

Please be aware that this document is merely a translation of the German document “Prüfungs- und Studienordnung (PStO) (Satzung) der Europa-Universität Flensburg für den Studiengang European Cultures and Society mit dem Abschluss Bachelor of Arts”. Therefore, the German document is the legally binding version, whereas this document is a mere aid for non-German speakers.

# **Examination and Study Regulations (PStO) (Statute) of the Europa-Universität Flensburg**

for the Degree Program European Cultures and Society  
with the completion of  
Bachelor of Arts

**From February 1<sup>st</sup>, 2016**

Date of publication in NBL. MSGWG. Schl.-H. p. 84

Date of publication on the website of the EUF, February 1<sup>st</sup>, 2016

Changed by the statute from:

February 3<sup>rd</sup>, 2017 (NBI. HS MSGWG Schl.-H. 2017, p. 7; Official Bulletin nr. 125)

March 6<sup>th</sup>, 2018 (NBI. HS MBWK Schl.-H. 2018, p. 18; Official Bulletin nr. 157)

January 16<sup>th</sup> 2019 (NBI. HS MBWK Schl.-H. 2019, p. 6; Official Bulletin nr. 186)

\*\*\*\*\*

In the consolidated – not official – version of the statute of January 16<sup>th</sup>, 2019

\*\*\*\*\*

In accordance with § 52 para. 1 of the Higher Education Act (HSG) of February 28<sup>th</sup>, 2007 (GVOBl. Schl.-H. S. 184), as amended by the Higher Education Act and Provisions of January 11<sup>th</sup>, 2016 (GVOBl. Schl.-H., 2016, p. 2), upon the resolution of the Senate of the Europa-Universität Flensburg of December 16<sup>th</sup>, 2015 the following regulations are hereby enacted. The approval of the University Council of the Europa-Universität Flensburg was issued on January 21<sup>st</sup>, 2016.

## **Table of Contents**

I. General .....	3
§ 1 Scope of the Examination and Study Regulations .....	3
§ 2 Admission Requirements.....	3
§ 3 Goal of the study program, Bachelor’s Degree .....	3
§ 4 Standard Study Period and Structure of the Program .....	3
§ 5 Structure of the Program and Study Focuses .....	4
§ 6 Provision for Courses Offered .....	10

§ 7 Examination Committee .....	10
§ 8 Examiners and Assessors .....	11
§ 9 Recognition of Study and Examination Achievements, Skills and Abilities.....	11
§ 10 Course and Examination Registration and Cancellation .....	12
§ 11 Assessment of Examinations, Calculation of Grades, ECTS .....	12
§ 12 Examination Repeatability .....	13
§ 13 Review Process.....	13
§ 14 Withdrawal, Failure, Deceit, Rule Infringement, Plagiarism.....	14
§ 15 Recognition of Special Needs.....	15
§ 16 Appeals Procedure.....	15
§ 17 Access to Examination Records .....	16
II. Modularization and Module Examinations .....	16
§ 18 Modularization and Types of Courses .....	16
§ 19 Participation in Committees .....	17
§ 20 Admission to Examinations .....	17
§ 21 Module Examinations and Examination Requirements.....	17
§ 22 Conducting of Examinations; Highest Number of Daily Examinations.....	19
§ 23 Successful Completion of Examinations .....	19
§ 24 Organization of Examinations.....	20
III. Bachelor's Examination .....	20
§ 25 Bachelor's Thesis .....	20
§ 26 Scope and Completion of the Bachelor's Examination.....	21
§ 27 Final Failure of the Bachelor's Examination.....	21
§ 28 Invalidity of the Bachelor's Examination .....	22
§ 29 Final Documents .....	22
IV. Final Provisions .....	23
§ 30 Taking Effect .....	23

## **I. General**

### **§ 1 Scope of the Examination and Study Regulations**

(1) These Examination and Study Regulations (PStO) lay down the general rules on the processes and procedures of the program, with which the prerequisites for the Bachelor of Arts (B.A.) European Cultures and Society will be established.

### **§ 2 Admission Requirements**

(1) Prerequisites for access to the degree program European Cultures and Society with the graduating title Bachelor of Arts are:

a) Certificate of education or work-based university qualification in accordance with the Higher Education Act of Schleswig-Holstein. The certificate must be submitted by the pre-established application deadline set by the Europa-Universität Flensburg.

b) Certificate which meets the language requirements established in the Study Qualification Statute of the Europa-Universität Flensburg. This document is usually submitted by the application deadline and, in exceptional cases, up to the beginning of studies.

(2) The documents required in paragraph 1 must be submitted either in original form or as a notarized copy.

(3) In case there is an admission restriction in place for the degree program, the selection of the candidates will follow the regulations of the University Admissions Law and the University Admissions Regulations of Schleswig-Holstein. The University Selection Regulations of the Europa-Universität Flensburg govern the University Selection Process. Decisions in the University Selection Process are made by the Admissions Committee.

### **§ 3 Goal of the study program, Bachelor's Degree**

(1) The B.A. European Cultures and Society is an English language, interdisciplinary program with a focus on humanities, cultural and social scientific European studies and European research; either a cultural or a social sciences focus is selected. A one semester study abroad is mandatory.

(2) Students acquire specific subject-related scientific and methodological skills in disciplines which are relevant for academic European studies in the fields of humanities and cultural and social sciences. In addition, they acquire competences related to the practical configuration of several relevant European and methodological competences. Students will also improve their foreign language skills and intercultural communication competences during their semester abroad.

(3) Upon successful completion of the bachelor's degree the academic degree of "Bachelor of Arts (B.A.)" will be awarded by the university.

### **§ 4 Standard Study Period and Structure of the Program**

(1) The program is to be completed as a full-time occupation.

(2) The regular study time to complete the bachelor's degree is three academic years (six semesters). For a successful completion, 180 credit points are required.

(3) The program has a modular structure. One module usually includes 5 credit points (equivalent to an average of 150 hours of student workload). The scope of the Bachelor's Thesis is governed by § 25, para. 1.

(4) Normally, according to the European Credit Transfer System (ECTS), 30 credit points, in a total of 900 hours of required workload, should be acquired per semester; that is a total of 60 credit points in one academic year. One credit point is equivalent to an average student workload of 30 hours.

(5) The credit points associated with one module are awarded when the entire module, and all its specific requirements, have been successfully completed. The workload of a module normally includes the time present in the module's associated classes, as well as the independent study time (preparation and reviewing of learning material, preparation and development of own contributions) and the preparation for, and participation in, the module examination.

(6) The courses are regularly held in English.

(7) If cooperation agreements with partner universities provide for the awarding of a dual degree, the final degree awarded by the partner university is considered integrated into this study program.

## **§ 5 Structure of the Program and Study Focuses**

(1) The study program is divided into the Introductory Phase (1<sup>st</sup>-2<sup>nd</sup> semesters), the Development Phase (3<sup>rd</sup>-4<sup>th</sup> semesters) and the Deepening Phase (5<sup>th</sup>-6<sup>th</sup> semesters). Furthermore, the program is divided into two areas "Topics and Disciplines" (120 credit points) and "Doing Europe" (45 credit points). In "Topics and Disciplines" (TD) Europe related disciplinary and inter-disciplinary modules from the enlisted subjects are assigned. In "Doing Europe" (DE) methods training are completed and projects are executed.

(2) During the Introductory Phase (1<sup>st</sup>-2<sup>nd</sup> semesters) the students receive qualifications in the foundation courses of the area "Topics and Disciplines", related to the humanities and cultural and social scientific approaches of research into various dimensions of Europe. The disciplinary approaches become interconnected with the interdisciplinary approaches. In "Doing Europe", the students are introduced to the basics of scientific work; in addition, they participate in student projects from higher semesters. They will acquire hermeneutical and social science research methods skills.

(3) In the Development Phase (3<sup>rd</sup>-4<sup>th</sup> semesters) the area "Topics and Disciplines" places a focus on either the field of "European Cultures" (C) or the field of "European Society" (S), in which the respective basic cultural and social scientific disciplinary and interdisciplinary skills will be expanded. In the project area "Doing Europe," Europe related topics are put into practice in one of four optional fields of activity, "Research," "Journalism," "Art and Scenography" or "Entrepreneurship," practically designed and implemented under guidance (3<sup>rd</sup> semester). In the fourth semester the study of research methods continues.

(4) In the Deepening phase (5<sup>th</sup>-6<sup>th</sup> semesters) students continue studying within the previously selected focus areas "European Cultures" or "European Society." Students deepen especially the interdisciplinary approaches to current issues and debates relating to European cultures or European society. In "Doing Europe" the students work autonomously on a project in one of the four fields of activity, "Research," "Journalism," "Art and Scenography" or

“Entrepreneurship.” In the sixth semester students write the Bachelor’s Thesis (12 credit points), accompanied by a research colloquium (3 credit points).

(5) The fourth and fifth semesters are foreseen as mobility windows for a semester abroad. Students are advised to prepare for this by attending language courses offered by the Language Center of the Europa-Universität Flensburg.

(6) If, in the area “Topics and Disciplines,” focus C is chosen, the student will take ten modules from C (50 credit points) and select four modules from S (20 credit points) from the third semester onward. If focus S is chosen, the student will take ten modules from S (50 credit points) and select four modules from C (20 credit points) from the third semester onward. The module “TD CS 1” (5 credit points) will be taken by all students; in this module, in accordance with the selected focus, either a topic related to C or a topic related to S will be worked on; the credit points will also be allocated to the respective field.

(7) The following course of study is recommended:

	Area "Doing Europe"		Area "Topics and Disciplines"						
1.	DE 1	DE 2	TD 1	TD 2			30 CP		
2.	DE 3		TD 3	TD 4		TD 5	30 CP		
Mandatory Module: TD CS 1. Compulsory: 10+4 from 20 Modules.									
Focus "European Cultures"				Focus "European Society"					
3.	DE 4		TD C 1	TD C 2	TD CS 1	TD S 1	TD S 2	30 CP	
4.	DE 5		TD C 3	TD C 4	TD C 5	TD S 3	TD S 4	TD S 5	30 CP
5.	DE 6		TD C 6	TD C 7	TD C 8	TD S 6	TD S 7	TD S 8	30 CP
6.	TH		TD C 9	TD C 10	TD S 9	TD S 10		30 CP	

Window for semester abroad.

(8) The study program is divided into the following modules:

<b>Module</b>	<b>Course Structure (Number of, Type and hpw)</b>	<b>Module and Examination Requirements</b>	<b>LP</b>
DE 1: Academic Skills and (Inter)Disciplinary Concepts/Methods	1 S: 2 hpw 1 E: 2 hpw	Essay (12-15 pages)	5
DE 2: Critical Thinking and Scientific Reasoning	1 S: 2 hpw	Exam (90 minutes)	5
DE 3: Research Methods	1 S: 2 hpw	Presentation (size by agreement) with written draft (7-10 pages)	5
DE 4: Instruction-based Project	1 E: 2 hpw	Project (size by agreement)	10
DE 5: Intermediate Research Methods	2 S: each 2 hpw	Assignment (12-15 pages)	10
DE 6: Autonomous Project	1 Proj: 0 hpw 1 S: 2 hpw	Project (size by agreement)	10
TD 1: Society and Economy	2 L: each 2 hpw 1 E: 2 hpw	Exam (90 minutes)	10
TD 2: Art and Media	1 S: 2 hpw 1 L: 2 hpw 1 E: 2 hpw	Essay (12-15 pages)	10
TD 3: Philosophy and Politics	2 S: each 2 hpw 1 E: 2 hpw	Assignment (2,500-3,000 words)	10
TD 4: Culture and Education	2 S: each 2 hpw 1 E: 2 hpw	Presentation (15 minutes) and a written draft (8 pages)	10
TD 5: European Law	1 L: 2 hpw	Oral Exam (20 minutes)	5
TD CS 1: Cultural and Social Geography of Europe (Mandatory for focuses "European Cultures" and "European Society")	1 S: 2 hpw	Exam (90 minutes)	5

<b>Module</b>	<b>Course Structure (Number of, Type and hpw)</b>	<b>Module and Examination Requirements</b>	<b>LP</b>
TD C 1: Art in Europe (Mandatory for focus “European Cultures” and elective for focus “European Society”)	1 S: 2 hpw	Oral Exam (20 minutes)	5
TD C 2: Scenography of Europe: Science and Media (Mandatory for focus “European Cultures”, elective for focus “European Society”)	1 S: 2 hpw	Project (size by agreement)	5
TD C 3: Transnational Perspectives on European Cultures (Mandatory for focus “European Cultures”, elective for focus “European Society”)	1 S: 2 hpw	Exam (90 minutes)	5
TD C 4: Transformations of Religion (Mandatory for focus “European Cultures”, elective for focus “European Society”)	1 S: 2 hpw	Exam (90 minutes) or oral exam (20 minutes)	5
TD C 5: In-depth Culture (Mandatory for focus “European Cultures”, elective for focus “European Society”)	1 S: 2 hpw	Oral exam (25 minutes) or assignment (12-15 pages)	5
TD C 6: Science as Culture (Mandatory for focus “European Cultures”, elective for focus “European Society”)	1 S: 2 hpw	Essay (12-15 pages)	5
TD C 7: Europe as Education Space (Mandatory for focus “European Cultures”, elective for focus “European Society”)	1 S: 2 hpw	Presentation and written draft	5
TD C 8: Languages in Europe (Mandatory for focus “European Cultures”, elective for focus “European Society”)	1 S: 2 hpw	Assignment (12-15 pages)	5
TD C 9: Institutions of Art (Mandatory for focus “European Cultures”, elective for focus “European Society”)	1 S: 2 hpw	Presentation (45 minutes)	5



<b>Module</b>	<b>Course Structure (Number of, Type and hpw)</b>	<b>Module and Examination Requirements</b>	<b>LP</b>
TD C 10: Current Topics and Debates in Culture (Mandatory for focus “European Cultures”, elective for focus “European Society”)	1 S: 2 hpw	Assignment (12-15 pages)	5
TD S 1: Comparing European Economies and Societies (Mandatory for focus “European Society”, elective for focus “European Cultures”)	1 S: 2 hpw	Assignment (12-15 pages) or oral exam (30 minutes)	5
TD S 2: Political and Social Philosophy of Europe (Mandatory for focus “European Society”, elective for focus “European Cultures”)	1 S: 2 hpw	Exam (90 minutes) or Assignment (12-15 pages)	5
TD S 3: Social Practice and Culture in Europe (Mandatory for focus “European Society”, elective for focus “European Cultures”)	1 S: 2 hpw	Presentation (size by agreement) with written draft (7-10 pages)	5
TD S 4: Urban Development in Europe (Mandatory for focus “European Society”, elective for focus “European Cultures”)	1 S: 2 hpw	Assignment (12-15 pages)	5
TD S 5: In-depth Society (Mandatory for focus “European Society”, elective for focus “European Cultures”)	1 S: 2 hpw	Oral exam (30 minutes) or assignment (12-15 pages)	5
TD S 6: Sustainability and Political Ecology in Europe (Mandatory for focus “European Society”, elective for focus “European Cultures”)	1 S: 2 hpw	Essay (12-15 pages)	5
TD S 7: European Borders and Migration (Mandatory for focus “European Society”, elective for focus “European Cultures”)	1 S: 2 hpw	Assignment (12-15 pages)	5
TD S 8: European Economy (Mandatory for focus “European Society”, elective for focus “European Cultures”)	1 S: 2 hpw	Assignment (12-15 pages) or oral exam (30 minutes)	5

<b>Module</b>	<b>Course Structure (Number of, Type and hpw)</b>	<b>Module and Examination Requirements</b>	<b>LP</b>
TD S 9: Normative Challenges and Ethical Questions (Mandatory for focus "European Society", elective for focus "European Cultures")	1 S: 2 hpw	Essay (12-15 pages) or Presentation (20 minutes) with written draft (8 pages)	5
TD S 10: Current Topics and Debates in Society (Mandatory for focus "European Society", elective for focus "European Cultures")	1 S: 2 hpw	Interdisciplinary assignment (12-15 pages)	5
TH: Bachelor's Thesis	1 Coll: 1 hpw	Bachelor's Thesis (approx. 40 pages)	15

## § 6 Provision for Courses Offered

(1) The Europa-Universität Flensburg ensures, through their study offer, that the examinations can be taken within the time frame set by this Examination and Study Regulations and that the study program can be completed within the regular study time.

(2) There is no guarantee that all the courses listed here as electives will effectively be offered.

## § 7 Examination Committee

(1) For the organization of examinations and for the tasks laid down in the present Examination and Study Regulations document, an Examination Committee will be formed. It will be composed of four members from the university professors group, as well as one member of the academic research group, one of the the non-academic group and one of the students group.

(2) The members of the Examination Committee are elected by the Senate of the Europa-Universität Flensburg. The term of office of the members is two years and that of the student member is one year. Re-election is possible. If a member resigns prematurely, a successor will be elected to serve the rest of the term. The chairperson of the board and the deputy must belong to the group of the University Professors.

(3) The Examination Committee will decide by simple majority; in the event of a tie, the vote of the chairperson shall be decisive. The Examination Committee is quorate if, besides the chairperson or the deputy and another University Professor, at least two further voting members are present.

(4) The Examination Committee may delegate the execution of its tasks for all standard matters to the chairperson of the Examination Committee. This does not apply to decisions in the appeals procedure.

(5) The Examination Committee ensures that the provisions of these regulations are complied with. It reports to the Senate periodically on the development in examination matters.

(6) The Examination Committee ensures that the course of studies and examinations can be performed within the time frame specified in the present Examination and Study Regulations. It determines the required deadlines. For this purpose, the candidates are to be informed in a timely manner about the type and number of examinations provided, as well as about the dates on which they are to be provided. The candidates must as well be informed of the respective re-examination dates.

(7) The members of the Examination Committee are entitled to attend oral examinations. This right does not extend to the disclosure of the grade.

(8) The members of the Examination Committee are subject to (public) secrecy. If they are not in the public service, they are bound to secrecy by the chairperson.

(9) The Examination Committee makes use of the Service Centre for Examination Matters (SPA) in the fulfillment of its duties.

## **§ 8 Examiners and Assessors**

(1) All University Professors of the Europa-Universität Flensburg, as well as any other full-time or part-time employee qualified to teach at the Europa-Universität Flensburg, are entitled and obligated to conduct university examinations, as long as they themselves completed the same examination or possess equivalent qualification.

(2) Only a person who has obtained a specialized qualification in the respective subject matter and has actively taught that respective subject area is permitted to act as an examiner during the examination time, unless compelling reasons require a deviation to this norm. If several examiners are involved in the examination, at least one must have taught in the subject area in question. Exceptions that may be required in individual cases will be settled by the Examination Committee. A person may only act as assessor if they have acquired, at least, relevant professional academic qualification in the respective examination subject (Qualified Assessor).

(3) The assessment of a Bachelor's Thesis can only be conducted by, a university lecturer with a PhD. The examiners are independent in their examination work.

(4) Examiners from other universities can be exceptionally allowed to act as second examiners by the Examination Committee, at the request of the respective Institute.

## **§ 9 Recognition of Study and Examination Achievements, Skills and Abilities**

(1) Coursework and examinations that have been completed at other domestic or recognized foreign universities can be accepted by the University when there are no significant differences between those courses and the ones which can be acquired in the study program at the Europa-Universität Flensburg. Any negative decision must be justified and allow for an appeal.

(2) The recognition process of coursework and examinations will be notified to the students in an appropriate manner.

(3) If coursework and examination achievements are recognized, the grades - as long as the grading systems are comparable - will be adopted and included in the calculation of the final grade in accordance with these Examination and Study Regulations. Non-comparable grading systems or ungraded examinations (pass/fail) will be recognized with the label “passed.” The designation of recognized coursework and examinations on the diploma is allowed.

(4) Recognized coursework and examinations are to be awarded the appropriate credit points within the scope of the present Examination and Study Regulations.

(5) Competences and skills acquired outside the university can be taken into account in the university if they prove to be equivalent to the ones to be acquired within the respective study program. Up to 50% of the required course of study credit points can be taken into account. In this process the appropriate credit points are to be awarded within the scope of the present Examination and Study Regulations. In individual cases, a placement test is allowed.

### § 10 Course and Examination Registration and Cancellation

(1) Students must register for courses and examinations, using the specified form and within the registration period set by the Service Centre for Examination Matters (SPA).

(2) The registration and cancellation of an examination must be done up to two weeks before the examination date at the latest.

### § 11 Assessment of Examinations, Calculation of Grades, ECTS

(1) Only the grades in the first column of the following table are to be used for the assessment of examination results:

Single Grade	Grade Description		
	Final Grade	German	English
1,0 1,3	1,0-1,5	Sehr gut	Very good
1,7 2,0 2,3	1,6-2,5	Gut	Good
2,7 3,0 3,3	2,6-3,5	Befriedigend	Satisfactory
3,7 4,0	3,6-4,0	Ausreichend	Sufficient
5,0	Below 4,0	Nicht ausreichend	Fail

(2) A module is successfully completed if it is evaluated at least “sufficient” (4,0).

(3) If an examination is evaluated by two examiners, the examination grade will be constituted by the arithmetic average of the individual grades given by both examiners. The module will be successfully completed if the arithmetic average of the individual grades sums up to at least 4,0. When calculating the grades, only the first decimal place after the decimal point is taken into account, all other places are dropped.

(4) Written examinations are normally to be evaluated within four weeks after the completion of the examination.

(5) Oral examinations will be evaluated by two examiners or by an examiner and a qualified assessor. The assessor has the right to present their case before the grade is finalized. A protocol of the course of the examination is to be made.

(6) The justification for the grade is to be documented together with the supporting deliberation and given to the examinee upon request, provided the reasoning was not already given together with the grade.

(7) The final grade is calculated as a weighted average of the grades of the modules and the grade of the Bachelor's Thesis. The weighting arises from the number of credit points connected to the modules and to the Bachelor's Thesis.

## **§ 12 Examination Repeatability**

(1) Successfully completed examinations cannot be repeated.

(2) Module examinations that are graded as "Fail" (5,0) or are counted as not approved can be repeated twice. After the second unsuccessful repetition of a module examination, the module is permanently classified as failed. The chairperson of the competent examination committee will notify the student of this decision and of the possibilities of legal remedy. Before the drafting of the final decision in the procedure leading to the permanent failure of the examination, the student is given the opportunity to institute a Review Process.

(3) In special cases, the Examination Committee can grant another possibility of retaking the examination if a request is submitted within one month of the notification of the decision. The procedure related to the repetition of the examination is established by the Examination Committee.

(4) Assessments, which lead to a permanent failure, can be appealed under the conditions established in § 16.

(5) A minimum period of seven days must elapse between the notification of the result of the examination and its repetition date.

## **§ 13 Review Process**

(1) Students, who do not agree with the assessment of an individual examination, must submit their objection to the Examination Committee, in writing, no later than one month after the notification of the decision, in accordance with § 22, para. 5.

(2) The objection must be substantiated with concrete and comprehensible reasons. It can be

a) directed against the grading process itself

or

b) of a subject-specific nature.

A general criticism of the assessment practices is not significant.

(3) The Examination Committee will notify the examiner or examiners of received requests.

- (4) The respective examiners are obligated to promptly reconsider their assessment decision. The result is to be notified to the Examination Committee.
- (5) The Examination Committee will inform the student or students of the outcome of the Review Process.
- (6) Procedural documents will be kept for three months after the deadline of the last possible appeal or opposition against the final grade of the study program.
- (7) The Review Process cannot lead to the lowering of the examination grade.

#### **§ 14 Withdrawal, Failure, Deceit, Rule Infringement, Plagiarism**

- (1) If a candidate misses their module examination or withdraws from the examination after the deadline for deregistration or after the beginning of the examination, this is equivalent to an assessment of "Fail" (5,0), unless there is a valid reason. The Examination Committee will decide on the validity of the reason. The same rules apply if a written examination is not completed within the stipulated completion time. The reasons must be presented to the Examination Committee promptly, in writing, and in a substantiated way. In case of withdrawal or absence due to illness, a medical certificate stating the duration, or probable duration, of the student's inability to take the examination must be presented on a date no later than the third business day after the date of the missed examination. If the reason or reasons are recognized, a new examination date will be set. In this case, already published examination results are to be credited. If the reason or reasons are not recognized the student will be notified, in writing and in a substantiated manner. The regulations referring to the compliance with deadlines for the first registration in the examinations, the repetition of examinations, the reason or reasons for missing an examination and the compliance with processing times of verification activities, are equally applicable to the illness of a candidate or to the illness of a child whom the candidate is predominantly in charge of caring for.
- (2) In the case of prolonged and/or repeated illnesses the Examination Committee can request the submission of an official medical certificate.
- (3) If a candidate tries to influence their examination grade by cheating, which also includes plagiarism and the use of unauthorized aid materials, the examination in question will be assessed as "Fail" (5,0). Before such a decision is reached the candidate concerned is given the right to present their case. A candidate, who has violated the provisions of these Examination and Study Regulations, may be excluded from continuing the examination by the examiner or supervisor. In this case the respective examination will be assessed as "Fail" (5,0). In serious cases, the Examination Committee may exclude the concerned candidate from taking part in further examinations. This decision must be confirmed by the Board of the Europa-Universität Flensburg. A serious case of deception is understood, in principle, as any form of plagiarism as well as the the completion of work through a third party. If the existence of plagiarism is ascertained by the Examination Committee, the concerned candidate loses the right to retake the examination in the same semester and the immediately following one. In addition, a candidate may be excluded, by decision of the Examination Committee, from taking part in any further examinations of the study program. This decision must be confirmed by the Board of the Europa-Universität Flensburg.

## § 15 Recognition of Special Needs

(1) The special needs of students are to be addressed in accordance with § 3, para. 7 in conjunction with § 52, para. 2 no. 14, para. 4 of the Hochschulegesetzes (HSG).

(2) If a student is unable to take an examination, wholly or partially in the form provided, due to a disability or an illness, the processing time is to be appropriately extended or an equal examination in a more suitable form is to be provided. The illness a child up to the age of 14 under the support or maintenance of the student or the illness of a relative under the support of the student are to be treated in an equivalent way to the illness of the student.

(3) The use of time allocated by the Maternity Protection Act, as well as the statutory regulations on parental leave, are guaranteed. The provisions of these Examination Regulations about the consequences of failure due to the illness of a candidate are also applicable in the case of the illness of their children.

(4) The Examination Committee is responsible for making the final decision, per request, in all the cases referred to in paragraphs 2 and 3; the fulfilment of the requirements must be proven in a suitable form. Compliance with the provisions of paragraphs 2 and 3 may not result in any disadvantage to the students involved.

## § 16 Appeals Procedure

(1) Burdensome administrative acts, taken pursuant to these Examination and Study Regulations, are to be justified in writing, accompanied by information on the student's possibilities of legal remedy and notified in accordance with § 110 LVwG. An administrative act may be appealed, within one month after reception of the notice, to the relevant Examination Committee in accordance with §§ 68 and following of the Rules of the Administrative Courts (Verwaltungsgerichtsordnung).

(2) If the appeal is directed against an assessment done by an examiner, the competent Examination Committee will decide after careful consideration, in accordance with paragraphs 3 and 5.

(3) If the candidate complements their appeal with concrete proof and substantial objections against specific and subject-related assessments made by an examiner, the Examination Committee will guide this person's appeal to review. If the assessment is changed according to the appeal, the Examination Committee will remedy the appeal. Otherwise, the Examination Committee will examine the decision based on the position of the examiner, in particular whether

a) the examination procedure has been carried out properly,

b) the assessment assumed the correct facts,

c) general assessment principles have been respected,

d) the logical resolution based on justifiable and feasible arguments was assessed as being false

e) the examiner was guided by irrelevant considerations.

(4) The same applies if the appeal is directed against the assessment of several examiners.

(5) If the Examination Committee does not remedy the appeal, it is up to the University Administration to make a ruling on it.

(6) The appeal must be decided within one month. The notification of the appeal decision is always to be accompanied by information on the the possibilities of legal remedy.

(7) The Appeals Procedure cannot lead to the lowering of the examination grade.

### **§ 17 Access to Examination Records**

(1) Within one month of the notification of the results of a written or oral examination, the student is, upon informal request, granted access to inspect the written examination, the examiner's related assessment and the examination records.

(2) The inspection of records referred to in paragraph 1 is requested to the responsible examiner.

(3) Up to five years after the completion of the examination procedure, the candidate will, upon informal request, be granted access to their Bachelor's Thesis and the related examiners reports.

(4) The request referred to in paragraph 3 must be submitted to the head of the Service Centre for Examination Matters. The head of the Service Centre for Examination Matters will determine the time and place of the inspection.

## **II. Modularization and Module Examinations**

### **§ 18 Modularization and Types of Courses**

(1) A module usually consists of 5 credit points (corresponding to an average of 150 hours of student workload). The scope of the Bachelor's Thesis is regulated by § 25, para. 1.

(2) A module can consist of several courses of the same or of a different type, that together allow for the acquisition of the provided competencies.

(3) For the study program and attainment of the bachelor's degree, the active participation in the courses of the modules and their preparation is recommendable and the - if necessary also independent - follow-up of the courses as well as the preparation and performance of the intended examination achievements are required, unless a participation of the students is regulated as a prerequisite for examination performances, subject to the provisions of § 52 para. 12 HSG.

(4) The different types of courses are:

a) Seminar (S): The core element is the academic-based discourse on a defined range of topics in which the teacher and the students actively participate. The goal is to acquire expertise in this specific subject area and the practice of scientific discourse. Possible forms of work can include literature-based or practice-oriented discussion or preparation and lecturing by students as well as the subsequent discussion of the presentation in the seminar.



b) Lecture (L): The core element is the presentation done by the teacher. The aim is normally the understanding of larger subject areas, theories and relationships. The students are expected to prepare for the lecture, before and after, by means of notes, scripts or scientific literature.

c) Exercise (E): Accompanying event, usually to a lecture or a seminar. The aim is the independent development, application, discussion and solidification of the material by the students.

d) Project (Proj): The core element is the guided or free development and implementation of a thematically and methodologically determined project to acquire practical and creative communication skills. In the area "Doing Europe", the students orient themselves to the disciplinary and interdisciplinary topics in the selection of their project-topic and complete it within the framework of one of four fields of activity "Research," "Journalism," "Art and Scenography," and "Entrepreneurship." Projects with specific objectives may enter multiple scientific or interdisciplinary courses.

e) Colloquium (Coll): The core element is the argumentative exchange of theories and concepts, analytical approaches and research methods. The aim is - also and especially in view of the Bachelor's Thesis - the increase of problem awareness and reflectivity as well as the expansion and deepening of the ability to self-critical participation in scientific discourse.

(5) The teaching and examination language is normally English. If necessary, other languages may be used as teaching and examination languages.

### **§ 19 Participation in Committees**

(1) Students must not be disadvantaged or favored, because of their activities in the committees of the University. In case the timing of courses overlaps with committee meetings, the participating students are excused from the course in order to attend the committee meeting. Students must inform the lecturer of their intention to attend a committee meeting in a timely manner.

### **§ 20 Admission to Examinations**

(1) In accordance with these Examination and Study Regulations, only students who are enrolled in the study program European Cultures and Society and have not forfeited the right to examination in this or in a comparable study program may participate in courses and examinations. The respective admission requirements to examinations and to the Bachelor's Thesis must be met.

(2) Those who completed the same or a comparable study program at the Europa-Universität Flensburg or at another university, are not allowed to participate in courses and examinations.

### **§ 21 Module Examinations and Examination Requirements**

(1) Examinations serve to demonstrate the learning success within a module. The choice of examination method is guided by the qualification aim of the module. Normally, each module is completed by an examination.

(2) Normally, the examination will be assessed by the examiner and, if appropriate, an assessor. Examinations, with which the study program is completed, and examinations, which

are a repetition and might lead to a permanent failure of the examination without any compensation possibility, will be assessed by at least two examiners in accordance with § 9.

(3) Examinations can be produced orally, in writing, with the support of other media or within the context of a written examination. The form of assessment is defined in § 5, para. 8, it corresponds to the qualification objective of the module that is stated in the module description. If more than one examination form is provided for one module, the actual examination form is communicated by the lecturer the latest at the second session of the course. The announcement is binding and is to be documented in a suitable written form.

(4) The following examination forms are possible:

a) Oral examinations: talk or lecture with discussion about a range of topics which was worked on in the module. The examinee is expected to demonstrate that they have a broad fundamental knowledge, know the relationship between the areas covered in the examination and can answer particular questions in an argumentative-founded way. Oral examinations can be delivered as individual or group examinations or within a course. In an oral examination which is given as a group examination, no more than four students may be tested simultaneously.

b) Essay: Normally a task comprised of independent work of a subject specific or interdisciplinary nature, to be submitted in the predefined written format.

c) Portfolio: Normally, a compilation of several written and media contributions to a folder, which documents the learning progress.

d) Examinations in other media forms: Normally independent work of a subject specific or interdisciplinary nature, completed with the help of technical, artistic or other media, to be submitted in the predefined form.

e) Written Examination: A written test completed under supervision. The examinee proves that they, alone and independently, can solve the given task in a limited time and only with authorized aid materials.

(5) Module examinations can combine written, oral and media elements. When designing the examination specifications, the allocated working time (workload) here described is to be observed.

(6) Oral examinations for both individuals and groups are to be carried out by two examiners or by an examiner and a qualified assessor.

(7) Written examinations can be produced as group work. The contributions of each student must be clearly identified and be able to be assessed separately.

(8) In all written coursework and examinations, all parts that are taken word-for-word from publications or other sources, must be marked as a quotation. The reference is immediately indicated in connection with the quote. Even in the cases of a takeover of the essence of an argument and of paraphrasing of texts and other sources, the original work must be referenced.

(9) All written work (including the the correspondingly marked part of the work, in case of a previously allowed group work) must include in the end the following written assurance, to be signed by the student:

“I hereby expressly assure that the present work was autonomously produced and that no other sources and resources were used, except for the ones that I expressly indicated. More specifically, I expressly assure that I did not make use of any paid or unpaid services or support of any kind from a ghostwriter agency, nor in particular, any similar service providers or other third parties in the production of the present work. All the text passages and ideas quoted or borrowed from printed, electronic or other sources have been clearly identified as such by me.

I hereby acknowledge that violations of this assurance not only lead to the grading of this examination as “Fail (5,0)” but also, in more severe cases, may generate further actions by the Europa-Universität Flensburg, leading up to exmatriculation.

I hereby acknowledge that the work may be digitally saved and verified using an anti-plagiarism software. I declare that I agree with the saving of the data and with the submission of my work to the anti-plagiarism software.”

## **§ 22 Conducting of Examinations; Highest Number of Daily Examinations**

(1) Examinations take place in the form and at the date specified by the examiner- within the examination period.

(2) Students are only allowed to take a maximum of two examinations per day.

(3) If a student submits a credible medical certificate, which proves that they are entirely or partially prevented from completing coursework and/or examinations in the form previously established, due to prolonged or permanent physical impairment, the Examination Committee, in agreement with the respective examiner, and after consulting the candidate, will determine how equivalent coursework and examinations can be provided, within a longer period of time or in another form. The Examination Committee can, for this purpose, require the candidate to submit an official medical certificate.

(4) The examination results and the successful or unsuccessful completion of an examination is communicated to the Service Centre for Examination Matters by the examiner, in accordance with the manner defined for the respective examination form and within the specified time frame.

(5) The examination results, as well as the successful or unsuccessful completion of examinations, are to be notified to students as is customary. The notification through electronic accounts is permitted.

(6) In the case of successful completion of a module examination, these credit points will be credited to the credit-point account. Candidates should be able to access their account in order to have an insight of their status, within the framework of organizational possibilities.

## **§ 23 Successful Completion of Examinations**

(1) A module examination is successfully completed if the examination was graded with at least a “sufficient” (4,0) or “passed.” Further details are regulated by § 11, para. 2.

## § 24 Organization of Examinations

(1) The time and place of written and oral examinations must be provided by the respective examiners in a timely manner and in the customary way. For each examination, a registration and deregistration period must be set, as established in § 10, para. 2.

## III. Bachelor's Examination

### § 25 Bachelor's Thesis

(1) The Bachelor's Thesis is an examination which should indicate that a candidate is able to work on a problem from the subject area of the study program, using the necessary methods, and within the specified time frame. With the successful completion of the Bachelor's Thesis, 12 credit points are acquired.

(2) The Bachelor's Thesis is to be supervised by a supervisor and evaluated by two evaluators independently from each other. The supervisor is at the same time evaluator. After the Bachelor's Thesis is handed in, the Service Centre for Examination Matters promptly forwards it to the evaluators. Lecturers may not supervise a Bachelor's Thesis.

(3) The topic of the Bachelor's Thesis is to be agreed upon with the selected supervisor, submitted to the Examination Committee in writing and approved by it. If a candidate cannot find a supervisor, the chairperson of the Examination Committee will ensure that the student receives, in a timely manner, a topic for the Bachelor's Thesis and that the specialist supervision is guaranteed.

(4) The Bachelor's Thesis is, normally, to be completed by the end of the sixth semester. The working time is four months. At the request of the candidate, the Examination Committee may, with the agreement of the supervisor, extend the working time by up to one month.

(5) The topic can only be returned once, and only within two weeks after its approval. The student must register a new topic without delay, no later than four weeks after the return. If this does not occur, the Bachelor's Thesis will be assessed as "Fail" (5,0).

(6) At the end of the Bachelor's Thesis (including the the correspondingly marked part of the work, in case of a previously allowed group work) the student has to hand over, separately and in writing, the following personally signed assurance:

"I hereby expressly assure that the present work was autonomously produced and that no other sources and resources were used, except for the ones that I expressly indicated. More specifically, I expressly assure that I did not make use of any paid or unpaid services or support of any kind from a ghostwriter agency, nor in particular, any similar service providers or other third parties in the production of the present work. All the text passages and ideas quoted or borrowed from printed, electronic or other sources have been clearly identified as such by me.

I hereby acknowledge that violations of this assurance not only lead to the grading of this examination as "Fail (5,0)" but also, in more severe cases, may generate further actions by the Europa-Universität Flensburg, leading up to exmatriculation.

I hereby acknowledge that the work may be digitally saved and verified using an anti-plagiarism software. I declare that I agree with the saving of the data and with the submission of

my work to the anti-plagiarism software.”

(7) The Bachelor's Thesis is to be submitted in triplicate, in written and electronic form, in due time, to the Service Centre for Examination Matters. The date of submission is to be put on record. If the Bachelor's Thesis is not submitted on time it will be graded as "Fail" (5,0). After the end of the assessment period, the Bachelor's Thesis is digitally archived by the Service Centre for Examination Matters. Further details are regulated in the Procedural Documentation regarding the digital archiving of Bachelor's Theses.

(8) The Bachelor's Thesis is not successfully completed if the final grade is not at least "sufficient" (4,0). The final grade is calculated as the average of the individual grades given by both evaluators. In case the two individual grades are divergent and result in a calculated average which is higher than 4,0, a third evaluator is to be appointed by the Examination Committee. This person makes a binding decision on whether the concerning Bachelor's Thesis will be assessed as "sufficient" (4,0). If two assessments, leading to a passing grade, diverge by more than two marks from each other, the Examination Committee will instruct a lecturer, who is qualified on the topic at hand, to give a third opinion. This assessment is final.

(9) A failed Bachelor's Thesis can be repeated twice. The new topic is to be communicated in writing to the Examination Committee within six weeks after the notification of the assessment of the first Bachelor's Thesis. If the candidate cannot find a supervisor, the Examination Committee must be informed of that fact before the end of the six-week period. Paragraph 2 is then to be applied accordingly. If the new topic is not submitted on time, the repeated Bachelor's Thesis is also to be graded as "Fail" (5,0).

(10) The return of the new topic within the deadline mentioned in para. 4, sentence 1, is only allowed if the candidate has not made use of this possibility in the first production of their Bachelor's Thesis.

## **§ 26 Scope and Completion of the Bachelor's Examination**

(1) The Bachelor's examination in the study program European Cultures and Society consists of the required module examinations in both the compulsory and the elective areas, as well as the Bachelor's Thesis. A total of 180 credit points must be obtained.

(2) The Bachelor's examination is successfully completed once all the examinations mentioned in paragraph 1 are successfully completed and the required credit points are acquired.

## **§ 27 Final Failure of the Bachelor's Examination**

(1) The Bachelor's examination is irrevocably failed, if

a) one of the required examinations is irrevocably failed

or

b) the examination right was forfeited because a deadline was exceeded

or

c) the produced Bachelor's Thesis is failed in the third attempt.

(2) A notification about the failed examination or the loss of the examination right will be issued and it is to be accompanied by information on the possibilities of legal remedy. § 16 applies.

(3) Students who leave the Europa-Universität Flensburg without having obtained a degree can request a certificate listing their overall coursework and examinations produced.

### **§ 28 Invalidity of the Bachelor's Examination**

(1) In case the requirements for the admission to an examination were not fulfilled, without the candidate's intention to deceive, and if this fact is discovered only after the delivery of the final documents, the Examination Committee decides, after the legal evaluation by the University Board, if this insufficiency is remedied by the successful completion of the examination. The decision must be confirmed by the University Board.

(2) The student concerned must be given the opportunity to present their case before the decision is made.

(3) The incorrect final documents are to be seized and, when appropriate, new documents are to be created. Along with the incorrect certificate, the bachelor's degree certificate is also to be seized if the examination is to be declared as "Fail" due to an action of deceit.

### **§ 29 Final Documents**

(1) The approved candidate receives promptly, or the latest four weeks after notification of the last examination results, a certificate and a Transcript of Records. This Transcript of Records contains the information about the studied focus (European Cultures or European Society) as well as the selected orientation of the area "Doing Europe," and the topic and grade of the Bachelor's Thesis. The certificate will bear the date on which it was issued. Additionally, the certificate will also bear the date on which the final examination grade decision was made. The certificate must be signed by the chairperson of the Examination Committee.

(2) Together with the certificate, the candidate receives the bachelor's degree certificate with the same date as the one in the certificate. This registers the awarding of the bachelor's degree in accordance with § 3, para. 3. The bachelor's degree certificate will be signed by the President of the Europa-Universität Flensburg, or their proxy, and bear the seal of the Europa-Universität Flensburg.

(3) If the final grade is better than 1,2, the bachelor's degree certificate will bear the attribute "passed with distinction."

(4) In addition, the graduate receives, from the Service Centre for Examination Matters, a Transcript of Records, as well as an English version titled "Diploma Supplement," with the date of the certificate. The Transcript of Records lists all completed modules and their associated coursework, including the awarded credit points and examination grades received.

(5) The final documents are to be electronically requested by the graduate, using their valid email address, from the Service Centre for Examination Matters.

## **IV. Final Provisions**

### **§ 30 Taking Effect**

(1) These Examination and Study Regulations shall take effect from February 1<sup>st</sup>, 2016. The ratification pursuant to § 22, para. 1, sentence 2 No. 6 HSG was given by the Board of the Europa-Universität Flensburg on February 1<sup>st</sup>.

Flensburg, the 1<sup>st</sup> of February 2016

Europa-Universität Flensburg  
Prof. Dr. Werner Reinhart  
President