

Faculty of Arts and Humanities

## **General**

# **Study and Examination Regulation for the Master's Programmes**

of 29 July 2016

in the version of the third amendment of 26 February 2025

Only the German text, as published in the official law gazette, is legally binding. This English version is only intended to aid your understanding and does not have legal force. In the event of discrepancies between the English and German wording, the German wording shall prevail.

**General Study and Examination Regulation  
for the Master's Programmes  
of the Faculty of Arts and Humanities  
at the University of Passau**

**of 29 July 2016**

**in the version of the third amendment of 26 February 2025**

On the basis of Art. 13(1) sentence 2 in conjunction with Art. 43(5) sentence 2, Art. 58(1) sentence 1 and Art. 61(2) sentence 1 of *Bayerisches Hochschulgesetz* (BayHSchG; Bavarian higher education act), the University of Passau lays down the following regulation:

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## **§ 1 Scope**

(1) This general study and examination regulation contains the general rules of procedure which apply to studies and all examinations forming part of the master's programmes (degree programmes leading to the award of the degree of Master of Arts) offered by the Faculty of Social and Educational Sciences and the Faculty of Humanities and Cultural Studies of the University of Passau, as well as general information on studying these programmes.

(2) The subject-specific study and examination regulations for the individual degree programmes govern the degree-programme-specific examination requirements and the sequence of studies, and are supplemented by the respective module catalogues.

(3) In the event that a provision of a subject-specific study and examination regulation is incompatible with this regulation, the provision of the present regulation shall prevail over the provisions of the subject-specific study and examination regulation.

## **§ 2 Aim of the degree programme and examination objectives**

(1) Upon successful completion of a master's degree programme of the Faculty of Social and Educational Sciences or the Faculty of Humanities and Cultural Studies of the University of Passau, graduates obtain an internationally comparable academic degree that, furthermore, represents a further level of professional qualification.

(2) The master's examination is designed to ascertain that candidates have acquired further scientific competencies and the additional rigorous knowledge deemed necessary for professional practice; it also establishes whether they have grasped the interdependencies within the subject and possess the ability to work autonomously according to scientific principles.

## **§ 3 Academic degree awarded**

<sup>1</sup>Students who successfully complete the master's examination of a master's degree programme of the Faculty of Social and Educational Sciences or the Faculty of Humanities and Cultural Studies are awarded the degree of Master of Arts (short form: M.A.). <sup>2</sup>The academic degree may be stated with the University addendum of "(Univ. Passau)" or "(Universität Passau)"; this does not form part of the academic degree.

## **§ 4 Entry qualifications**

(1) <sup>1</sup>The entry requirement for this master's degree programme is a first degree (a bachelor's degree or a German *Magister*, *Diplom*, *Staatsexamen* or equivalent degree), earned in a programme of study with a standard period of three years' full-time study. <sup>2</sup>The individual subject-specific study and examination regulations specify:

- in which degree programmes the degree has been obtained or which subject components it must contain
- any minimum average grade to be achieved or to which quantile of the best graduates the applicant must belong
- any required language skills or other requirements

(2) The final decision on whether applicants have the requisite entry qualifications rests with the Board of Examiners, in application of Art. 86(1) and (2) BayHIG.

(3) <sup>1</sup>Applicants may begin their degree programme prior to obtaining the documents under subsection 1 sentence 1 no. 1 if they can prove by the start of lectures, that:

1. they have completed all assessments and coursework amounting to a minimum of 140 ECTS credits pursuant to subsection 1 sentence 1, and
2. the additional requirements in accordance with subsection 1 sentence 2 in conjunction with the respective subject-specific study and examination regulation have been met, in particular the minimum standards with regard to the university degree (e.g. subject-specific components), and that the provisional final grade (provisional overall average mark) corresponds to, or is better than, the final grade required for admission to the master's degree programme.

<sup>2</sup>Proof within the meaning of sentence 1 above is a Transcript of Records or other suitable documents that indicate the duration of studies (number of subject semesters studied), the assessments and coursework completed to date, the ECTS credits gained during the programme and the preliminary final grade calculated on the basis of the completed assessments and coursework. <sup>3</sup>The Board of Examiners shall decide on admission in accordance with sentence 1. <sup>4</sup>Applicants enrolled under sentence 1 above must provide their prior university degree certificate and final transcript under subsection 1 sentence 1 within one year of commencing their studies. <sup>5</sup>In the case of master's programmes that can be studied entirely in English, as provided in the applicable subject-specific study and examination regulation in deviation from the University of Passau's general enrolment statute (ImmSa), and for which only beginner's-level German language skills at level A1 CEFR must be proven at enrolment, applicants whose prior language of education is not German must provide such proof (e.g. by means of a recognised language certificate or equivalent) at the latest by the end of their first year of study. <sup>6</sup>Applicants who are admitted in accordance with sentences 1 and 5 are enrolled provisionally on the master's programme. <sup>7</sup>The deadlines according to sentences 4 and 5 are preclusive. <sup>8</sup>Applicants who do not provide the proof required by sentences 4 and 5 by the time of the deadline defined therein due to circumstances within their control are automatically de-registered from the master's degree programme. <sup>9</sup>In the case of sentence 8, § 25 shall apply accordingly.

## **§ 5 Standard period of study; scope and start of studies**

(1) <sup>1</sup>The standard period of study, including the time for the examinations and the master's thesis, is four semesters (full-time study) or eight semesters (part-time study). <sup>2</sup>The courses completed and the other coursework (e.g. internships and excursions) and the master's thesis must amount to a total of 120 ECTS credits for successful completion of the programme.

(2) <sup>1</sup>Degree programmes start in the winter semester and the summer semester. <sup>2</sup>The subject-specific study and examination regulations may stipulate that a programme commences only in the winter semester.

### **§ 5a Part-time study; changing between part-time and full-time study**

(1) <sup>1</sup>The master's programmes M.A. Pastoral Ministry and M.A. Charity Studies and Values-oriented Management can be studied as part-time programmes (50%). <sup>2</sup>Students who wish to study part-time should indicate this during enrolment.

(2) <sup>1</sup>Students can switch from full-time to part-time study or vice versa once they have completed the 2nd semester (full-time) or 4th semester (part-time) of their degree programme; to do so, they should submit a written application to the Student Registration Office (see § 126b BGB) no later than two weeks before the beginning of the semester in which the change is to take effect. <sup>2</sup>Semesters on leave are not taken into account when counting semesters in accordance with sentence 1. <sup>3</sup>It is recommended that you talk to an academic adviser before making the switch. <sup>4</sup>Switching to part-time study is excluded if

the student has begun writing the master's thesis whilst enrolled as a full-time student; the submission deadline cannot be changed from the full-time to the part-time deadline in that case. <sup>5</sup>If full-time study in the same degree programme is continued part-time, each semester completed full-time is converted into two part-time semesters, regardless of the number of modules completed. <sup>6</sup>If part-time study in the same degree programme is continued full-time, each two semesters completed part-time are converted into one full-time semester, regardless of the number of modules completed. <sup>7</sup>Examination rights established in the part-time or full-time degree programme remain unaffected by the change; this applies in particular to resits of failed examinations within the prescribed time periods. <sup>8</sup>After a switch in accordance with sentence 1, students continue studying their programme in accordance with the same study and examination regulation that previously applied to them.

(3) <sup>1</sup>Students who are enrolled part-time in the master's degree programmes indicated in subsection 1, sentence 1, can earn a maximum of 35 ECTS credits each academic year; if students exceed this number in one or more academic years, sentence 4 of Art. 86(3) applies accordingly. <sup>2</sup>In justified exceptional cases, the Board of Examiners may authorise an exception to the regulation in sentence 1 upon written application (§ 126b BGB). <sup>3</sup>The application must be submitted before registering for those assessments that would lead the student to exceed the ECTS credit limit in sentence 1.

## **§ 6 Structure and content of the degree programme**

(1) <sup>1</sup>The degree programme has a modular structure. <sup>2</sup>A module is a self-contained unit of study, consisting of one or several courses which exhaustively treat a defined subject matter. <sup>3</sup>A module may comprise the taught content of a single semester or an academic year; in exceptional, justified cases, a module may carry on for more than two semesters. <sup>4</sup>Modules may be comprised of individual or multiple different teaching and learning formats, specifically lectures (L), exercise courses (E), seminars (S), colloquiums (C), survey courses (SC), introductory courses (FC), reading courses (RC), advanced seminars (AS), graduate seminars, master classes (MC), practical classes/internships/practice teaching, tutorials (T), and/or excursions (EX). <sup>5</sup>Modules with related content can be combined into module groups, and module groups classified into module areas. <sup>6</sup>Modules may, in particular, be designated as core modules (introduction), main modules (forming the main areas of study in the subject area), profile modules (broadening or extension of a main area), skills modules (acquisition of transferable skills) and language modules (foreign language acquisition).

(2) <sup>1</sup>Each module carries a specific credit value, which reflects the amount of time deemed necessary for successful completion. <sup>2</sup>The credit value for each module is determined in accordance with the European Credit Transfer and Accumulation System (ECTS) <sup>3</sup>One ECTS credit corresponds to a workload of 30 hours.

(3) <sup>1</sup>A module typically concludes with an assessment conducted in the same semester; these assessments are either graded using the German marking scale (graded module) or assessed on a pass/fail basis (ungraded module). <sup>2</sup>The applicable subject-specific study and examination regulation, in conjunction with the module catalogue for the respective degree programme, specifies for each module whether it is graded or ungraded and whether, and in what form, the graded modules are included in the final grade for the degree (hereinafter: examination modules).

(4) <sup>1</sup>The material covered in the modules and their learning objectives, the examination, its form and scope, the ECTS credits to be awarded for the module, the workload for students associated with the module and the composition of the module areas and module groups are specified in the respective subject-specific study and examination regulations, in conjunction with the module catalogues for the individual degree programmes. <sup>2</sup>The module catalogues are approved by the Board of Examiners and published on the University's website. <sup>3</sup>In the event of amendments made to the module catalogues, the protection of students' legitimate expectations shall be given due consideration. <sup>4</sup>Appropriate resit opportunities shall be ensured.

(5) <sup>1</sup>In addition to modules that must be completed (compulsory modules), the subject-specific study and examination regulation may provide for compulsory elective modules. <sup>2</sup>A specific number of ECTS credits must be accrued by completing compulsory elective modules; students should choose their modules at their own discretion within the scope set by the subject-specific study and examination regulation. <sup>3</sup>In accordance with the requirements stipulated in the subject-specific study and examination regulation, students who have failed one compulsory elective module may switch to a different compulsory elective module.

## **§ 7 ECTS account**

<sup>1</sup>At the start of the degree programme, the Examinations Office issues each candidate with a credit point balance, to which the ECTS credits attained from modules marked at least *ausreichend* (sufficient, a numerical mark of 4.0) or *bestanden* (pass) are credited. <sup>2</sup>On request, students are informed of their ECTS credit balance if they are unable to query the balance of their ECTS account themselves using the digital platform. <sup>3</sup>Examiners may only view a student's credit point balance with the student's consent.

## **§ 8 Acceptance for credit of periods of study and assessments completed elsewhere**

(1) <sup>1</sup>As a rule, relevant study periods, coursework and assessments completed at other state or state-recognised higher education institutions in the Federal Republic of Germany, successful participation in a correspondence study unit forming part of a degree programme at a state or state-recognised higher education institution in the Federal Republic of Germany or in degree programmes at foreign universities or in another degree programme at the University of Passau also qualify as proof for having completed the study periods and assessments required by this general regulation or the relevant subject-specific study and examination regulation, unless there are substantial differences in the competences acquired (achieved learning outcomes). <sup>2</sup>The same applies for coursework and assessments completed at a state or state-recognised higher education institution in Bavaria within the scope of other modules or complementary study offerings, at the Bavarian Virtual University (vhb) or as part of a *Frühstudium* or *Jungstudium*.

(2) <sup>1</sup>To identify any substantial differences in the competences acquired on account of the study periods, coursework and assessments completed at foreign higher education institutions, equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs as well as the German Rectors' Conference must be consulted in addition to subsection 1 sentence 1. <sup>2</sup>Where equivalence is uncertain, the Central Office for Foreign Education may be consulted.

(3) <sup>1</sup>Competences acquired within the scope of other advanced study courses pursuant to Art. 78 BayHIG or outside of higher education institutions may be counted towards the degree if they are equivalent. <sup>2</sup>Any competences acquired outside of higher education institutions must not constitute more than half of the competences for which proof is required.

(4) <sup>1</sup>The marks attained on assessments approved pursuant to subsections 1 and 3 are shown on the transcript – where necessary, after conversion to the marking/grading scale used at the University of Passau – and included in the calculation of the final grade. <sup>2</sup>Such accepted marks are labelled and the act of acceptance is indicated in the transcript. <sup>3</sup>In the event of incomparable marking/grading scales, the status *bestanden* (pass) is recorded. <sup>4</sup>Binding specifications concerning the conversion of marks to the marking/grading scale used at the University of Passau for the master's programmes of the Faculty of Social and Educational Sciences and the Faculty of Humanities and Cultural Studies are to be decided by the relevant Faculty Council.

(5) <sup>1</sup>Applications for the acceptance of study periods, coursework and assessments ("credit transfers") require the written form and must be submitted to the Examinations Office along with supporting documentation. <sup>2</sup>The application may be submitted as long as the corresponding assessment has not yet been completed successfully and provided that the assessment has not been given a final fail mark. <sup>3</sup>Such applications must be submitted no later than upon registration pursuant to § 19(1) sentence 1. <sup>4</sup>Decisions pursuant to subsections 1 to 4 shall be made by the Board of Examiners in consultation with the competent subject representative. <sup>5</sup>In the event of an unfavourable decision on acceptance, Art. 86(3) sentences 5 and 6 BayHIG apply. <sup>6</sup>If ECTS credits are awarded by credit transfer from one or more semesters, the subject semester count is increased by one retrospectively for every 30 ECTS credits accrued in full-time study or 15 ECTS credits accrued in part-time study.

## **§ 9 Master's examination; examination deadlines; fail grade and resits**

(1) The master's examination consists of:

1. module assessments completed in the course of the degree programme, in the modules stipulated by the subject-specific study and examination regulation and
2. the master's thesis.

(2) A candidate has passed the master's examination when he or she has completed all compulsory modules and compulsory elective modules stipulated in the respective subject-specific study and examination regulation, received a pass mark on the master's thesis and accrued a total of 120 ECTS credits on the degree programme.

(3) <sup>1</sup>Any module marked *nicht ausreichend* (insufficient [any mark above 4.0]) or *nicht bestanden* (fail) may be reattempted up to a maximum of two times. <sup>2</sup>The first resit must be taken within one year after notification of the examination result, unless a grace period has been set for the candidate due to circumstances outside his or her control. <sup>3</sup>Organisational measures are to be put in place to ensure that any resit is possible, as a rule, within six months. <sup>4</sup>If the candidate fails to resit the examination due to circumstances within their control, the assessment shall be awarded a mark of *nicht bestanden* (fail). <sup>5</sup>Subsection 5 is not affected. <sup>6</sup>Resits of failed examinations can be taken while the student is on a leave semester; voluntary resits of examinations for which students have previously attained a pass mark in order to improve the mark pursuant to subsection 8 cannot be taken during a leave semester.

(4) <sup>1</sup>The relevant subject-specific study and examination regulation may allow for further resits of all or a certain number of modules with a mark of *nicht ausreichend* (insufficient) or *nicht bestanden* (fail) and specify certain conditions for this. <sup>2</sup>Each resit shall, in principle, take place within one year of notification of the preceding examination result. <sup>3</sup>Subsection 3 sentences 4 and 5 apply accordingly. <sup>4</sup>A module graded as insufficient or fail receives a mark of *endgültig nicht bestanden* (final fail) when all resit possibilities have been exhausted.

(5) <sup>1</sup>The prerequisites for passing the master's examination pursuant to subsection 2 should be fulfilled by the end of the fourth semester when studying full-time or the eighth semester when studying part-time. <sup>2</sup>If the candidate has not fulfilled these requirements by the end of the sixth semester (in the case of full-time study) or twelfth semester (part-time study) and submitted proof thereof to the Examinations Office, the master's examination shall initially be awarded a fail. <sup>3</sup>Candidates may resit the master's examination if they have completed all required assessments listed in subsection 2 by the end of the eighth semester (in the case of full-time study) or 16th semester (in the case of part-time study). <sup>4</sup>A leave of absence or termination of enrolment does not suspend the time limit in sentence 3. <sup>5</sup>Subsections 3 and 4 as well as § 21(9) sentence 1 remain unaffected within the period pursuant to sentence 3.

(6) The master's examination shall be deemed a final fail if:

1. a final fail is awarded for a compulsory module
2. the master's thesis is awarded a final fail  
or
3. the master's examination has been failed on the second attempt (subsection 5 sentence 3)

(7) <sup>1</sup>If a candidate exceeds the deadlines set out in subsections 3 to 5 for reasons beyond his or her control, the Board of Examiners shall grant an appropriate grace period upon application. <sup>2</sup>The application must be submitted without undue delay as soon as such circumstances arise.

(8) <sup>1</sup>The subject-specific study and examination regulations may specify that a certain number of assessed modules or individual assessment components may be repeated once voluntarily to improve the mark. <sup>2</sup>Only the better mark achieved is then entered in the transcript and counted towards the final grade. <sup>3</sup>If a candidate repeats individual assessment components within a module and achieves better results, the final mark for the respective module is determined by the average of the improved marks and the marks obtained for the assessment components that he or she completed previously before the resit, pursuant to § 22(3). <sup>4</sup>Candidates who wish to make use of this possibility for mark improvement must do so by the semester following the last assessment they completed.

## **§ 10 Board of Examiners**

(1) <sup>1</sup>A Board of Examiners shall be established for every degree programme, which is responsible for preparing and carrying out the assessments for the programme, unless the present study and examination regulation assigns certain tasks and powers to the chairperson; this includes measures taken in accordance with the Maternity Protection Act. <sup>2</sup>The Examinations Office provides organisational and administrative support to the Board of Examiners. <sup>3</sup>The Board of Examiners shall ensure that the provisions of this study and examination regulation and the relevant subject-specific study and examination regulation are observed; furthermore, it is responsible for drawing up and amending the module catalogue. <sup>4</sup>The Board of Examiners sends regular reports to the Faculty Council of the Faculty of Social and Educational Sciences or the Faculty of Humanities and Cultural Studies, as the case may be, detailing the development of assessments and study periods; it makes recommendations on changes to the study and examination regulations when and as appropriate.

(2) <sup>1</sup>The Board of Examiners consists of authorised examiners of the University of Passau, of whom at least three must be professors; the exact composition is governed by the subject-specific study and examination regulations. <sup>2</sup>The subject-specific study and examination regulations may specify that a certain number of members must be from a specific subject area and that a certain number of members from certain other faculties or bodies are proposed. <sup>3</sup>The chairperson, deputy chairperson and other members of the Board of Examiners are elected by the Faculty Council of the Faculty of Social and Educational Sciences or the Faculty of Humanities and Cultural Studies, as the case may be, for a period of two years. <sup>4</sup>Members can be re-appointed upon completion of their term.

(3) <sup>1</sup>The Board of Examiners is quorate if all members have received an invitation at least three days prior to the relevant meeting and the majority of members is present and has voting rights. <sup>2</sup>Resolutions are passed by simple majority. <sup>3</sup>Abstention from voting, secret ballot and transfer of voting rights are excluded. <sup>4</sup>In the event of a tie, the chairperson's vote decides.

(4) <sup>1</sup>The chairperson convenes the meetings of the Board of Examiners. <sup>2</sup>He or she has the authority to take urgent decisions on behalf of the Board of Examiners and shall inform the Board of Examiners of this promptly. <sup>3</sup>Unless stipulated otherwise in this study and examination regulation, the Board of Examiners may delegate specific tasks to the chairperson; this authorisation then stands until it is revoked.



(5) <sup>1</sup>Official notices issued by the Board of Examiners or its chairperson which may infringe upon an individual's rights must be communicated in writing; the communication should set forth the reasons for the decision and provide advice on the legal remedies available. <sup>2</sup>Candidates must be heard before a negative decision is handed to them. <sup>3</sup>Without prejudice to the right to commence an immediate suit before a court of law, candidates may lodge an appeal with the president of the University against a negative decision regarding their examination. <sup>4</sup>The president issues the appeal notice following the decision of the Board of Examiners.

(6) <sup>1</sup>The chairperson of the Board of Examiners may invite external guests to facilitate decision-making on individual items on the agenda. <sup>2</sup>Such guests are obliged to maintain confidentiality in the same way as the members of the Board and have the right to speak but not to submit motions or vote.

### **§ 11 Examining committee and observers**

(1) <sup>1</sup>All those setting exam questions who fulfil the requirements of subsection 2 sentence 1 are appointed as examiners for the module in which they taught. <sup>2</sup>The chairperson of the Board of Examiners for the degree programme shall appoint the examiners and observers at the beginning of the academic year.

(2) <sup>1</sup>Authorised examiners may be appointed in accordance with the Bavarian Higher Education Innovation Act (BayHIG) and the *Hochschulprüferverordnung* (HschPrüferV, higher education examiners ordinance), as last amended. <sup>2</sup>If a member of the University with the authority to act as examiner leaves, he or she shall retain the right to fulfil the role of examiner for up to one year. <sup>3</sup>The relevant Faculty Council shall decide on any exceptions from sentence 2. <sup>4</sup>If examiners belonging to another faculty or the Language Centre are to be appointed, the code of conduct is to be established with the dean of the respective faculty or the spokesperson of the joint headship of the Language Centre respectively.

(3) The role of observer in oral examinations may be fulfilled by competent individuals who have successfully completed a higher education degree and are employed at the University of Passau.

(4) <sup>1</sup>The appointment of examiners is announced in an appropriate form. <sup>2</sup>Examiners may be substituted shortly before the start of an examination if there are compelling reasons to do so.

### **§ 12 Exclusion due to personal involvement; obligation of confidentiality**

(1) Article 51(2) sentence 1 BayHIG in conjunction with Articles 20 and 21 *Bayerisches Verwaltungsverfahrensgesetz* (BayVwVfG, Bavarian administrative procedures act) govern the exclusion of members from consultation and voting within the Board of Examiners, and from examining assessments due to personal involvement.

(2) The obligation of confidentiality of the members of the Board of Examiners, the examiners, the observers and other persons tasked with managing examination matters is laid down in sentences 3 and 4 of Art. 26(2) BayHIG.

### **§ 13 Failure to appear; withdrawal; cheating; breach of rules; inability to take part in an examination**

(1) <sup>1</sup>An assessment shall be marked *nicht ausreichend* (insufficient, a numerical mark of 5.0) or *nicht bestanden* (fail) respectively if the candidate does not appear for the examination for which he or she

has registered or withdraws after the start of the examination without good reason. <sup>2</sup>The same applies if a written assessment is not completed within the designated time.

(2) <sup>1</sup>The Board of Examiners must be notified of the withdrawal or failure to appear and justification must be provided. <sup>2</sup>If the reasons are accepted, the Board of Examiners shall set a new examination date; this is, as a rule, the next available examination date, insofar as the recognised reasons do not prohibit this. <sup>3</sup>If a module examination is broken down into several assessment components, any examination results already achieved shall be credited if the candidate's withdrawal or failure to appear is accepted.

(3) <sup>1</sup>If the candidate attempts to influence the results of an assessment by cheating, which includes plagiarism and the use of prohibited aids, or if he or she aids another examination candidate in doing so, the affected assessment shall be marked *nicht ausreichend* (insufficient, a numerical mark of 5.0) or *nicht bestanden* (fail) respectively. <sup>2</sup>Plagiarism is deemed to have been committed when the intellectual property of others is violated intentionally or through gross negligence with serious implications for scientific research by making unauthorised use, under the pretence of authorship, of a work created and copyrighted by someone else or of material research findings, hypotheses, teachings or research methods originating from someone else; the decision is always taken on account of the individual circumstances of each case. <sup>3</sup>In written examinations, an attempt to cheat shall be deemed to have occurred if an invigilator finds prohibited aids on or near the candidate's desk. <sup>4</sup>If, over the course of the degree programme, significant actual or attempted engagement in unfair practices is shown to have occurred repeatedly in particularly serious circumstances, the Board of Examiners may definitively withdraw the right of the candidate to take the master's examination for the programme concerned. <sup>5</sup>A candidate who disrupts orderly examination proceedings can be excluded from continuing with their assessment by the respective examiner or observer, in which case the affected assessment shall be awarded the mark of *nicht ausreichend* (insufficient, a numerical mark of 5.0) or *nicht bestanden* (fail).

(4) <sup>1</sup>Where a candidate's inability to attend an examination occurs prior to or during the examination, the chairperson of the Board of Examiners must be notified without undue delay. <sup>2</sup>Candidates who claim inability to participate in an assessment due to illness must submit a medical certificate, which must always be based on a medical examination carried out before or on the day for which inability to attend the assessment is claimed and which provides a medical reason for the candidate's inability to attend. <sup>3</sup>Where there is reasonable doubt, the chairperson of the Board of Examiners may additionally request a certificate issued by a public health officer (*Amtsarzt*).

## **§ 14 Examination irregularities**

(1) <sup>1</sup>Where irregularities are identified in the conduct of the examination that affect the result of the examination, all or selected candidates will be instructed, at a candidate's request or ex officio, to resit the examination or parts thereof. <sup>2</sup>Irregularities must be notified to the chairperson of the Board of Examiners or to the examiners present during the assessment. <sup>3</sup>Any decision regarding the notification of irregularities and their consequences rests with the Board of Examiners.

(2) Official instructions pursuant to subsection 1 may not be made if six months or more have passed since the examination date.

## **§ 15 Invalidity of examination results**

(1) Where candidates are found to have cheated in an examination and this becomes known only after presentation of the transcript, the Board of Examiners can change the respective mark accordingly at a later date and declare the candidates to have failed or partly failed the examination.

(2) <sup>1</sup>Where candidates have completed an examination, achieving a pass mark, and are subsequently found not to have met the requirements for admission to that examination although they had no intention to deceive, and this fact does not become known until after presentation of the transcript, the mark/grade and credits earned in the examination stand and are not changed retroactively. <sup>2</sup>Where candidates wrongfully obtain admission by wilful deceit, the Board of Examiners decides on the revocation of unlawful administrative acts in compliance with the general principles of administrative law.

(3) Candidates must be heard before a decision is handed to them.

(4) <sup>1</sup>The incorrect examination transcript must be revoked and, if necessary, a new transcript issued. <sup>2</sup>Decisions pursuant to subsections 1 and 2 sentence 2 may only be taken within a five-year period from the date of the examination transcript.

## **§ 16 Written and oral examinations**

(1) <sup>1</sup>Modules in which assessed coursework is to be completed in written and/or oral and/or practical form are determined in the applicable subject-specific study and examination regulation. <sup>2</sup>Assessments may include written exams, seminar papers, essays, colloquia, written assignments, presentations, reports, portfolios, project work, project documentation, oral examinations or similar, including practical work. <sup>3</sup>Written assessments may take the form of multiple choice test (§ 17). <sup>4</sup>A portfolio is a module examination comprising several partial assessments of a mutually dependent and related nature, through which a unified assessment is implemented. <sup>5</sup>When working in groups, any contribution must be both assessable and clearly attributable to individual students. <sup>6</sup>As a rule, every assessment relates to one module. <sup>7</sup>The individual examinations take place during or at the end of the semester in which the respective module is completed. <sup>8</sup>For the successful conclusion of all coursework and assessments required for the module, ECTS credits are awarded by the respective examiners in line with the provisions of the respective subject-specific study and examination regulation; marks for graded modules are awarded pursuant to § 22 subsection 1 sentences 1 and 2, while in the case of ungraded modules, the status *bestanden* (pass) or *nicht bestanden* (fail) is recorded in line with § 22(1) sentence 3. <sup>9</sup>The duplicate allocation of ECTS credits for identical units of study is not permitted. <sup>10</sup>The Board of Examiners shall determine which units of study are to be considered identical following an official hearing with the relevant professors.

(2) <sup>1</sup>The subject-specific study and examination regulations may specify that a certain level of knowledge of a foreign language is required for individual compulsory elective modules. <sup>2</sup>If courses are held in a modern foreign language, the associated examinations shall also be held in that language, provided that this is specified in the module catalogue. <sup>3</sup>In the case referred to in sentence 2, an oral examination shall be held in the German language if so requested by the candidate. <sup>4</sup>Sentence 3 does not apply to examinations in a module which forms part of subject-specific foreign language training. <sup>5</sup>In the subject-specific study and examination regulations, completion of assessments in a language other than German may be permitted.

(3) <sup>1</sup>Candidates have between 60 and 120 minutes to write exams or complete similar assessments, such as practical assignments, programming tasks or simulations, unless specified otherwise in the applicable subject-specific study and examination regulation. <sup>2</sup>Written examinations can be conducted both in-person or as online examinations within the meaning of the *Bayerische Fernprüfungserprobungsverordnung* (Bavarian distance examination ordinance, BayFEV), supplemented by the *Fernprüfungssatzung* (online examination regulation, PFSa) of the University of Passau of 12 May 2022 (vABIUP p. 15), as amended. <sup>3</sup>Candidates are given from six to twelve weeks to prepare written assignments such as term papers and seminar papers or comparable assignments, unless specified otherwise in the applicable subject-specific study and examination regulation. <sup>4</sup>The examiner may restrict the maximum scope of examinations within the meaning of sentence 3 and comparable assessments as appropriate. <sup>5</sup>Examinations within the meaning of sentence 3 must be

submitted in a standardised format specified by the person setting the questions or assignment.

<sup>6</sup>Sections 21(5) sentence 2 and (6) sentences 2, 4 and 5 apply accordingly to written work within the meaning of subsection 1 sentence 3.

(4) <sup>1</sup>As a rule, written assessments are set and marked by the lecturers responsible for teaching the corresponding courses, who are appointed to the role of examiner pursuant to § 11(1); written examinations should be marked by 30 April (winter semester exams) or 31 October (summer semester exams), unless the relevant subject-specific study and examination regulation provides for a shorter marking period; § 17(1) sentence 4 is unaffected by this. <sup>2</sup>Written assessments marked *nicht ausreichend* (insufficient) or *nicht bestanden* (fail) are, insofar as they do not involve assessments in the form of multiple-choice tests pursuant to § 17, to be marked by two examiners. <sup>3</sup>For graded courses, the overall mark is calculated as the arithmetic mean of the two marks given, taking into account the first digit after the decimal point and disregarding any further digits without rounding up or down. <sup>4</sup>If the average mark arrived at in this way does not correspond to a mark that is possible under § 22(1), the possible mark that is closest to the average mark is awarded. <sup>5</sup>If the interval between the average mark and two possible marks under § 22(1) is the same, the better mark is awarded. <sup>6</sup>Any deviations from sentence 1 require a decision by the Board of Examiners. <sup>7</sup>The rationale for the mark awarded for a written assessment must be explained in a written comment.

(5) <sup>1</sup>Examination candidates must present their student ID card when requested to identify themselves. <sup>2</sup>If the candidate cannot present a student ID card or if the photograph is of insufficient quality, an official photographic ID should be presented instead.

(6) <sup>1</sup>Oral examinations are, as a rule, to be conducted by the lecturer for the corresponding unit of study appointed as examiner pursuant to § 11(1), and in the presence of a competent observer. <sup>2</sup>The duration of an oral examination per candidate is between 10 and 60 minutes. <sup>3</sup>A maximum of four candidates may be assessed simultaneously.

(7) <sup>1</sup>Records should be kept for oral examinations: these should state the time, place and duration of the examination, the object and result of the examination, the name of the examiner, observer and candidate as well as any special incidents. <sup>2</sup>These records are to be produced by the observer and signed by both the observer and the examiner. <sup>3</sup>The rationale for the mark awarded for oral examinations must be set forth in writing.

(8) Decisions on alternative forms of examination to meet the requirements of the Maternity Protection Act (MuSchG) shall be taken by the chairperson of the Board of Examiners in consultation with the examiners.

(9) The permitted examination aids are determined and announced by the relevant examiner.

(10) <sup>1</sup>Notwithstanding the first sentence of subsection 3, for modules requiring a written examination in accordance with the applicable subject-specific study and examination regulation, examiners may instead set a written assignment (term paper with a short preparation period – open-book exam): for this non-invigilated assessment, candidates are given a total of 60 to 120 minutes to write and submit the assignment, for which they may use any examination aids they wish (literature, databases or software); candidates must work alone and may not enlist the help of other persons. <sup>2</sup>This type of assessment must be designed in such a way that it requires students to assess and evaluate facts or apply their knowledge to a new problem; it must not be a mere test of knowledge. <sup>3</sup>When designing the assignments, care must be taken that collusion between the examination candidates is avoided and that there is sufficient opportunity for candidates to demonstrate their competences. <sup>4</sup>Students must indicate the examination aids used when submitting their written assignment. <sup>5</sup>Where sentence 1 applies, the assignment must be submitted within the set time and in digital form using the system provided by the examiner. <sup>6</sup>Section 21(7) sentences 1 and 4 to 6 (safeguarding good research practice and plagiarism control) shall apply *mutatis mutandis*.

## § 17 Written multiple-choice tests

(1) <sup>1</sup>In a written assessment involving a multiple-choice test the student must answer questions under invigilation. <sup>2</sup>He or she must indicate which of the multiple choice statements listed under each question he or she believes to be exclusively correct, or whether he or she believes a given statement to be right or wrong. <sup>3</sup>One point is awarded for each correct answer; zero points for each incorrect answer. <sup>4</sup>The examination questions must be set by two examiners nominated in accordance with § 11(1).

(2) <sup>1</sup>If it becomes evident, when marking a written examination, that reliable results are not possible for an examination question, the maximum number of attainable points (the reference value for the pass threshold) is reduced by the maximum amount of points allocated to this question. <sup>2</sup>When marking a written examination in accordance with subsection 3, the adjusted reference value should be used. <sup>3</sup>The reduction in the number of examination questions must not be to a student's detriment.

(3) <sup>1</sup>An assessment receives a pass mark if the student attains at least 65% of the maximum attainable points (absolute pass threshold) or if the student attains at least 50% of the maximum attainable points *and* the number of points attained by the student does not fall below the average number of points attained by all students taking part in the same examination by more than 22% (relative pass threshold). <sup>2</sup>The relative pass threshold must only be taken into account when it is below the absolute pass threshold. <sup>3</sup>A non-integer threshold value shall be rounded up in favour of the student. <sup>4</sup>If the student has attained the necessary minimum number of points required to pass the examination pursuant to sentence 1, the mark shall be given as follows:

1.0 <i>sehr gut</i> (very good)	if at least an additional 90%,
1.3 <i>sehr gut</i> (very good)	if at least an additional 80% but less than 90%,
1.7 <i>gut</i> (good)	if at least an additional 70% but less than 80%,
2.0 <i>gut</i> (good)	if at least an additional 60% but less than 70%,
2.3 <i>gut</i> (good)	if at least an additional 50% but less than 60%,
2.7 <i>befriedigend</i> (satisfactory)	if at least an additional 40% but less than 50%,
3.0 <i>befriedigend</i> (satisfactory)	if at least an additional 30% but less than 40%,
3.3 <i>befriedigend</i> (satisfactory)	if at least an additional 20% but less than 30%,
3.7 <i>ausreichend</i> (sufficient)	if at least an additional 10% but less than 20%,
4.0 <i>ausreichend</i> (sufficient)	if no additional points (or less than 10%)

of the maximum available points are attained in excess of the minimum number of points required to pass the examination. <sup>5</sup>If the minimum number of points (pass threshold) has not been reached, a mark of 5.0 (*nicht ausreichend*; insufficient) is awarded. [NB: In the German notation, the comma serves as the decimal separator: marks/grades shown in the final transcript will therefore be written as 1,0...5,0].

(4) <sup>1</sup>The examination result is determined by one of the examiners and notified to the student. <sup>2</sup>The following information must be provided:

1. the examination mark
2. the pass threshold
3. the number of questions listed and the total number of questions answered by the examination candidate
4. the average mark of all candidates taking part in the same examination, i.e. the reference value in subsection 3 sentence 1

<sup>3</sup>Notification pursuant to sentences 1 and 2 may be done by posting on the noticeboards or by digital means.

## **§ 18 Compulsory attendance**

(1) <sup>1</sup>For individual courses, where compulsory attendance is deemed necessary in order to achieve the intended learning outcomes and for which an assessment is conducted during the course (e.g. an oral presentation), or respectively, for courses where no assessments are carried out, the Board of Examiners may stipulate comprehensive compulsory attendance in the module catalogue; individual absences by students due to circumstances beyond their control should be disregarded by the lecturer. <sup>2</sup>Students who fall short of the compulsory attendance requirement pursuant to sentence 1 are deemed not to have met the course requirements, and the relevant course will be counted as not completed.

(2) <sup>1</sup>When prescribing compulsory attendance pursuant to subsection 1 sentence 1, the Board of Examiners shall take into account the freedom of art, science and studies (Art. 20 BayHIG) as well as other statutory provisions, and in particular should consider the reasonableness of this measure. <sup>2</sup>Compulsory attendance cannot be prescribed for lectures. <sup>3</sup>Where prescribed, the rationale for imposing compulsory attendance is to be laid out in the relevant module catalogue.

## **§ 19 Registration for and admission to the master's examination**

(1) <sup>1</sup>Candidates must register for every assessment in digital form (or in exceptional cases in paper-based form) with the chairperson of the Board of Examiners, via the Examinations Office, within the published deadlines. <sup>2</sup>Students may not sit examinations for which they have not previously registered. <sup>3</sup>Registration for the first examination is simultaneously an application for admission to the master's examination. <sup>4</sup>Admission is subject to the following requirements:

1. The applicant must be enrolled as a student in the respective master's programme,
2. The registrant must not have lost his/her right to study the degree programme concerned or to complete the corresponding master's examination for which he or she is registering, at the University of Passau or another higher education institution in Germany. [NB: At German higher education institutions the status *endgültig nicht bestanden* (final fail) is assigned if the candidate has unsuccessfully exhausted all exam resit opportunities or if he or she has been de-registered from this degree programme at any German university or higher education institution and the status *endgültig nicht bestanden* is indicated on the relevant de-registration notice, barring the student from taking up the same degree programme elsewhere.]

(2) Admission shall be denied if the candidate fails to fulfil one or more of the admission requirements stipulated in subsection 1 sentence 4 nos. 1 and 2.

## **§ 20 Requirements and procedure for admission to the master's thesis**

(1) <sup>1</sup>Admission to the master's thesis is subject to the following requirements:

1. The applicant must be enrolled as a student in the master's programme for which the master's thesis is to be completed, and
2. furnish proof of having acquired at least 60 ECTS credits in the degree programme according to no. 1.

<sup>2</sup>The subject-specific study and examination regulations may specify other enrolment requirements, in particular deviations from sentence 1 no. 2.

(2) <sup>1</sup>The application for permission to write a master's thesis must be submitted to the chairperson of the Board of Examiners. <sup>2</sup>The application for admission to the master's thesis must include:

1. Evidence pursuant to subsection 1.
2. Details of the provisional topic of the master's thesis and the preferred supervisor.
3. Clarification of whether the applicant has previously received an *endgültig nicht bestanden* (final fail) mark on his or her master's thesis from the University of Passau or another higher education institution while studying in the same degree programme, or whether he or she is subject to a pending examination procedure, or whether he or she has been de-registered from said degree programme, resulting in the loss of his or her right to sit the examination.

<sup>3</sup>The Board of Examiners may allow for the delayed submission of required documents if submission is possible within a determined grace period and if the applicant has compelling reasons for not being able to provide the documents within the normal deadline. <sup>4</sup>If a candidate is unable to submit the necessary documents, as prescribed, due to circumstances beyond his or her control, the Board of Examiners may permit the submission of proof by other means.

(3) Admission to the master's thesis shall be denied if:

1. the candidate does not fulfil the prescribed enrolment requirements pursuant to subsection 1 or
2. the requested documents pursuant to subsection 2 are incomplete.

(4) <sup>1</sup>The decision on admission to the master's thesis rests with the chairperson of the Board of Examiners. <sup>2</sup>The candidate shall be notified of the decision in writing and without delay.

## **§ 21 Master's thesis**

(1) <sup>1</sup>A candidate should demonstrate in the master's thesis that he or she is capable of producing scientific work and that he or she is able to apply scientific methods to a set topic unaided. <sup>2</sup>The area in which the master's thesis is to be completed may be restricted by the subject-specific study and examination regulation.

(2) <sup>1</sup>The master's thesis can be set, supervised and marked by any professor who is a member of the Faculty of Social and Educational Sciences or the Faculty of Humanities and Cultural Studies and has the right to set and conduct examinations (hereinafter: supervisor). <sup>2</sup>The candidate shall be notified in writing by the chairperson of the Board of Examiners of the supervisor appointed by the Board of Examiners. <sup>3</sup>The supervisor shall set the topic of the master's thesis and inform the candidate in writing. <sup>4</sup>The date of acceptance by the supervisor as well as the thesis topic are to be placed on record with the Examinations Office, and the Board of Examiners is to be informed.

(3) <sup>1</sup>At the candidate's request, other persons who have the right to set and conduct examinations may be appointed as supervisors or examiners respectively pursuant to § 11(2). <sup>2</sup>Upon submission of a reasoned application by the candidate, the master's thesis may, with the approval of the chairperson of the Board of Examiners, be completed in another subject or at another faculty of the University of Passau, if it can be supervised there by a representative of the subject who has the right to set and conduct examinations.

(4) <sup>1</sup>The master's thesis should be completed by no later than the fourth semester (in full-time study) or the eighth semester (in part-time study). <sup>2</sup>If a candidate has been admitted to the master's thesis but is unable to find a supervisor by the beginning of the fourth semester (in full-time study) or the eighth semester (in part-time study), he or she may submit an application to the chairperson of the Board of Examiners requesting that he or she be issued a topic for the master's thesis. <sup>3</sup>The appointment of a supervisor and the issuance of a topic shall then be conducted by the chairperson of the Board of Examiners subsequent to a consultation with the intended supervisor. <sup>4</sup>Subsection 2 sentence 4 applies accordingly.

(5) <sup>1</sup>The master's thesis shall be completed in German or in a foreign language appropriate to the subject of the thesis. <sup>2</sup>The master's thesis shall be completed in accordance with the Rules of the University of Passau for the Ascertainment of Good Research Practice of 25 July 2023 (vABIUP page 186) as amended. <sup>3</sup>The following shall be appended to the master's thesis:

- a) confirmation that the written work has been completed independently and without the use of prohibited aids
- b) a declaration confirming that all used aids, sources and passages from other works quoted verbatim or paraphrased have been disclosed accordingly
- c) a written confirmation that the University of Passau is granted a simple right of use for the purposes of checking the work using plagiarism software in anonymised form.

(6) <sup>1</sup>The completion time for the master's thesis, from the date of acceptance by the supervisor to submission, is specified in the subject-specific study and examination regulation. <sup>2</sup>The topic, scope and length should be set by the supervisor in such a way that the submission deadline can be met; uniform provisions on this may be made in the subject-specific study and examination regulation or in the module catalogue. <sup>3</sup>The topic of the master's thesis may be rejected only once, and only for good reasons, with the permission of the chairperson of the Board of Examiners within one month from the time the topic is assigned. <sup>4</sup>In justified exceptional cases, the chairperson of the Board of Examiners may, after hearing the supervisor, extend the submission deadline by a maximum of two weeks at the candidate's request. <sup>5</sup>If a candidate proves, by way of a doctor's certificate, that he or she is suffering from an illness which prevents him or her from working on the master's thesis, the amount of time allotted shall be extended accordingly.

(7) <sup>1</sup>The master's thesis should be submitted to the Examinations Office within the set deadline as two bound copies and in standardised digital form. <sup>2</sup>The submission date must be recorded. <sup>3</sup>The master's thesis shall include a synopsis; if it is written in another language, it shall include a synopsis in German, or an English synopsis if the degree programme is taught in English. <sup>4</sup>A written confirmation that the University of Passau is granted a simple right of use for the purposes of checking the work using plagiarism software in anonymised form must be enclosed with the master's thesis. <sup>5</sup>Suitable software can be implemented to check the version of the thesis delivered in file format (sentence 1) with a view to establishing whether it was written independently and without any unauthorised assistance; in particular, plagiarism detection software can be used to identify any copied text passages and other sources that have not been cited properly. <sup>6</sup>If data is transmitted to external service providers in the course of the automated check pursuant to sentence 5, such data must be rendered anonymous to the extent possible; deletion of the data after completion of the procedure must be guaranteed. <sup>7</sup>If the master's thesis is not submitted within the deadline, it is given the mark of *nicht ausreichend* (insufficient, a numerical mark of 5.0), which constitutes a fail.

(8) <sup>1</sup>The supervisor evaluates and marks the master's thesis in accordance with § 22(1) within three months of submission at the latest. <sup>2</sup>The candidate shall be notified of the mark in writing and without delay. <sup>3</sup>If the thesis is given the mark *nicht ausreichend* (insufficient), it must be marked pursuant to § 22(1) by a second examiner appointed by the chairperson of the Board of Examiners. <sup>4</sup>In the event of a discrepancy in the marks awarded by the examiners, the marks are averaged; marks are calculated to one decimal place and all other places are eliminated without rounding. <sup>5</sup>Section 22(4) sentence 4 shall apply accordingly. <sup>6</sup>If the master's thesis is marked *nicht ausreichend* (insufficient), the master's thesis shall be deemed a fail. <sup>7</sup>The candidate is to be notified of the mark in writing and without delay by the chairperson of the Board of Examiners.

(9) <sup>1</sup>A master's thesis may be re-attempted once if failed. <sup>2</sup>A master's thesis on the same topic cannot be resubmitted. <sup>3</sup>The candidate must accept a new topic for the master's thesis within three months of being notified of his or her initial fail, unless he or she was given a grace period due to mitigating circumstances outside the candidate's control. <sup>4</sup>Leave of absence or termination of enrolment shall not



lead to suspension of the deadline within which to retake the master's thesis. <sup>5</sup>If the candidate exceeds the deadline stipulated in sentence 3 for reasons for which he or she is responsible, the master's thesis shall be awarded a fail grade on the repeat attempt; § 9(7) applies accordingly. <sup>6</sup>If the candidate fails to attain a pass mark for the master's thesis on the repeat attempt, it shall be awarded a final fail. <sup>7</sup>A voluntary repeat of a master's thesis awarded a mark of 4.0 or better is not possible. <sup>8</sup>Section 9(5) remains unaffected.

(10) The ECTS credits to be awarded for passing the master's thesis shall be specified in the subject-specific study and examination regulation.

## **§ 22 Marking of assessments; marking/grading scales; pass marks**

(1) <sup>1</sup>The respective examiners award marks for the individual assessments. <sup>2</sup>The marking scheme used is as follows:

1.0; 1.3	= <i>sehr gut</i> (very good)	an outstanding piece of work
1.7; 2.0; 2.3	= <i>gut</i> (good)	the work is significantly above the average requirements
2.7; 3.0; 3.3	= <i>befriedigend</i> (satisfactory)	the work fulfils the average requirements
3.7; 4.0	= <i>ausreichend</i> (sufficient)	the work fulfils the requirements set despite a number of deficiencies
4.3; 4.7; 5.0	= <i>nicht ausreichend</i> (insufficient)	the work falls short of the requirements as it exhibits a number of serious deficiencies

<sup>3</sup>The status *bestanden* (pass) or *nicht bestanden* (fail) is recorded for ungraded courses.

(2) A module is deemed passed if the module mark is 4.0 or better, or in the case of ungraded modules, if the module has the status *bestanden* (pass).

(3) <sup>1</sup>Only the present regulation or the subject-specific study and examination regulation may specify that a module examination may consist of several assessments to be marked separately (assessment components), and may do so only in exceptional circumstances. <sup>2</sup>Unless stipulated otherwise in the module catalogue, the mark for a module is calculated as the arithmetic mean of the marks attained in the individual assessment components, whereby, in accordance with § 8(4) sentence 3, any assessments marked using an incompatible marking system and assessments not subject to marking are not taken into account pursuant to subsection 1 sentence 3. <sup>3</sup>Subsection 4 sentences 4 and 5 apply accordingly.

(4) <sup>1</sup>Once the candidate has passed the master's examination, his or her final grade is calculated on the basis of the marks attained for all examination modules and the master's thesis. The final grade is the ECTS-weighted average of marks attained for the examination modules and the master's thesis. <sup>2</sup>The subject-specific study and examination regulations may stipulate a calculation of the overall grade deviating from sentence 1, in particular a special weighting of the master's thesis. <sup>3</sup>If modules are not given a mark in accordance with subsection 1 sentence 2 or if assessments marked under a non-comparable grading system are credited in accordance with § 8, they shall not be included in the calculation of the final grade. <sup>4</sup>The final grade is awarded by the chairperson of the Board of Examiners as follows:

average mark up to 1.5 inclusive	= <i>sehr gut</i> (very good)
average mark of 1.6 to 2.5 inclusive	= <i>gut</i> (good)
average mark of 2.6 to 3.5 inclusive	= <i>befriedigend</i> (satisfactory)
average mark of 3.6 to 4.0 inclusive	= <i>ausreichend</i> (sufficient)

<sup>5</sup>In calculating this average, only one digit after the decimal point is taken into account; all further digits are disregarded without rounding up or down.

### **§ 23 Viewing of exam scripts and records**

(1) After the examination results have been published, the candidate will, upon request, be given the opportunity to view his or her written examination, the related appraisal by the examiner and the examination record.

(2) <sup>1</sup>The request shall be submitted to the examiner within one month of announcement of the examination result. <sup>2</sup>If the candidate was prevented from meeting the deadline due to circumstances beyond his or her control, Art. 32 BayVwVfG shall apply accordingly. <sup>3</sup>The examiner shall determine the location and time for viewing the exam scripts. <sup>4</sup>Article 29 BayVwVfG applies accordingly.

### **§ 24 Final transcript, degree certificate and diploma supplement**

(1) <sup>1</sup>A final transcript, degree certificate and diploma supplement are issued upon request following the successful completion of the master's examination; students should provide proof of the successful completion of all modules required by the respective subject-specific study and examination regulation, the successful completion of the master's thesis as well as the attainment of at least 120 ECTS credits. <sup>2</sup>The final transcript, degree certificate and diploma supplement should be issued within a period of four weeks of the student's request.

(2) <sup>1</sup>The transcript lists the module titles, the module marks as well as the topic and mark awarded for the master's thesis. <sup>2</sup>The subject-specific study and examination regulations may stipulate that the transcript must include other content.

(3) <sup>1</sup>With the transcript, the candidate shall be given a certificate which includes the final grade for the master's examination and in which the award of the academic qualification is certified pursuant to § 3. <sup>2</sup>The degree certificate does not list any marks or grades. <sup>3</sup>It is issued with the seal of the University. <sup>4</sup>On presentation of the certificate, candidates are conferred the right to use the academic degree.

(4) The diploma supplement states the student's relative grade within his or her cohort, insofar as the cohort of sufficient size to allow for a conclusive calculation.

(5) The final transcript, degree certificate and diploma supplement are signed by the dean of the relevant faculty and/or the chairperson of the Board of Examiners and bear the date of the last examination.

### **§ 25 Notice of final fail of the master's examination**

If the candidate incurs an *endgültig nicht bestanden* (final fail) in the master's examination, he or she shall be issued – upon request and upon presentation of a de-registration certificate – a certificate confirming the final fail awarded for the master's examination, the examinations taken in the individual modules, their marks and any the remaining missing assessments.

### **§ 26 Additional qualifications**

<sup>1</sup>Upon prior request, the Board of Examiners should grant the candidate permission to complete additional assessments beyond those required by the relevant subject-specific study and examination regulation while studying for his/her degree; a prior request is not required if the student wishes to complete additional compulsory elective modules. <sup>2</sup>A separate transcript is issued listing the additional

qualifications gained. <sup>3</sup>These marks not count towards the final grade of the master's examination. <sup>4</sup>If a student wishes to complete additional assessments from other programmes, an application shall be made to the director of the course concerned; an outright rejection may be given without stating the reasons for the rejection.

### **§ 27 Academic adjustments for students with a disability or chronic illness**

(1) <sup>1</sup>If a student is able to demonstrate that he or she is unable to complete assessments under the specified conditions in their entirety or in part due to a disability or owing to a lengthy serious or chronic illness, or that he or she is unable to complete them within the time limits given in the present regulation, the chairperson of the Board of Examiners shall, in consultation with the examiner and upon receiving a request to do so, put in place reasonable academic adjustments to mitigate any resulting disadvantages. <sup>2</sup>In particular, such adjustments include the modification of external examination conditions, the extension of time limits given to complete assessments and setting alternative, equivalent assessments. <sup>3</sup>The student is obliged to provide reasons justifying the academic adjustment or exam access arrangement applied for. <sup>4</sup>For purposes of verification, suitable proof and, if there is reasonable doubt, a certificate issued by a public health officer (*Amtsarzt*) may be requested.

(2) <sup>1</sup>Pursuant to § 19(1) sentence 1, the written request under subsection 1 sentence 1 must be submitted along with the registration for the examination. <sup>2</sup>The student must be informed of the decision in writing.

### **§ 28 Protective provisions and calculation of time limits during periods of maternity protection and parental leave**

<sup>1</sup>The protective provisions of the Maternity Protection Act (MuSchG), as amended, shall apply to mothers in university education. <sup>2</sup>The protective time limits under MuSchG must be taken into account when calculating all time limits stated in this general study and examination regulation or in the respective subject-specific study and examination regulation. <sup>3</sup>Sentence 2 also applies to parental leave within the meaning of *Bundeselternzeitgesetz* (BEEG; federal parental benefit and parental leave act), as last amended.

### **§ 29 Language modules**

<sup>1</sup>In the subject-specific study and examination regulations, Language Centre courses may be offered in the form of language modules in the following languages only:

Chinese  
Czech  
English  
French  
German as a foreign language  
Indonesian  
Italian  
Polish  
Portuguese  
Russian  
Spanish  
Thai  
Vietnamese

<sup>2</sup>The language modules shall have the following structure:

Level	Designation	WCH	ECTS	Assessment components
Level 1	Foundation 1.1	4	10	Written exam (120 minutes)
	Foundation 1.2	4		
Level 2	Foundation 2.1	4	10	Written exam (120 minutes) and oral exam (approx. 15 minutes)
	Foundation 2.2	4		
Level 3	Intermediate 1	4	10	Written exam (120 minutes) and oral exam (approx. 20 minutes)
	Intermediate 2	4		
Level 4	Advanced 1.1	4	10	Written exam (150 minutes) and oral exam (approx. 30 minutes)
	Advanced 1.2	4		
Level 5	Advanced 2.1	4	10	Written exam (150 minutes) and oral exam (approx. 30 minutes)
	Advanced 2.2	4		

<sup>3</sup>Each module shall consist only of one level and cover two semesters. <sup>4</sup>The subject-specific study and examination regulations shall specify which languages and levels are available as language modules. <sup>5</sup>The student shall select the language modules according to his or her previous knowledge (established by placement test or certificate). <sup>6</sup>Where students are required to designate a language module as an examination module, all language modules above the level of the examination module are deemed to be supplementary qualifications. <sup>7</sup>Once designated, the examination module cannot be modified.

### **§ 30 Effective date, superseded regulation and transitional provisions**

<sup>1</sup>This regulation shall take effect on the day after its announcement and apply to all master's programmes of the Faculty of Arts and Humanities, the Faculty of Social and Educational Sciences and the Faculty of Humanities and Cultural Studies governed by a subject-specific study and examination regulation. <sup>2</sup>Transitional provisions may be specified in the respective subject-specific study and examination regulations.

This English version is only intended to aid your understanding and does not have legal force. Only the German text, as published in the official law gazette, is legally binding.

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Issued as per the resolution of the Senate of the University of Passau of 22 June 2016 and as approved by the President of the University of Passau on 27 July 2016, file ref.: VII/2.I-10.3940/2016

Passau, 29 July 2016

UNIVERSITY OF PASSAU  
The President

Professor Carola Jungwirth

This regulation was issued by the University on 29 July 2016 and announced on 29 July 2016 by posting on the noticeboards of the University.

The date of promulgation is 29 July 2016.