regulations and in the module descriptions. A description of all modules can be found in the module catalogue for the respective degree course. In the module catalogue, the descriptions required by the Standing Conference of the Ministers of Education and Cultural Affairs must be set down for each module according to a university-wide standard. The respective course-specific examination and study regulations contain a list of the modules of the course with information on: Regular examination date, on-site teaching, duration of the module, date of the module and credits to be achieved, as well as number, type and scope of preliminary assessed work for examinations, non-assessed coursework and marked coursework. More detailed module descriptions can be found in the University of Rostock's electronic central module catalogue.
- (2) The candidate may take examinations in modules other than those prescribed for the degree course (additional examinations). Additional examinations are not taken into account when calculating the overall mark but can be included in the transcript of records upon the candidate's request. The request to include the additional examinations in the transcript of records must be submitted in writing within one week after notification of the examination results for the final examination of the respective degree course to the office responsible for managing examinations if not otherwise stated in the course-specific examination and study regulations.
- (3) During their studies, students must earn credits. They are a quantitative measure of the average workload required of students during their studies. An average of 30 credits must be earned per semester; this corresponds to a workload of approximately 900 hours. Students should not choose significantly more or fewer credits when selecting elective and compulsory elective modules for a semester. As a rule, 60 credits must be earned per academic year. Part-time degree courses may provide for deviating regulations in their course-specific

examination and study regulations in order to ensure students can study while working. To acquire credits, students must pass the respective module examination or successfully verify certain non-assessed coursework was completed. After passing the module examination or completing the non-assessed coursework, the credits assigned to the respective module are awarded.

(4) In justified exceptional cases, access to individual courses may be restricted in accordance with the course-specific examination and study regulations if a limitation of the number of participants is necessary due to the nature and purpose of the lecture or for other reasons.

§ 6a

Types of Teaching and Learning

(1) The contents of the degree course are taught in different kinds of classes. The types of lectures are characterised by the use of different forms of teaching and learning. As a rule, each course is only offered only once a year. In particular, the subject areas provide the following types of class:

- Excursion
Excursions are classes that take place in a setting other than the university. These include, for example, study trips or practical work outdoors that are carried out for subject-related reasons in environments close to practice or at external locations relevant to the degree course.
- Consultation (for supervision of academic work)
Consultations are individual advisory sessions between students and lecturers. The students complete longer-term academic written assignments or dissertations. At certain intervals, the student informs the lecturer about the progress of the work, and the lecturer gives suggestions.
- Practical course
A practical course is a class at the university which, in contrast to non-university internships, is conducted as a supervised course. It is an exercise to apply acquired theoretical knowledge to specific practical problems, to practice scientific methods and work techniques through practical application, to deepen the module contents and to train the students' own work organisation.
- Teaching practice
During teaching practice, students give individual lessons at a school under supervision.
- Seminar
In a seminar, students are given the opportunity to present findings they have worked out independently, to put them up for discussion and to present them in written form. Seminars can be conducted on site or as online classes.
- Tutorial
A tutorial is a class conducted by academic or student assistants to supplement another lecture in accordance with the study regulations. The responsibility for the professional and didactic supervision lies with the institution or the academic or artistic staff to whom the assistant is assigned.
- Practical
In a practical, students usually work on set exercises. They acquire or deepen knowledge as well as subject-specific skills and abilities and apply these. A practical provides the opportunity to ask questions, discuss problem solving and use methods to check the state of obtained knowledge.
- Lecture, revision course
In a lecture or a revision course, the lecturer presents the subject matter to the students mainly as a lecture with the support of media (blackboards, slides, scripts). Lectures or revision courses can be carried

out on site or as online events.

If the respective course-specific examination and study regulations provide for it, other types of class may be used.

(2) To achieve the study objectives, students must study independently in addition to participating in the lectures.

§ 6b Compulsory Attendance

(1) For classes in which the regular or active participation of candidates in the class is required in order to achieve the learning objective, regular participation may be made compulsory as a prerequisite for the examination (§ 7(2)), provided that the specific course teaches special techniques, didactics, knowledge and skills that cannot be learned in pure self-study or this is only possible with considerable limitations. The corresponding types of class are defined in the course-specific examination and study regulations and are to be identified as such in the respective module description. Compulsory attendance is considered fulfilled if the student misses no more than 20% of the lecture sessions without an excuse. Excursions may also be conducted during the degree course that are seen as compulsory in to achieve the learning objective. If a student does not fulfil the compulsory attendance requirement, s/he shall not be permitted to take the module examination.

(2) Absences must always be excused before the start of the class or excursion, stating the reason (usually by email); if this is not possible in individual cases, the excuse must be submitted immediately afterwards. If the lecturer determines there is no valid reason for the absence, the absence will be considered unexcused.

(3) If the candidate can demonstrate in writing and credibly that s/he has been absent for longer periods for valid reasons beyond his/her control (e.g. his/her own illness, care of a close relative who is ill or otherwise in need of help, pregnancy, death of a close relative), the lecturer will decide whether the actual level of attendance can still be counted as regular attendance. The same applies if an excursion could not be attended or could only be attended in part. When considering the time of absence, submission of appropriate equivalent coursework may be required. The nature of this compensatory coursework will be determined by the lecturer at his/her discretion. The time required to complete this coursework may not exceed twice the length of the missed class time.

§ 7 Examination Structure

(1) The bachelor's and master's examinations consist of module examinations during the degree course, including the final examination according to Section II. The module examinations usually consist of one, at most two, examinations and/or pieces of marked coursework. Provided that there is a connection in terms of content and passing the examination demonstrates the achievement of the module-specific learning objectives in terms of content, several modules over two consecutive semesters with a maximum of 24 credits can also be completed with a joint examination. If several modules are completed with one examination, the course-specific examination and study regulations can regulate whether the modules can also be taken individually and which examination and/or marked coursework must then be completed. The scope of the examination must always be limited to what is necessary.

(2) In a module, coursework can be determined according to § 11 that must be completed in order to be admitted to the module examination (preliminary assessed work for examinations). Preliminary assessed work for examinations may be evaluated and marked, but will not be included in the module mark.

(3) The coursework and examinations are to be completed in the modules. The composition of the modules to

be taken in a bachelor's or master's degree course, the type of preliminary assessed work for examinations, the type and scope of module examinations and required coursework, the regular examination date and the credits to be achieved follow from the examination and study regulations specific to the degree course and from the module descriptions. If the type and scope of examinations are not precisely defined in the module description, the lecturer shall determine the type of examination and its scope and shall inform the candidates and the office responsible for examination administration of this no later than the second week of lectures. The selection of the type and scope is to be made uniformly for all affected candidates of a semester; it has to observe the specifications from § 12 and, if applicable, those from the course-specific examination and study regulations. If modules may be chosen from another degree course and if no other provisions are made, the admission requirements, examination periods, examination requirements and regulations regarding the form, duration and scope of the module examination apply as they are set down in the examination regulations of the respective degree course.

(4) A module examination is intended to determine whether the candidate has achieved the qualification objectives of the respective module. The examination requirements are based on the contents of the classes that are offered as defined in the module description of the respective module.

§ 8

Examination Management System

(1) On their own responsibility, the candidates use existing online access to the electronic examination management system, with which the examination data, the registration and deregistration for module examinations as well as the announcement of decisions about examinations are managed electronically; the examination board can issue more detailed rules for the implementation of the procedure.

(2) Candidates are obligated to check the correctness of the entries in the examination management system to the extent possible on a regular basis, at least once a semester; entry errors should be reported immediately.

(3) The appointed examiners pursuant to § 21 shall cooperate in the electronic recording of examination results. The list of marks is kept by the office responsible for exam administration after prior confirmation from the examiners.

(4) The binding notification of the results of the examinations and assessed coursework (announcement) is made via the electronic examination management system or by posting a notice, unless otherwise specified in the respective course-specific examination and study regulations. In this respect, candidates are obliged to use the examination management system. The assessment shall be deemed to have been announced no later than two weeks after the assessment has been posted in the electronic examination management system or after it has been posted as a notice, unless it can be proven that the candidate had already been informed of the result before that time. Candidates shall be informed that marks have been entered into the electronic examination management system according to the procedures usually used at the University .

(5) Upon request and upon presentation of the corresponding evidence, the candidate will be issued a certificate that contains all passed and all failed examinations and their marks for the degree course or the subject of study and that also indicates whether the bachelor's or master's examination is still to be passed or has been failed in the final attempt (transcript of records). Examinations sat under reservation according to § 11(2) are not included.

§ 9

Deadlines and Dates of Module Examinations

(1) The module examinations accompanying the degree course should be taken in the scheduled semesters

(regular examination dates). Notwithstanding the provision in sentence 1, the examination date may be set up to one month after the end of the semester in which the courses of the relevant module were held. The module examinations during the degree course can be taken before the regular examination date, provided that the preliminary assessed work required for the examinations has been completed. They can be taken after the regular examination date.

(2) The examination periods for the module examinations and the module examinations that can be taken during these periods are determined by the course-specific examination and study regulations. The details of the examination periods as well as the registration deadlines according to subsection 3 will be announced in a suitable manner (notice board or electronically). For examination periods that fall during the non-teaching period, the announcement shall be made no later than six weeks before the start of the non-teaching period. For examination periods that fall within the lecture period, the announcement of the registration deadline together with the announcement of the type of examination, scope and submission deadline usually takes place in the first week of lectures, but no later than four weeks before the start of the examination.

(3) For each first examination attempt, the candidate must submit an application for admission to the examination (registration) to the office responsible for examination administration, if possible via a web portal of the University of Rostock designated for this purpose by the examination board. For resits of examinations, no new formal registration and admission to the module examination is required; however, the candidate must indicate s/he wishes to participate in the resit examination within the registration deadlines specified in sentences 5 and 6 and, as a rule, via the web portal of the University of Rostock. If registration or notification via the web portal is not possible, it must be made in writing to the office responsible for exam administration. Receipt of the application or notification shall be confirmed in an appropriate form. The deadline for registering for module examinations during the non-teaching period is four weeks before the end of the lecture period. The deadline for registering for module examinations to be taken during the lecture period is usually two weeks after the start of the lecture period, at the latest two weeks before the start of the examination. The candidate can effectively withdraw registration for the examination without giving reasons up to fourteen days before the examination date; this does not apply to the examinations that are required parts of courses as specified in the course-specific examination and study regulations. The declaration of withdrawal shall be submitted to the office responsible for the administration of examinations in the form specified by that office.

(4) The specific examination dates and locations for the individual examinations are determined by the Examination Board. As a rule, the specific examination dates for written examinations and an examination period of two weeks for oral examinations shall be announced by the end of the registration period pursuant to subsection 2; in any case, the examination date shall be announced in a suitable manner no later than sixteen days and, in the case of examinations sat as part of a course, no later than seven days prior to the beginning of the examination. A change of the examiner, examination date or examination location which becomes necessary at short notice for compelling reasons is permissible; it must be announced immediately. Two examinations should not be scheduled on the same day; the examination board decides on exceptions.

§ 10 Study Advice

(1) Advice on general study matters is provided by the University of Rostock's General Student Advisory Office. Within the faculties, student advising is carried out by the Departmental Advisory Service of the relevant degree course. Among other things, it advises on the concept and the content of the course, career opportunities, questions of study organisation, failed examinations, taking compulsory elective modules and periods of stay abroad. The Departmental Advisory Service works closely with the General Student Advisory Office.

(2) After expiration of the standard length of study specified in the course-specific examination and study regulations, the candidates concerned may be required by the examination board to undergo study advising in accordance with § 34 of the State Higher Education Act in cases in which there is an understandable concern that

the candidate will not successfully complete his/her degree course. In the compulsory advisory session, an individual study plan is to be developed in coordination with the examination board. In doing so, the equivalence of the requirements must be ensured in comparison to the requirements specified in the course-specific examination and study regulations. The individual study plan is binding and will be reviewed in the compulsory advisory session according to subsection 3. If regular examination dates are deviated from in this study plan, there are no *Freiversuche* (free attempts) for these module examinations.

(3) If the candidate exceeds the standard length of study specified in the course-specific examination and study regulations by more than four semesters without having registered for the examination with which the degree course is to be completed, s/he will be requested by the Examination Board to attend a special study advisory session within a specified period of time. If the candidate does not follow this request for study advice by the set deadline, s/he will be exmatriculated.

(4) If the student changes subjects in a degree course with more than one subject, the standard length of study is determined by the partial degree course in which the student has been enrolled for a fewer number of subject semesters.

(5) More details on the compulsory advisory sessions according to subsections 2 and 3 can be set down in the course-specific examination and study regulations.

§ 11

Admission to Module Examinations

(1) A module examination can only be taken by those who

1. are enrolled in the relevant bachelor's or master's degree course at the University of Rostock when registering for the examination and are not on leave of absence and
2. have completed the preliminary assessed work for examinations required in the course-specific examination and study regulations. If a module examination consists of two components, the preliminary assessed coursework must have been completed by the time of admission to the first examination component.

Only in exceptional cases can module examinations be taken during a leave of absence.

(2) If the proof of a required piece of preliminary assessed work is not available to the office responsible for examination administration at the time of registration, but can still be provided by the start of the examination, admission to the examination is provisional. Admission to the examination expires if proof of the preliminary assessed work is not provided by the beginning of the examination for which the preliminary work is required. In this case, the student is considered not to have registered for the examination.

(3) Admission to a module examination must be rejected if

1. the requirements set out in subsection 1 have not been met or
2. the documents according to subsection 2 are incomplete or
3. the candidate has already failed the final attempt at this module examination or a module examination to be recognised in accordance with § 3(1) of the Recognition Statutes in another degree course or is still in the examination procedure in that degree course.

(4) A module examination sat without registration is invalid. It is not assessed and is considered not to have been sat.

§ 12 Examinations

(1) The course-specific examination and study regulations may provide for oral, written or practical examinations as well as computer-based examinations (e-examinations). In oral examinations, candidates should prove in particular that they can recognise the relationships within the area of examination, pin down certain aspects of these relationships and present their solutions orally. In written examinations, candidates should prove in particular that they can recognise the relationships within the area of examination, pin down certain aspects of these relationships, solve problems or work on topics based on the required knowledge in a limited period of time and with limited aids using the typical methods of the respective subject. In suitable cases, an examination can also be taken in whole or in part using the answer-choice method ('multiple-choice examination'); more details are set down in the course-specific examination and study regulations. In practical examinations, students are to demonstrate and document their competence for executing specific work. E-exams are multimedia-based examinations. They consist, for example, of working on open questions, texts with blanks and matching tasks. The different types of examinations can also be combined.

(1a) In particular, the following examinations may be used during the degree course:

a) Written examinations

- Reports / documentation

A report (also called documentation) is a factual account of an event or the structured presentation of facts. A report can be written in the form of a portfolio. A portfolio is an organised collection of written documents or work completed by the student. Examples of reports are: Internship documentation, job shadowing logs, research reports, journalistic articles and literature reports. In addition to the report/documentation, a presentation of the topic may be required.

- Essay

An essay is a short paper that discusses an overview of a limited topic in a rather casual manner. It is more about the development of a central idea or an idea still in the preliminary stages than about the stringent presentation of complex content. The essay must satisfy substantive objectivity and identify the sources of quotations or ideas.

- Coursework Essays

A coursework essay is a written elaboration on a given topic or the written processing of an assignment. Candidates should demonstrate that they can access literature sources within a limited time, present the reflected texts in their own words in an independent argumentation context and work on tasks independently and completely. Possible forms of a coursework essay can be, in particular, a case study/case analysis, a lesson plan/lesson outline, a research outline or an engineering design. In addition to the coursework essay, a presentation of the topic may be required.

- Written Examination

In a written examination, candidates must work on written tasks under supervision in a given time without or with limited aids.

- Report

A report is a precise written recording of the key points of a study, experiment or event.

b) Assessed oral work

- Colloquium

Questions are asked by a knowledgeable audience following a presentation of the candidate's work.

- Oral examination
In an oral examination, candidates answer questions orally on one or more examination topics.
- Presentation
A presentation is a speech on a scientific topic that summarises research, investigative findings, and/or the results of a study of the literature. In the presentation, supported by a meaningful use of media, essential contents of the literature used should be briefly introduced, explained and questions formulated for further discussion. A handout, a thesis paper or a written version of the presentation may be required in addition to the presentation.

c) Assessed practical work

- Practical examination
In a practical examination, candidates are to demonstrate competences when performing professional or quasi-professional activities or their own practical, sporting or artistic skills. Possible forms of practical exams include: Practical teaching exam, bedside exam, role play, business game, moot court, sport exam, music exam.
- Project work
Project work is an open form of examination with a high degree of freedom. Project work is to be completed individually or by several candidates within one semester. The basis for the examination is the result of the project work as well as its documentation and the process of the group work itself. For example, the results of the work can be presented in a portfolio.

d) E-examinations

Written examinations and other types of examinations appropriate for the discipline can also be carried out with the support of computers. The candidates are to be informed that the examination will be an e-examination. As part of the course, they must be given sufficient opportunity to familiarise themselves with the electronic examination system prior to the examination. Data protection regulations must be complied with. Further details on the respective e-examination are to be set down in the respective course-specific examination and study regulations.

If the respective course-specific examination and study regulations provide for it, other types of examinations specific to the discipline may be used.

(2) The course-specific examination and study regulations specify the type and duration of the individual examinations. The duration of oral examinations should be not less than 20 minutes and not more than 45 minutes and of written examinations not less than 45 minutes and not more than 180 minutes. For other written examinations, the time the topic was issued, the period allocated for working on the examination and the time the examination is to be submitted must be reported by the examiner to the office responsible for exam administration immediately after the topic is issued. The candidate must be informed of the submission deadline when the topic is issued. Upon request, and if a valid reason can be presented immediately, the examination board may extend the time allowed for assessed written work, with the exception of written examinations, by a maximum of one-third of the time allowed for the examination. If the examination cannot be completed by the extended deadline for good reason, the student may request to withdraw under § 14(2). It is not permissible for the same topic to be assigned to the candidate again for the assessed written work.

(3) Assessed oral work is completed in front of at least two examiners (panel of examiners) or one examiner in the presence of a knowledgeable observer. The important topics and results of the assessed oral work as well as any unusual circumstances must be recorded in examination minutes. The result will be announced to the candidate after the assessed oral work has been completed.

(4) Assessed written work is to be assessed by two examiners in the case of final examinations and in examinations which students must pass to continue their studies. The responsible office according to the course-specific examination and study regulations informs the examiners in advance which candidates require a second examiner. The marking procedure for assessed written work shall not take longer than four weeks.

(5) Assessed work is typically completed in the German language. In exceptional cases, it is to be completed in a language other than German in accordance with the respective course-specific examination and study regulations and the module descriptions, or can be completed in another language in consultation with the examiner at the candidate's request to the examination board.

(6) Assessed oral work can be completed as a group examination. The duration of the examination of the individual candidates is reduced by five minutes in the group examination compared to the individual examination, although the minimum duration of 20 minutes must be observed. Assessed written work, with the exception of written examinations, can also be submitted as group work, if the contribution of the individual candidate that is to be evaluated as marked coursework can be differentiated and evaluated due to the indication of sections, page numbers or other objective criteria that allow for a clear distinction.

(7) For assessed written work, with the exception of written examinations, the examiner may require that an electronic version be submitted, if necessary on a data carrier, in order to be able to check the authorship of the candidate by means of a data comparison. If the student does not comply with this requirement, § 14(1) applies mutatis mutandis. If there are doubts as to whether a candidate wrote the work himself/herself, § 14(3) applies.

(8) For assessed written work, with the exception of written examinations, the candidate must declare that s/he has independently written the work to be assessed - in the case of group work, his/her correspondingly marked part of the work- and that s/he has not used any sources or aids other than those indicated. If an electronic version is also submitted, the declaration must also include the statement that the written and electronic versions are identical. If an assessed piece of written work is sent by post, it is still considered to have been received on time if the date of the postmark coincides with the last day of the deadline for submission. In order to meet the deadline, the electronic version of the examination can also be sent in advance by email to the office responsible for the examination administration or to the examiner, if this has been specified by them in advance.

(9) Students will be admitted as audience members depending on the amount of space, unless one of the persons to be examined objects. Audience members are not allowed to participate in the deliberation and announcement of the examination results. They are prohibited from taking minutes or making audio or video recordings.

(10) Particularly gifted candidates may, if provided for in the course-specific examination and study regulations, take other examinations instead of the scheduled examinations if it is ensured that the work completed is at least equivalent to the regular kind of examination. The requirements for the selection of candidates are set down in the course-specific examination and study regulations.

(11) The results of the assessed and non-assessed coursework are to be announced according to § 8(4).

§ 13

Marking of Examinations, Calculating Marks

(1) Modules are to be marked or assessed with "pass" or "fail". The course-specific examination and study regulations state which modules are marked and which are assessed with pass/fail. If a module is assessed with pass/fail, it is not included when calculating the overall mark. Individual marked modules can be left out of the calculation of the overall mark according to subsection 5. The course-specific examination and study regulations set down which marks are included when calculating the overall mark. In a bachelor's degree course, modules amounting to a maximum of 40%, and in a master's degree course, modules amounting to a maximum of 30% of

the total credits to be acquired may be left out of the calculation of the overall mark. Further details are regulated by the respective course-specific examination and study regulations.

(2) The following marks are to be used for evaluating the examinations:

1,0; 1,3	= very good	=excellent work;
1,7; 2,0; 2,3	= good	= work that is well above the average requirements;
2,7; 3,0; 3,3	= satisfactory	= work that corresponds to the average requirements;
3,7; 4,0 deficiencies;	= sufficient	= work that fulfils the requirements despite its deficiencies;
5,0 deficiencies.	= not sufficient	=work that does not fulfil the requirements due to serious deficiencies.

The marks 0,7, 4,3, 4,7 and 5,3 may not be given.

(3) Marks for individual examinations are determined by the respective examiners. If there is more than one examiner, the mark is calculated as the arithmetic mean of the individual marks; the module mark is calculated according to subsection 4. Only the first decimal place after the decimal point is calculated; all further places are dropped without rounding. If assessed written work is marked by two examiners and the deviation in the marks is greater than 2,0, another evaluation is obtained from a third examiner. If the third examiner agrees with the mark of one of the first two examiners, this mark applies (casting vote). If the third examiner assigns a different mark than the first two examiners, the final mark is formed from the arithmetic mean of the three individual marks. Sentence 3 shall apply mutatis mutandis.

(4) If a module examination is made up of two separate examinations, the mark for the module is calculated from the average mark of the individual examinations. The marks of the two examinations are equally weighted in the module mark. For the module mark, only the first decimal place after the decimal point is calculated; all further places are dropped without rounding. The overall module mark is considered:

For an average of up to and including 1,5	= very good
For an average of between 1,6 and up to and including 2,5	= good
For an average of between 2,6 and up to and including 3,5	= satisfactory
For an average of between 3,6 and up to and including 4,0	= sufficient
For an average of 4,1 or higher	= insufficient.

The course-specific examination and study regulations may stipulate, in deviation from sentence 2, that the marks of the two examinations are included in the module mark with different weighting.

(5) An overall mark is calculated for the bachelor's and master's examination. The course-specific examination and study regulations determine which modules are included in the calculation of the overall mark, which modules are multiplied by which weighting factors, and how the overall mark is calculated. The final examination is always

part of the overall mark. Unless otherwise specified, the overall mark is calculated from the average of the module marks to be taken into account according to the course-specific examination and study regulations, including the final examination; the module marks are weighted with the credits assigned to them. For the overall mark, only the first decimal place after the decimal point is calculated; all further places are dropped without rounding. The overall mark is designated according to subsection 4.

(6) In addition to the overall mark, a relative assignment of this mark is made depending on the ranking of the overall mark within a comparison group.

§ 14
Unexcused Absence, Withdrawal, Cheating,
Violation of Regulations

(1) An examination shall be deemed 'insufficient' (5.0) or 'failed' if the candidate, after being admitted to the examination, withdraws from the examination without good reason or if s/he misses the examination date without good reason. The same applies if a written assessed piece of work is not completed within the required writing-up period. For module examinations consisting of two examinations, the examination that has already been taken up to the point of a recognised withdrawal or failure of the other examination of this module remains unaffected by the withdrawal or failure.

(2) The reason given for not keeping to the examination dates and deadlines must be reported to the examination board without delay in writing and with proof. If the candidate is ill, a doctor's certificate must be submitted; in cases of doubt, candidates may be required to submit a medical certificate from a public health officer. With regard to deadlines for registering for the first time for an examination, re-sitting examinations, missing examinations or the amount of time given for completing examination papers, the illness of children for which a candidate primarily cares for alone are considered equivalent to the illness of a candidate. If the reason is acknowledged, the Examination Board shall set a new date.

(3) If the candidate attempts to influence the result of his/her assessment components by cheating or using unauthorised means, the affected assessment component will be marked as 'insufficient' (5,0) or 'failed'. A candidate who disturbs the orderly procedure of the examination may be excluded by the respective examiner or invigilator from continuing the examination; if this is the case, the affected examination is marked as 'insufficient' (5,0) or 'failed'. In serious or repeated cases of cheating, use of unauthorised means or disruption of the orderly examination procedure by the candidate, the examination board may exclude the candidate from taking further examinations, with the consequence that the candidate irrevocably loses his/her right to be examined in this degree course; the examination board must issue a written notification of this with rights of legal appeal. Before the decision is made, the candidate must be given the opportunity to pass comment.

(4) In the case of deregistration from a degree course or part of a degree course, a deregistration from the examination takes place ex officio with regard to the examinations that have begun at the time of deregistration from the course but have not yet been completed, and the candidate is released from all rights and obligations inherent in the legal examination relationship (final examination withdrawal). The final withdrawal from the examination results in the student no longer being permitted to sit further examinations in the degree course or part of the degree course from which s/he deregistered. In this degree course or partial degree course, a later continuation of studies at the University of Rostock is no longer possible. Before deregistration, the candidate can apply to the office responsible for examination administration that no deregistration should take place for individual module examinations, but that the examination procedure that has begun should still be completed. If a student fails his/her final attempt at a module examination in a degree course or part of a degree course, it is no longer possible for him/her to irrevocably withdraw from the examination.

§ 15
Problems with the Examination Procedure

- (1) If it turns out that the examination procedure was flawed in a way that could influence the examination result, the examination of a certain candidate or of all candidates will be repeated upon request of a candidate or ex officio. Problems must be reported immediately after the examination to the chairperson of the examination board or to the examiner. In the case of assessed written work, the problems must be reported to the invigilator immediately, if possible during the actual examination situation. If the candidate does not consider the remedial measures taken by the invigilator to be sufficient in the case of assessed written work, s/he must repeat the complaint to the chairperson of the examination board immediately after the examination.
- (2) Six months after completion of the work, ex officio orders pursuant to subsection 1 may no longer be issued.

§ 16
Passing and Failing

- (1) A module examination is passed if it is marked as 'passed' or at least 'sufficient' (4,0). If a module examination consists of several examination components, all components must have been passed or must have been assessed with at least 'sufficient' (4,0).
- (2) The bachelor's or master's examination is passed if the required number of credits in the compulsory, compulsory elective and elective areas have been achieved in accordance with the provisions of the course-specific examination and study regulations and the final examination has been assessed as at least 'sufficient' (4,0).
- (3) A module examination has been irrevocably failed if none of the permissible examination attempts were passed. If the candidate has irrevocably failed the bachelor's or master's examination, the chairperson of the examination board shall issue a notification of this. This must include information about the rights of legal appeal.

§ 17
Freiversuch (Free Attempt), Resitting Module Examinations

- (1) A module examination is counted as a *Freiversuch* (free attempt - if the student fails, the examination is regarded as not having been taken) if it is taken for the first time within the standard length of study and at the latest by the standard examination date specified in the course-specific examination and study regulations. There is no free attempt for the final examination. If a module examination consists of two examination components and the candidate has only passed one of them, s/he can apply within one month after the announcement of the last examination result according to § 8(4) for the module examination not to be evaluated as a free attempt; subsection 4, sentence 4 then applies.
- (2) If a candidate does not pass a module examination in a free attempt, it shall be deemed not to have been taken unless it has been declared failed due to cheating or a violation of regulations (§ 14(3)). The new, regular first module examination must be taken in compliance with the deadline specified in § 10, otherwise the module examination is deemed to have been taken and is assessed as 'failed'.
- (3) A passed module examination that was evaluated as a free attempt according to subsection 1, sentence 1 can be resat once to improve the mark (improvement attempt). The improvement attempt must be made at the latest two semesters after the end of the respective examination procedure. The better mark applies in each case.
- (4) If a module examination was sat in a free attempt, it can be resat a maximum of two times after the regular first attempt; there are a total of up to four examination attempts within the period specified in subsection 5,

sentence 1. If, on the other hand, the module examination was not sat as a free attempt, there are a total of up to three examination attempts within the period specified in subsection 5, sentence 1, meaning that module examinations that have not been passed or are considered failed can be resat a maximum of twice. A passed module examination cannot be resat unless it was a free attempt. If a module examination consists of two examination components, only the examination component that was not passed is to be resat. The course-specific examination and study regulations may stipulate that the final examination attempt shall be conducted as an oral examination.

(5) If a module examination is not passed, the examination can be resat for the final time in the fourth semester after expiry of the standard length of study specified in the course-specific examination and study regulations which, if necessary, is individually adjusted in accordance with § 4(8). If the candidate exceeds this deadline without this being based on an individual study plan according to § 10, the resit examinations not yet taken shall be deemed to have been taken and not passed. If the candidate can credibly demonstrate that s/he is not responsible for exceeding the deadline, the examination board can, by way of exception, extend the deadline appropriately and specify a new date for the module examination, which must be communicated to the candidate. An extension of this deadline may be requested only once. The request must be submitted in writing immediately after the expiry of the period specified in sentence 1 and reasons must be given. The candidate is generally not responsible for exceeding deadlines due to the use of the statutory maternity protection periods and periods of parental leave as well as nursing leave according to the *Pflegezeitgesetz* (Home Care Leave Act).

§ 18

Disability Compensation, Maternity Protection

(1) The special concerns of disabled and chronically ill candidates must be taken into account in order to ensure they have equal opportunities. If a candidate provides suitable evidence, in particular a medical certificate, that s/he is unable to take an examination, complete preliminary assessed work for examinations or non-assessed coursework in the prescribed form due to a long-term or permanent disability or chronic illness, the examination board shall determine an appropriate measure to compensate for the disadvantage. In particular, the examination board can extend the duration or writing-up time of assessed work, adapt the external examination conditions (e.g. admission of suitable aids), arrange the examination procedure differently or determine a different examination form. The disability compensation must not give the candidate an advantage over the other candidates, nor may it contradict the nature and content of the examination. The decision is made on a case-by-case basis upon written request. In the case of examinations, the application must be submitted at the latest when registering for the examination. The examination board may extend its decision to include several examination dates if and as long as it is unlikely that there will be a change in the status of the disability or illness. A medical officer's certificate can be requested by the examination board. The examination board must inform the Disability Officer of the request and hear him/her before making a decision, unless s/he waives the right to be heard.

(2) Female students may only complete examinations or coursework during the period of maternity protection in accordance with the provisions of §§ 3ff. of the *Mutterschutzgesetz - MuSchG* (Maternity Protection Act). For female candidates for whom the protection provisions according to §§ 3ff. MuSchG apply, the chairperson of the examination board can set deviating examination conditions on a case-by-case basis upon the candidate's request.

§ 19

(omitted)

§ 20
Examination Board

- (1) An examination board is formed to organise module examinations, to carry out the tasks assigned by these regulations and by the course-specific examination and study regulations, and to decide on questions of interpretation of these regulations in individual cases. The members of the examination board and their term of office are determined by the course-specific examination and study regulations. The examination board members continue to exercise their office after the term of office has finished until successors have been appointed and these successors have taken office. If a member leaves the examination board before the term of office has concluded, a successor is to be appointed for the remaining term of office.
- (2) The chairperson and the other members of the examination board as well as their representatives are usually appointed by the Faculty Council. The chairperson is to be appointed from the group of professors. Student members are usually nominated by the student members on the Faculty Council in consultation with the respective Department Student Council. The chairperson shall conduct the business of the examination board.
- (3) The examination board takes all decisions that arise, with the exception of assessing examinations. The candidate must be informed in writing of any decisions taken by the examination board against him/her. The notification must include reasons and information about the rights of legal appeal.
- (4) The examination board makes sure that the provisions of the examination regulations are observed. The examination board provides suggestions for reforming curricula and regulations in the area of examination law and participates in the faculty's quality management.
- (5) The members of the examination board have the right to observe examinations.
- (6) The examination board has a quorum if all members have been invited in writing or by email, observing the invitation period of one week, and at least half of the members are present. Decisions are made with the majority of votes cast. In the event of a tie, the chairperson or, in his/her absence, the representative chairing the meeting shall have the casting vote. If oral discussion of a matter is not necessary, the votes and opinions of the members of the examination board may also be obtained in writing or by email (circulation procedure). A decision must be brought to the examination board for oral discussion if even one member does not consent to the circulation procedure for the matter. No members of the examination board may participate in decisions that involve themselves.
- (7) The chairperson shall convene the meetings of the examination board. S/he shall ensure that minutes are taken of the meetings of the examination board. S/he is authorised to make decisions on his/her own in place of the examination board if these decisions cannot be postponed. S/he shall inform the examination board of this without delay. In addition, the examination board can revocably delegate the execution of individual tasks to the chairperson or the office responsible for exam administration; this does not apply to the decision on appeals.
- (8) The examination board members and their representatives are subject to official secrecy. If they are not public sector employees they must be sworn to secrecy by the chairperson.
- (9) The office responsible for examination administration organises the examination procedure according to the specifications of the examination board and keeps the examination files.

§ 21
Examiners and Observers

- (1) Scientific and artistic staff primarily employed at the University of Rostock, lecturers and persons experienced in professional practice and education are authorised to administer university examinations.

University examinations shall be administered only by persons who perform teaching duties. Examinations may only be assessed by persons who themselves possess the subject-specific qualification to be established by the examination or an equivalent qualification. Observers may only be knowledgeable persons who have an academic degree relevant to the subject of the examination. They may neither examine nor assess.

(2) The examiners and the observers shall be appointed by the examination board or by the body commissioned by the examination board to appoint the examiners and the observers pursuant to § 20(7) from among the persons entitled to assess examinations pursuant to subsection 1. The appointment may be issued for a limited period of time. If an examination or part of an examination is conducted in conjunction with a lecture, no special appointment is required for the lecturer of this course, provided that s/he is authorised to conduct examinations in accordance with subsection 1. The names of the appointed examiners and observers for the examinations will be announced in accordance with usual procedures at the University of Rostock together with the examination dates.

(3) The examiners and observers are subject to official secrecy. § 20(8) applies mutatis mutandis.

§ 22 Invalidity of Examinations

(1) If the candidate has cheated or attempted to cheat in an examination and this fact only becomes known after the transcript of records has been issued, the mark of the examination may be corrected in accordance with § 14(3). Where appropriate, the module examination can be declared 'insufficient' and the final examination 'failed'. The same applies for the dissertation.

(2) If the requirements for taking a module examination were not met, without the candidate deliberately intending to cheat, and if this only becomes apparent after the transcript of records has been issued, this defect will be remedied if the module examination is passed. If the candidate deliberately cheated to make it possible for him/her to take the module examination, the module examination can be declared 'insufficient' (5,0) and the final examination 'failed'.

(3) Before the decision is made, the candidate must be given the opportunity to pass comment.

(4) The incorrect transcript of records is to be confiscated and, if necessary, a new one must be issued. Together with the incorrect transcript of records, the corresponding degree certificate is also to be taken away if the examination is declared to have been failed due to cheating. Decisions taken according to subsection 1 and subsection 2, sentence 2 are not permitted after a period of five years, starting with the date on which the transcript of records was issued.

§ 23 Objection Procedures and Remonstrances

(1) The candidate may object to negative decisions and other negative administrative acts made in examination matters to the examination board in writing or orally for recording. The written objection must state the grounds for the objection, and must be lodged within one month of notification of the decision being challenged. If the examination board does not wish to uphold the objection, it will forward the objection to the University of Rostock's Objection Committee. The objection procedure is governed by the University of Rostock's rules of procedure for processing objections in examination matters. The objection and the appeal against the decision on the irrevocable loss of the right to be examined have a suspensory effect.

(2) The candidate may remonstrate the assessment of module examinations to the responsible examination board. The remonstrance is also possible with regard to the assessment of preliminary assessed work for examinations. The written remonstrance must state the grounds, and must be filed within one month of

notification of the assessment being challenged. The examination board shall forward the remonstrance to the examiners against whose decision the remonstrance is directed for immediate comment and review. When reviewing the matter, the mark and the justification for it must be checked. The result of this review shall be justified in writing. The examination board shall notify the candidate of the decision on the remonstrance. The examination board may determine additional details of the procedure.

§ 24

Inspection of the Examination Files

(1) After the results of a module examination have been announced, candidates may request to inspect their examination in order to understand the mark and to identify possible errors. General dates for inspection must be set in such a way that an objection can be lodged or a remonstrance filed on time. Otherwise, upon request to the chairperson of the examination board, a date for individual inspection deviating from sentence 2 shall be granted or the deadline shall be extended. The examination board shall announce further modalities of an inspection in consultation with the examiners.

(2) Copies or photographs may only be made during the inspection of the examination documents if legal steps (remonstrance, objection) are to be prepared or further substantiated. Copying, distributing or making examination documents publicly available, in particular on social networks, for purposes other than those mentioned above, constitutes a violation of copyright and is a punishable offence that may lead to expulsion from the University.

(3) Without prejudice to further statutory rights to inspect files, the candidate shall be granted access to his/her written examination papers, the related assessments and the examination minutes within a reasonable period of time upon request for up to one year after the degree certificate has been issued. The request must be submitted to the examination board, which also determines the place and time of inspection.

II. Final Examination

§ 25

Admission to Final Examination

(1) In a bachelor's degree course, a written bachelor's dissertation must be completed as the final examination. It is the written part of the final examination, which is supplemented by an oral colloquium if this is provided for in the course-specific examination and study regulations. A colloquium is to be provided if assessed oral work of an appropriate scope has not already been demonstrated beforehand. The scope of the bachelor's dissertation is 12 credits. The final examination in a master's degree course always consists of the written master's dissertation and a colloquium. The position, deadline, and workload of, as well as the credits to be achieved for the final examination are determined by the course-specific examination and study regulations. The scope of the master's dissertation is 15 to 30 credits, but at least 25% of the overall credits in the course.

(2) Students who are enrolled in the relevant bachelor's or master's degree course at the University of Rostock and who meet the other admission requirements specified in the course-specific examination and study regulations shall be admitted to the final examination. If the admission requirements could not be fulfilled completely and on time for reasons beyond the candidate's control, admission may be granted provisionally upon request to the examination board. In this case, the final dissertation will not be evaluated until the missing admission requirements have been completed.

(3) The candidate must apply for admission to the final examination in writing to the office responsible for examination administration. The application deadline is regulated by the course-specific examination and study regulations. If the candidate was prevented from meeting the application deadline through no fault of his/her own, s/he may still be admitted to the final examination retroactively in the current examination period upon request. The request must be submitted immediately after the problem preventing the candidate from meeting the deadline

has ceased to exist. The facts on which the request is based must be made credible when the request is submitted.

(4) The candidate may suggest topics and supervisors for the dissertation with the application for admission; the suggestion does not constitute a right to be assigned those topics or supervisors.

§ 26

Purpose of the Final Examination

(1) The bachelor's final examination is intended to demonstrate that the candidate has mastered the content-related and methodological fundamentals of his/her subject, has gained an overview of the interrelationships within his/her own discipline and with neighbouring disciplines, is capable of recognising and solving problems and tasks in the respective discipline, and has the ability to engage in lifelong learning.

(2) With the master's final examination, the candidate should prove that s/he has acquired in-depth or extended scientific-methodical qualifications in his/her subject, can work independently in a scientific manner and solve complex problems and tasks, as well as recognise future academic developments and incorporate them into his/her work.

§ 27

Dissertation

(1) The dissertation is intended to show that the candidate is in a position to tackle a problem of his/her subject area on his/her own, within a set amount of time and according to academic methods.

(2) The topic, the problem being addressed and the extent must be limited by the supervisor in such a way that it is possible to complete the dissertation within the writing-up period. Upon justified request, the examination board may, by way of exception, reasonably extend the writing-up period by a maximum of twelve weeks in accordance with the course-specific examination and study regulations.

(3) When applying for admission to the dissertation, the candidate may request to write the dissertation in a language other than that permitted in the course-specific examination and study regulations. The examination board decides on the request in consultation with the supervisor and the second examiner of the dissertation.

(4) The dissertation is supervised by a professor or another person authorised according to § 21(1). Approval must be obtained from the examination board if the dissertation is to be completed at an institution outside of the University of Rostock.

(5) The examination board shall allocate the topic of the dissertation. The subject and date will be placed on record. The topic has to be allocated in good time so that the dissertation including its assessment as well as the possible colloquium can take place within the standard length of study. The topic can only be returned once and only within the first three weeks after it was allocated.

(6) The dissertation can also be submitted as group work, if the contribution of the individual candidate that is to be evaluated as his/her contribution to the dissertation can be differentiated and evaluated due to the indication of sections, page numbers or other objective criteria that allow for a clear distinction; and it fulfils the requirements in accordance with subsection 1.

§ 28

Submission and Evaluation of the Dissertation

- (1) The dissertation must be submitted in due time in two bound copies and in an electronic version according to § 12(8) and (9) to the office responsible for the examination administration; the date of submission is to be recorded.
- (2) The dissertation is independently assessed by two examiners, including the supervisor. The assessment process for the dissertation should not exceed four weeks from the date of submission. The mark is calculated from the arithmetic mean of the marks awarded by the two examiners. § 13(3) applies *mutatis mutandis*. The candidate will be notified of the mark in writing after the assessment process has been completed.
- (3) If the dissertation receives a mark that is worse than 'sufficient' (4,0), it can only be repeated once. A new application for admission is not required. The allocation of the topic for the repetition of the dissertation by the examination board must be made in good time so that the work on the dissertation, without taking into account any extension in accordance with § 27(2), but including its assessment, as well as the possible subsequent colloquium, can take place within the semester following the semester in which the candidate was made aware of the result of the unsuccessful first attempt. The allocated subject and date will be placed on record. If the dissertation is repeated, however, the topic may only be returned within the period specified in § 27(5) if the candidate did not make use of this possibility when preparing his/her first dissertation attempt. If the candidate fails the second attempt at the written dissertation, the final examination is considered irrevocably failed. For withdrawal or failure to repeat the dissertation, § 14(1) and (2) apply.

§ 29

Colloquium

- (1) If the course-specific examination and study regulations provide for a colloquium as part of the final examination, the following provisions shall apply.
- (2) The candidate has to present his/her dissertation publicly in a colloquium. The colloquium serves to determine whether the candidate is capable and able to present and discuss academic questions, methods and results of the dissertation in a scientific manner.
- (3) Admission to the colloquium is only granted if the written work has been evaluated with at least the mark 'sufficient' (4,0). The colloquium consists of a presentation by the candidate and a discussion. The duration of the presentation and discussion is determined by the course-specific examination and study regulations. The colloquium is held in front of at least two examiners (board of examiners), one of whom is the examiner of the dissertation, or the examiner of the dissertation in the presence of a knowledgeable observer. The colloquium takes place no later than four weeks after the mark of the dissertation has been announced. The office responsible for examination administration sets the date and notifies the candidate in writing together with the dissertation mark. If the colloquium is assessed by a board of examiners, the mark is calculated from the arithmetic mean of the marks awarded by the two examiners. Only the first decimal place after the decimal point is calculated; all further places are dropped without rounding.
- (4) The final examination counts as passed if both the dissertation and the colloquium have been marked with at least 'sufficient' (4,0). Unless otherwise specified in the course-specific examination and study regulations, the overall mark of the final examination is calculated from the double-weighted mark for the dissertation and the single-weighted mark for the colloquium. The marks for the colloquium and the overall mark will be announced to the candidate after the colloquium.
- (5) If it is assessed with a mark that is worse than 'sufficient' (4,0), the colloquium can be repeated once within

the period set down in § 17(5). If the candidate irrevocably fails the colloquium, the final examination is considered irrevocably failed.

(6) In continuing professional development degree courses, the colloquium is completed before a board of examiners whose composition is determined in the course-specific examination and study regulations.

§ 30

Transcript of Records, Certificate and Diploma Supplement

(1) The candidate receives a transcript of records for the passed bachelor's or master's examination immediately, if possible within four weeks after passing the last examination. The transcript of records shall include the module marks and credits, the topic of the dissertation and its mark, as well as the overall mark. The field of study and course specialisation as well as, if requested by the candidate, the results of the examinations taken in supplementary modules and the length of studies prior to completing the degree can be included in the transcript of records. It is signed by the chairperson of the examination board.

(2) Together with the transcript of records, the candidate will receive a certificate. The certificate testifies that the degree has been awarded, including the statement that the degree course was completed successfully. The certificate is signed by the dean and provided with the seal of the faculty; in continuing professional development degree courses, the certificate is signed by the Rector and provided with the seal of the University of Rostock. The transcript of records and the certificate carry the date of the day on which the last examination was completed and also state the date they were issued.

(3) Furthermore, the candidate receives a Diploma Supplement in German, which provides information about the degree course and is signed by the chairperson of the examination board. Course-specific information on the content of the Diploma Supplements is contained in the respective course-specific examination and study regulations. At the candidate's request, additional information may be included in the Diploma Supplements if it is relevant to the academic qualification (such as study-related periods of stay abroad, successfully completed internships, collaboration on publications, tutoring activities) and if the activities took place at a time when the candidate was enrolled in the degree course. The request can be made up to one week after the last exam.

(4) The candidate will also receive an English translation of the transcript of records, the Diploma Supplement and the certificate confirming the award of the academic degree.

III. Final Provisions

§ 31

Templates

To ensure standard formats, the responsible university facility shall provide templates especially for degree certificates, transcripts of records, Diploma Supplements, module descriptions and learning agreements as well as course-specific examination and study regulations.

§ 32

Entry into Force

These Regulations enter into force on the day after their publication in the University of Rostock's official bulletin and shall apply for the first time for the summer semester 2020. At the same time, the General Examination

Regulations in the version of 12 June 2017, shall cease to apply.

Drawn up following the decision made by the Academic Senate of the University of Rostock of 8 May 2019.

Rostock, 21 November 2019

The Rector
of the University of Rostock University
Professor Dr. Wolfgang Schareck

Consolidated Version