

General Examination Regulations (Statutes) of Europa- Universität Flensburg (RaPO 2020)

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In the consolidated - unofficial - version of the amending statutes of June 13, 2023

Pursuant to § 52 Section 1, Sentence 1 in conjunction with Section 10 of the Higher Education Act (HSG) as published on February 5, 2016 (GVOBl. Schl.-H. pg. 39), most recently amended by the law of December 13, 2019 (GVOBl. Schl.-H. pg. 612), the following statutes are enacted following a resolution by the Senate of Europa-Universität Flensburg on December 18, 2019. Approval by the Executive University Board (*Präsidium*) of Europa-Universität Flensburg was granted on January 8, 2020.

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I. General

§ 1 Scope of the General Examination Regulations

(1) These examination regulations (RaPO) govern the general processes and procedures for student examinations in the degree programs at Europa-Universität Flensburg. Degree program and examination regulations and subject-specific examination regulations for individual degree programs give specific regulations on the processes and procedures, content, and requirements of individual bachelor's and master's degree programs and/or degree subject components.

(2) In certain instances, the degree program and examination regulations for individual degree programs may differ from or expand on the provisions of these general examination regulations.

§ 2 Provisions on course offerings

(1) Through its course offerings, Europa-Universität Flensburg ensures that exams can be taken by the deadlines set forth in these general examination regulations, or by the deadlines set forth in the degree program and examination regulations for individual degree programs, if they differ from these regulations. Europa-Universität Flensburg also guarantees that studies can be completed within the standard period of study.

(2) There is no assurance that all required elective courses listed in the academic and examination regulations for individual degree programs or subject-specific supplementary documents will actually be offered.

§ 3 Credit point acquisition

(1) As a rule, in accordance with the European Credit Transfer System (ECTS), students must acquire 30 credit points per semester, with a required workload per semester of 900 hours of required working time, and 60 credit points per academic year. One credit point corresponds to an average student workload of 30 hours.

(2) All of the required examinations for a module, as specified in the degree program and examination regulations for that degree program and the subject-specific appendices to those regulations, must be completed in order to acquire the credit points for that module. The module workload typically includes attendance (active participation) in the courses included in that module, independent study (preparation and review of course content, preparation of individual course contributions), and preparation for and taking the module examination. It must be possible to complete each module within the specified time frame.

§ 4 Recognition of courses, exams, competencies and skills

(1) Courses and exams taken at other universities in the Federal Republic of Germany or other countries, including failed exams and courses, shall be recognized if they do not differ substantially from those to be taken at Europa-Universität Flensburg. A negative decision must be substantiated and accompanied by instructions on how to appeal. The burden of proof for asserting significant differences or lack of equivalence lies with Europa-Universität Flensburg.

(2) The recognition procedure shall be duly communicated to students. An application for recognition, together with all required documentary evidence, must be submitted to the responsible Recognition Office. The document submitted must include a comprehensive record of the student's academic performance, including any failed examinations or courses. It is the applicant's responsibility to provide these documents and any other documentary evidence required for recognition (duty to cooperate).

(3) If courses and examinations are recognized, the grades shall be adopted and factored into the computation of the student's overall grade, in accordance with the degree program and examination regulations for that degree program, provided the grading systems are comparable. In the case of non-comparable grading systems or ungraded examinations, the recognized examination will be graded as "Passed." The noting of recognized coursework and examinations in graduation and degree documents is allowed.

(4) For recognized courses and exams, the number of credit points stipulated in the degree program and examination regulations for specific degree programs at Europa-Universität Flensburg must be awarded.

(5) Knowledge and skills acquired outside of higher education institutions shall be credited towards a university degree if they have a proven equivalence to the competencies to be acquired in the degree program. A maximum of 50% of the required credit points for the degree program can be credited. Such credits are to be conferred in accordance with the degree program and examination regulations of Europa-Universität Flensburg. In certain situations, a placement examination may be allowed.

§ 5 Recognition of special needs

- (1) Students' special needs are to be acknowledged, in accordance with Section 3 (5) of the Higher Education Act (HSG) and in conjunction with Section 52 (2) No. 14, (4) HSG.
- (2) If a student provides a medical certificate that attests to their partial or total inability to complete a course or take an exam in the designated manner due to a disability or illness, then the examination board may – at the request of the student – consult with the examiners of that course to determine whether and how the course or exam duration can be reasonably extended, or whether it is possible to offer an equivalent course or examination in a different format.
- (3) For this, the examination board may require the student to submit an official medical certificate. This provision also applies to individuals who care for children aged 14 or for a family member. Appropriate evidence must be presented at the examination board's request.
- (4) Time limits in accordance with the German regulations regarding the protection of working mothers [*Mutterschutzgesetz* / Maternity Protection Act] and the statutory regulations on parental leave must be applied.
- (5) In every case arising under paragraphs 2 and 3, the responsible examination board shall decide upon receipt of a written application. Proof of having met the prerequisites must be provided in due form. Compliance with the provisions of paragraphs 2 and 3 must not result in any disadvantages to the students concerned.

§ 6 Examiners and assessors

- (1) Module course instructors have the authority to give module examinations, in compliance with § 51 paragraph 3 HSG, without needing further appointment from the examination board.
- (2) Regarding the appointment of examiners in situations outside of paragraph 1, the decision shall be made by examination board upon request from the responsible head of the degree program or degree subject component, in accordance with section 51, paragraph 3 and section 60, paragraph 5, sentence 2 of the HSG.
- (3) At a minimum, examiners must hold an academic qualification corresponding to the subject of the examination. The provisions of paragraph 2 also apply here.
- (4) If an ongoing examination procedure continues after the examiner has left their university position, pursuant to paragraphs 1 and 2 the appointment shall remain valid until the examination procedure has ended, with the consent of the examiner and barring any conflicting provisions from labor or service law.
- (5) In general, two independent examiners evaluate the bachelor's thesis. One examiner must be a staff member with teaching duties who holds a doctorate. Examiners carry out their evaluations independently and are appointed by the examination board.
- (6) In general, a master's thesis is also independently evaluated by two examiners. One examiner must be a university lecturer or *Privadozent* with teaching duties. The examiners carry out their evaluations independently and are appointed by the examination board.

§ 7 Examination board

(1) Examination boards are formed for purpose of organizing examinations, ensuring compliance with these regulations, and handling other tasks stipulated by these examination regulations and by the degree program and examination regulations for individual degree programs. An examination board comprises four university instructors, one academic staff member, one non-academic staff member, and one student. If appropriate, one examination board can be formed for multiple degree programs.

In addition to the tasks assigned to it in these regulations and the degree program and examination regulations for individual degree programs, the examination board decides on the following matters in particular:

- Setting and announcing course and exam deadlines, in accordance with examination laws and regulations
- Handling objections to decisions made during examination proceedings
- Examining the reasons for exam withdrawal or for exceeding set processing times
- Handling instances of cheating, especially cases of plagiarism, in compliance with examination laws and regulations
- Handling requests for compensation for disadvantages or special needs recognition in compliance with examination laws and regulations
- Appointing examiners and assessors
- Issuing official exam communications

(2) Examination board members are elected by the Senate of Europa-Universität Flensburg. The term of office shall be one year for the student, and two years for all other members. Members can be re-elected. If a member leaves prematurely, a successor shall be elected for the remaining term. The committee chair and deputy chair must be university lecturers.

(3) Examination boards decide through a simple majority votes. In the case of a tie, the motion is rejected. Abstentions and invalid votes shall be considered as uncast votes. An examination board can only decide if at least half of all voting members are present, the chair is confirmed, the meeting has been duly convened with one week's notice, and the agenda has been announced. In urgent cases, decisions may be made through a circular resolution.

(4) An examination board may provisionally delegate specific tasks to the committee chair, deputy chair, or the office. It is permissible to delegate all application-based decisions concerning maternity leave, parental leave, compensation for disadvantages, deadline extensions, last-minute appointment of substitute examiners due to illness or other hindrance, appeals procedures, and all urgent decisions for which waiting until the next regular committee meeting would unreasonably disadvantage the examinee. The committee chair must report to committee members on any urgent decisions made.

(5) Examination boards ensure compliance with the general examination regulations and the degree program and examination regulations for individual degree programs. They regularly update the Senate on examination matters and any developments in this area.

(6) In conjunction with the faculties, examination boards ensure that courses and exams can be duly completed within the stipulated periods, as stated in the degree program and examination regulations and subject-specific appendices for each degree program. They set the necessary time limits. To that end, examinees shall be informed in good time about the

number, format, and scheduled dates of the exams to be taken, including the retake exam dates for each examination.

(7) The examination board may send one of its members to attend an oral examination. This right does not extend to the grade announcement.

(8) Examination board members are bound to official confidentiality. Members who are not in public service must be expressly sworn to secrecy in writing by the respective chairperson.

(9) In carrying out their duties, examination boards use the services of the Service Center for Examination Matters.

§ 8 Appeals procedure

(1) The examinee may appeal decisions made during an examination procedure by filing an appeal with the responsible examination board. This appeal must be filed either in writing or in a statement made orally for the record [*zur Niederschrift*], within one month of the decision's announcement. The appeal must be substantiated with detailed objections to the decision. In such cases, it is advisable to first review the examination file in accordance with § 9 Para. 1 RaPO and, if necessary, to talk to the course lecturer.

(2) During the appeals process, the examiners' decisions will be re-evaluated in light of the grounds presented in the appeal. Examiners must promptly give the acting examination board a comprehensive written statement about the appeal and its grounds. In particular, the examiners must clearly indicate whether they uphold their original decision. If the objection pertains to an alternate resolution made by the examination board, then the aforementioned procedure applies either to the entire examination board as a body or to its chair in relation to the appeals committee.

(3) If the appeals process changes either an examiner's assessment or the committee chair's decision, then the acting examination board shall uphold the objection and grant the appeal. Otherwise, the acting examination board shall re-evaluate the decision in light of the statements given by the examiner(s) or the committee chair, with particular attention to determining whether

- a) the examination procedure was carried out properly,
- b) the assessment was based on correct facts,
- c) generally applicable assessment principles were observed,
- d) a justifiable solution, logically derived and supported by substantial arguments, was deemed wrong, and
- e) the parties involved allowed themselves to be guided by considerations irrelevant to the matter.

(4) If the presiding examination board does not grant the appeal, the appeals committee of Europa-Universität Flensburg shall decide. The appeals committee shall check whether the assessment decision made by the examiner or the examination board shows examination-specific legal or assessment errors. The appeals committee comprises the head of the Service Center for Examination Matters and a representative of the legal department of Europa-Universität Flensburg. The appeals committee decides by a simple majority of votes. In the case of a tie, the motion is rejected; abstentions and invalid votes are considered as votes not cast. The appeals committee has a quorum if all members with voting rights are present, the chair is ensured, and the meeting has been duly convened with a one-week

notice period and announcement of the agenda.

(5) The appeals notice must include instructions on legal recourse.

(6) The appellate procedure must not lead to a lowering of the examination grade.

§ 9 Inspection of the examination file

(1) Within one month following the disclosure of written or oral examination results, examinees who informally request it can review their written examination papers, examiner evaluations, and exam records.

(2) The request to inspect examination papers and the related reports and evaluations shall be communicated to the responsible examiner.

(3) Upon informal request, the examinee shall be granted access to their bachelor's or master's thesis and the examiner evaluations up to five years after an examination procedure has ended.

(4) In accordance with paragraph 3, the application must be submitted to the head of the Service Center for Examination Matters, who shall set the place and time of the inspection.

(5) Items in the examination file shall be destroyed within the following time limits:

- a) Duplicate graduation documents: after 45 years
- b) Final theses: after 5 years (If consent to loan the thesis was given, the destruction period for the printed version is suspended indefinitely.)
- c) Exams taken during the course of studies: 2 years after the exam result is announced
- d) All other items in the exam file: 2 years after voluntary withdrawal from the degree program, or (if the program was successfully completed) immediately after the degree certificate has been handed over
- e) The above deadlines shall commence at the start of the calendar year following the event that triggers the deadline.

II. Courses and exams

§ 10 Course participation, exam admissions

(1) In accordance with degree program and examination regulations or subject-specific appendices for individual degree programs, students enrolled in a degree program who have not forfeited their right to take exams in that or a comparable degree program may take the courses and exams. Exceptions are governed by the degree program and examination regulations for individual degree programs. The corresponding admission requirements for exams or for the bachelor's or master's thesis must be fulfilled.

(2) Individuals who have completed the same or a comparable degree program at Europa-Universität Flensburg or another university are not allowed to take the courses and exams.

§ 11 Course registration and withdrawal, exam registration and withdrawal

(1) Students must register for courses and exams within the registration period and in the form specified by the Service Center for Examination Matters.

(2) In deviation from paragraph 1, the Equal Opportunities Unit of Europa-Universität Flensburg can grant preferential course and/or exam registration for certain student

groups, upon written request from the student and upon recognition of special needs. In cases of doubt, the responsible examination board shall make the decision about the request. The student must provide the necessary evidence; Europa-Universität Flensburg may require further documentary proof.

(3) For module examinations, at least two examination dates are scheduled per year. If students opt to take an exam for the first time on the second (rather than the first) examination date offered in a given semester, whether by choice or due to unavoidable circumstances (such as illness), they forfeit the right to an additional examination date in that semester and the subsequent one.

§ 12 Modules and courses

(1) A module is a self-contained, thematic unit of study that can be assessed through examination and is awarded credit points.

(2) A module may comprise several courses in the same or differing formats; together, these enable students to acquire the intended competencies.

(3) Degree program and examination regulations for individual degree programs specify the compulsory courses and exams.

(4) Types of courses include:

- a) Seminar (S): The core element is academically-based discourse on a defined set of topics, in which both the instructor and students actively participate. The goal is to gain specialist knowledge in the subject area and to train in academic discourse. Possible working methods include research-based learning, literature-based or practice-oriented discussion, or the preparation and giving of student presentations, followed by discussions of the presentations in the seminar.
- b) Lecture (V): The core element is the instructor's lecture. In general, the goal is to gain an understanding of larger subject areas, theories, and contexts. Students use notes, lecture notes, and/or academic literature to prepare for and follow up on lectures.
- c) Practical course (Ü): This is a supplementary course, usually accompanying a lecture or seminar. The aim is for students to work through, apply, discuss, and consolidate the course material on their own. Exceptionally, a practical course can also be scheduled as an independent course.
- d) Field trips / field work (Ex): The core element is direct contact and immediate involvement with objects or people located outside Europa-Universität Flensburg. The aim is to broaden the student's experiential background and to gain insights or stimuli that can promote engagement with academic questions and further students' reflection on this process. Possible working forms include seminar-based preparation, the field trip itself, its documentation, and seminar-based follow-up to the trip.

Additional course types may be given in the degree program and examination regulations or subject-specific appendices for individual degree programs.

(5) If student attendance and participation in a course are required in accordance with § 52.12 of the HSG – for instance, because it is not possible to achieve the stated qualification goal without attending the course – students are allowed to miss up to two course sessions of a weekly course. For block courses, a corresponding fraction of time applies. This rule applies unless the degree program and examination regulations for that degree program state otherwise. Failing to attend more than two course sessions means that course attendance cannot be confirmed as regular. However, if students are prevented

from attending two class dates for reasons beyond their control, their attendance shall be deemed as regular as long as they do not miss more than three class sessions in total (for weekly courses; for block courses, a proportional time ratio applies). The reason that it was beyond their control must be supported with appropriate proof, and in the case of illness by a medical certificate. Missing more than three class sessions will classify the attendance as irregular. If proof of regular course participation is a prerequisite for exam admission, the student must receive written notification about their admission status to the exam at least one week before the first examination date. If this notification deadline is not met, the student shall be admitted to the examination.

§ 13 Committee participation

Students must not be disadvantaged, nor derive any special favor, as a result of their service on university committees. If class hours and committee meeting times overlap, students are excused from attending class for the duration of the committee meeting. The students must notify lecturers of this immediately before attending the committee meeting.

§ 14 Module examinations and graded examinations

(1) Examinations serve as proof of the learning success within a module. The choice of examination format is based on the qualification objective for that module. Each module usually concludes with an examination. Deviating regulations are to be made in the degree program and examination regulations and the subject-specific appendices for individual degree programs.

(2) Exams can be given orally, in written form, with the help of other media, or as part of a written examination. Further details are regulated by § 15 of the RaPO. The exam format is stated in the degree program and examination regulations or subject-specific appendices for individual degree programs. This format aligns with the qualification objective for each module. If the degree program and examination regulations or subject-specific appendix for a degree program list more than one possible exam format for a module, the actual exam to be offered must be announced by the course instructor no later than the second session for that course. This announcement is binding and must be duly documented.

§ 15 Examination formats and format-specific regulations

(1) The following examination formats are possible:

- a) Oral examination: Discussion of a set of topics developed during the module. The examinee demonstrates a broad foundational knowledge, understands the larger context of the area under examination, and can answer specific questions with reasoned arguments. Oral exams can be taken individually or in groups. Both individual and group oral exams are given by two examiners, or by one examiner and one expert assessor. The course of the oral exam must be recorded in an exam protocol, which must also state the main reasons for the grading of the exam and the examination grade. The assessor must be consulted before the grade is given.
- b) In-class oral examination: This type of exam may include, for example, presentations or presentation-type exams given within the framework of a class session on the scheduled date. The examinee demonstrates that they have comprehensively worked on the subject area and prepared for a presentation, that they can answer questions on the subject area, and/or that they can defend a position conclusively in discussion

by using logical arguments. The evaluation considers both the specialist knowledge shown and the quality of the presentation itself. In-class oral examinations can be given individually or in groups. The course instructor serves as the examiner.

- c) Written examinations, such as term papers: This kind of exam generally involves independent work on a specific topic or an interdisciplinary one. The work is carried out during the self-study time for that module, and is submitted in the designated written form. Written exams can be given individually or in groups. The contributions of individual students must be clearly identifiable and an objective separate evaluation of each individual contribution must be possible. Written examinations are typically assessed eight weeks after the examination is carried out.
- d) Portfolio: This is usually a compilation of several self-authored written and media contributions, brought together in a collective portfolio that documents the learning progress. The portfolio is typically done as an individual examination. The rules for written examinations (letter c) also apply.
- e) Examination in the form of other media: As a rule, this involves the independent processing of a subject-specific or interdisciplinary task with the help of technical, artistic, or other media, to be submitted in the specified form. The rules for written examinations (letter c) apply.
- f) *Klausur*: In this type of examination, students complete tasks in writing under supervision. The examinee demonstrates that they can solve the given tasks alone and independently, in a limited time, and using only the permitted resources. This type of exam is subject to the official examination periods and correction deadlines set by the examination board.
- g) Multiple-choice written examinations: Especially when there are many examinees, or for other important reasons, exams can be given in a multiple-choice format, whereby all or part of an exam can consist of multiple-choice questions. The decision to give this type of exam rests with the head of the module, in consultation with module instructors. Exam questions must be comprehensible, free of contradictions, and unambiguous. Before the exam, a sample copy must be prepared that contains all of the correct answers. This copy is the basis for exam correction. The correction key must be prepared before the exam, and must be handed out to the students along with the exam questions. The correction key also contains information on whether more than one answer per question can be correct, and how the questions are weighted in relation to each other and, if applicable, to open examination questions with regard to grading. Malus points for incorrectly answered multiple-choice questions are not permitted. The same applies to unequal scoring of correct, incorrect or unchecked answer alternatives. The correction key also specifies the principles according to which points are awarded for correctly and incorrectly marked or unmarked options. A question can never receive fewer than zero points. The correction key also states which grade is achieved at which percentage of points. The grade awarded is based on the percentage of points achieved by the examinee above the passing mark. For this, the grading scale set forth in § 17 RaPO is to be applied. The examination is considered passed if at least 50 percent of the total available points are achieved, or if the total score does not fall below more than 17 percent below the average total score achieved by the reference group. The correction of a multiple-choice exam can be automated.

(2) Module examinations can combine written, oral and/or media elements. When designing the examination requirements, the available working time (workload) must be considered.

(3) Repeat examinations must be given by two examiners and evaluated independently of each other.

(4) All passages taken verbatim from publications or other sources must be marked as citations in all written assignments and exams. The reference must be given in direct connection with the quotation. Citations must be given even when the essence of an argument is used, and when paraphrasing from texts and other sources.

(5) All written work that is not created under supervision (*Klausur* examinations) – and, in the case of permissible group work, the correspondingly marked part of the work – must conclude with the following written assurance, to be signed in the student's own hand:

"I hereby expressly declare that I have written this work on my own using no sources, aids, or resources other than those cited in it. In particular, I expressly affirm that I have not used any services or received support of any kind from ghostwriter agencies or comparable service providers or other third parties, whether paid or unpaid, in the preparation of this thesis. All text passages cited or borrowed (either verbatim or in spirit) from printed, electronic or other sources have been duly acknowledged by me.

Neither all nor any substantial parts of the work now being submitted have been previously submitted in another examination procedure. The submitted printed version of this work is identical to the version stored on the electronic storage medium.

I am aware that violations of this policy may result in a grade of "Insufficient" (5.0) with respect to my submitted work, and in more serious cases could lead to further measures by Europa-Universität Flensburg including my possible ex-matriculation from the university.

I am aware of and agree to the fact that this text can be digitally stored and checked or scanned using anti-plagiarism software."

§ 16 Organization of examinations

The scheduled time and place of *Klausur* examinations and oral examinations must be announced in good time and in a manner usual for that location. There must be a defined registration and withdrawal period for each examination; the provisions of § 11 RaPO apply.

§ 17 Passing examinations, examination assessment, grading, ECTS

(1) A module examination is considered passed if it has been given a minimum grade of "Sufficient (4.0)" or "Passed." A module examination consisting of sub-module exams is considered passed if a minimum grade of "Sufficient (4.0)" or "Passed" has been achieved for each of the submodule examinations.

(2) For a module exam comprised of sub-module exams, the final examination grade for the module is calculated as the arithmetic mean of the individual exam grades. If an exam is graded by two examiners, the examination grade is calculated from the arithmetic mean of the individual grades given by both examiners. If, in this case, two grades resulting in a pass differ by more than two grade levels, the presiding examination board will commission a university lecturer responsible for that subject to prepare a third expert opinion. The evaluation of the third expert opinion is final. When calculating grades, only the first decimal place after the comma shall be considered; all other places shall be deleted. The regulations governing academics and examinations may stipulate different rules than the ones stated in sentences 1 and 2 (for example, a weighted arithmetic mean).

(3) Only the grades in the first column of the following table are to be used for grading examinations:

Individual grade	Note designation		
	Total 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	Less than 4.0	Nicht ausreichend	Insufficient

(4) Module examinations can remain ungraded up to a maximum of 20% of the credit points per degree program or degree subject component. Ungraded module examinations are to be assessed as "Pass" or "Fail." Further details are regulated by the corresponding degree program and examination regulations and the subject-specific appendices for individual degree programs.

(5) In accordance with the European Credit Transfer System (ECTS), graduation documents must also present the final grades must in relation to the grade distribution of two previous graduating cohorts. This presentation must indicate the size of the comparison cohort. In combined degree programs, and in application of the European Credit Transfer System (ECTS), graduation documents must present the subject grades for degree subject components in relation to the grade distribution of two previous graduating cohorts for those degree subject components. Here too, the presentation must indicate the size of the comparison cohort.

§ 18 Conducting examinations, maximum number of exams per day

(1) Examinations are held in the designated form on the scheduled dates.

(2) Students should take no more than two exams per day.

(3) The examiner shall communicate the result of the examination performance and the successful or unsuccessful completion of an exam to the Service Center for Examination Matters. This shall be done in the manner specified for that specific exam format, and within the designated time limit.

(4) Examination results and the passing or failing of exams shall be communicated to students via their electronic accounts.

(5) If a module exam is passed, the credit points for that exam are credited to the student's credit point account. Examinees should be able to view the status of their account at any time, within the scope of organizational possibilities.

§ 19 Repeatability and conclusive failure of a module examination

(1) In order to successfully complete a degree program, students must acquire the number of credit points stated in the degree program and examination regulations for the individual degree programs.

(2) Module examinations that have been passed may not be repeated.

(3) Compulsory modules that were not successfully completed and failed module examinations must be repeated.

(4) Module examinations that were graded or allocated the grade of "Insufficient (5.0)" or "Fail" may be repeated twice. At least seven days must intervene between the exam notification date and the exam retake date.

(5) Upon written request, students may be granted a third retake attempt for up to two module examinations. The application for a third retake attempt must be submitted to the Service Center for Examination Matters within one month of the examination result notification, in accordance with § 18.4 of RaPO. The Service Center for Examination Matters will check that the application has met the prerequisites and forward it to the chair of the responsible examination board for a final decision.

(6) If the student has exhausted all permitted options for retaking a module exam pursuant to the above paragraphs, the presiding examination board may, in cases of exceptional hardship, grant one additional retake attempt upon receipt of a written application. The application must be filed within half a month of the announcement of the exam result for the last retake attempt, in accordance with § 18.4 of RaPO. If the application is approved, the procedure for this additional module examination shall be determined by the presiding examination board.

(7) A student shall conclusively fail a module examination if one of the required examinations has been graded as "Insufficient (5.0)" or "Fail," even during the last retake attempt. A written notification stating the examination result and information about the student's legal rights and remedies shall be sent out.

An objection can be filed against examination evaluations leading to the student's conclusive failure of degree program or degree subject component, as per § 8 of RaPO.

§ 20 Withdrawal, absence

(1) If a student withdraws from a module examination after its withdrawal deadline has passed or after the examination has started, or if a student misses the date of an examination, the examination shall be allocated the grade of "Insufficient (5.0)" unless there is a valid reason for which the student is not responsible. The responsible examination board shall decide whether such a valid reason not attributable to the student exists. The same applies to written examinations that are not completed within the designated time period; in this case, the provisions of § 21 of RaPO shall further apply. The reasons must be reported promptly and in writing to the responsible examination board and must be substantiated.

(2) If a student withdraws from or misses an examination due to illness on the day of that exam, a medical certificate stating the expected duration of the student's inability to take the exam must be submitted immediately to the Service Center for Examination Matters. If the reasons are officially recognized, a new examination date can be scheduled for oral examinations, in accordance with § 15.1 lit. a) and b). For *Klausur* examinations, if the reason is officially recognized, the exam is to be taken on the next scheduled examination date. For all other exams, § 21 RaPO shall further apply. Insofar as compliance with deadlines for the initial registration for the exam, the retaking of exams, the reasons for missing exams, and compliance with processing times for exam papers are concerned, the foregoing shall apply, *mutatis mutandi*, to the care or nursing of a child up to the age of 14 or the care of a relative. In accordance with paragraphs 2 and 3, the examination board shall make the decision after having given the student the opportunity to be heard.

(3) In the case of prolonged and repeated illness, the responsible examination board may require the submission of a formal medical certificate issued by a public health official.

(4) If a module examination consists of sub-examinations, then the existing results must be credited in this case. The non-recognition of the reasons must be communicated and duly justified in writing to the person concerned.

§ 21 Extensions

(1) Regarding the timely submission of written examinations completed at home, additional time must be promptly requested via written application to the Service Center for Examination Matters, provided there are valid reasons not attributable to the student, as soon as the student becomes aware of those reasons. The request must be substantiated by stating the reasons and submitting relevant evidence. At the latest, this application must be submitted by the existing deadline for exam submission. If that deadline is missed due to illness, the application must be submitted to the Service Center for Examination Matters immediately after the missed deadline; in all other cases, § 20 Para. 3 Sentence 1 RaPO applies as appropriate.

(2) The responsible examination board shall decide whether or not to grant an extension and on the duration of any extension granted.

§ 22 Cheating, plagiarism, violation of regulations

(1) If a student attempts to influence the results of a course or examination through cheating or the use of unauthorized aids or resources, the exam shall be allocated the grade of "Insufficient (5.0)" or "Fail." The consequences set forth in sentence 1 can already be determined if the examinee carries with them unauthorized aids or resources after the examination task has been given out. In serious cases, the responsible examination board may bar the student in question from taking further examinations. In accordance with sentence 3, the student concerned must be given the opportunity to be heard before a decision is made.

(2) An examinee who disrupts the proper course of an examination may be excluded from the remainder of the examination by the examiner or proctor of that exam. In this case, the student's examination performance shall be allocated the grade of "Insufficient (5.0)" or "Fail." Attempts by students taking the same examination to provide unauthorized assistance or other support may be considered a disruption according to sentence 1. This also applies to unsupervised examinations, such as term papers or final theses. Paragraph 1, sentences 3 and 4 shall apply accordingly.

(3) If an act of cheating pursuant to paragraph 1 only becomes known after the degree certificate has been issued, the responsible examination board may, after the incriminating decision has become final and binding, retroactively correct the grades for those examinations in which the examinee cheated and declare the examination wholly or partially "Insufficient (5.0)".

(4) If a student has influenced or attempted to influence admission to or registration for or withdrawal from a degree program or exam by means of deception or cheating, the provisions of paragraph 1 shall apply *mutatis mutandis*.

(5) In principle, any form of plagiarism as well as work commissioned by third parties is considered to be a serious case of cheating. If the examination board determines that plagiarism has occurred, the student concerned shall forfeit the right to a repeat examination in that same semester and in the semester immediately following. Paragraph 1, sentence 3 applies *mutatis mutandis*. When determining whether to impose the penalty of exclusion from all subsequent examinations, it is essential to assess the extent of the plagiarism and to consider whether the plagiarism has been recurrent and/or was found in the context of a final thesis. Paragraph 1 sentence 4 applies *mutatis mutandis*.

§ 23 (Deleted)

III. Bachelor's and master's examination

§ 24 Bachelor's thesis and master's thesis

(1) The bachelor's or master's thesis is an examination thesis intended to demonstrate the candidate's ability to address a problem within the subject area of a degree program or degree subject component using the required methods within a set period of time.

(2) The degree program and examination regulations specify the minimum number of credit points required to register for the bachelor's or master's thesis.

(3) The thesis is overseen by a supervisor and independently assessed by two reviewers affiliated with the degree program or degree subject component in which the thesis is being completed. The supervisor also serves as one of the reviewers. At least one reviewer must be a regular lecturer in the relevant subject at EUF. The responsible examination board decides on exceptions on a case-by-case basis. Upon submission of the thesis, the Service Center for Examination Matters promptly forwards it to the reviewers. Freelance instructors [*Lehrbeauftragte*] are not permitted to supervise either bachelor's or master's theses.

(4) The topic of the thesis must be selected in agreement with the selected supervisor, submitted in writing to the responsible examination board, and approved by that board. If the candidate cannot find a supervisor, the chair of the responsible examination board shall ensure that he or she receives a thesis topic in good time and that its professional supervision is guaranteed. An effort to act in a timely manner must be demonstrated.

(5) The chair of the responsible examination board may, in agreement with the supervisor, extend the official time period for completing the thesis, as stated in the degree program and examination regulations for that specific degree program. This extension may be granted for a maximum of one month.

(6) An approved thesis topic can only be rejected once, and only within two weeks after its approval. A new topic must be applied for promptly, but at most within four weeks after the rejection of the original topic. If this is not done, the thesis shall be graded as "Insufficient (5.0)."

(7) At the end of the thesis (and, in the case of permissible group work, the correspondingly marked part of the work), the student must provide the following separate written statement, which they must sign by their own hand:

"I hereby expressly declare that I have written this work on my own using no sources, aids, or resources other than those cited in it. In particular, I expressly affirm that I have not used any services or received support of any kind from ghostwriter agencies or comparable service providers or other third parties, whether paid or unpaid, in the preparation of this thesis. All text passages cited or borrowed (either verbatim or in spirit) from printed, electronic or other sources have been duly acknowledged by me.

Neither all nor any substantial parts of the work now being submitted have been previously submitted in another examination procedure. The submitted printed version of this work is identical to the version stored on the electronic storage medium.

I am aware that violations of this policy may result in a grade of "Insufficient" (5.0) with respect to my submitted work, and in more serious cases could lead to further measures by Europa-Universität Flensburg including my possible ex-matriculation from the university.

I am aware of and agree to the fact that this text can be digitally stored and checked or scanned using anti-plagiarism software.

I consent / do not consent to the lending out of my work."

(8) Regarding the granting of an extension beyond the processing time resulting from the provisions of the degree program and examination regulations for that specific degree program and § 24 Abs. 5, then § 21 of RaPO shall apply with the stipulation that any extension granted should not exceed a total of three months. If a thesis is not submitted on time within a granted extension period for reasons not attributable to the student, this examination attempt shall be annulled and not counted as a regular examination attempt; the topic of the thesis from this annulled examination attempt may not be chosen again in the event of a thesis repetition. Reasons not attributable to the student must be promptly reported in writing to the Service Center for Examination Matters by the student as soon as the student is aware of them, and convincingly substantiated with appropriate evidence. The Service Center for Examination Matters may require further proof. If a thesis is not submitted on time, even within a granted extension period, for reasons attributable to the student, then it shall be allocated the grade of "Insufficient (5.0)."

(9) The thesis must be submitted to the Service Center for Examination Matters (SPA) in both written and electronic form by the specified deadline; from there, it will be forwarded to the

reviewers. The number of written copies to be submitted will be communicated to the student upon admission to the thesis. The submission date must be documented and kept on file. If the thesis is not submitted on time, it shall be graded as "Insufficient (5.0)". After the review period has ended, the thesis shall be digitally archived at the Service Center for Examination Matters.

(10) Upon request, the Service Center for Examination Matters shall provide the student with both reviews after the evaluation has taken place.

(11) A thesis is considered failed if the overall grade is not at least "Sufficient (4.0)." The overall grade is calculated as the average of the individual grades of the two expert reviewers. If the average grade is higher than 4.0 and the individual grades differ, a third reviewer shall be appointed by the examination board. This third reviewer shall make a binding decision as to whether the thesis in question shall be graded as "Sufficient (4.0)." If two grades, which would lead to passing, differ by more than two grade points, the responsible examination board shall commission a competent university lecturer to provide a third review. The evaluation of this third review is final.

(12) A failed thesis can be repeated twice.

§ 25 Passing the bachelor's or master's examination

The bachelor's or master's examination is considered passed if all the exams specified in the corresponding degree program and examination regulations have been passed and the required credit points have been acquired. The date when the examination was passed / failed is the examination date, regardless of the duration of the examination assessment.

§ 26 Conclusive failure of the bachelor's or master's examination

(1) A student shall conclusively fail the bachelor's or master's degree program or degree subject component if

- a) one of the specified examinations was conclusively failed, or
- b) the right to examination was forfeited due to a failure to meet a deadline, or
- c) the thesis written within this degree program or degree subject component did not receive a passing grade by the third examination attempt.

(2) A notice about the decision regarding the failed examination or the forfeiture of entitlement to the examination shall be issued. This must be accompanied by instructions on how to appeal. Section 8 of the RaPO shall apply.

(3) Students who leave Europa-University Flensburg without completing their degree will, upon request, receive a transcript of records detailing their performance record for all of the courses and examinations they have taken.

§ 27 Invalidity of the bachelor's examination or master's examination

(1) If the student concerned was not intending to cheat or deceive, but the prerequisites to take an examination were not satisfied, and if this fact only becomes known after the graduation and degree documents have been issued, the responsible examination board shall decide whether the passing of the examination rectifies this deficiency. The decision requires confirmation by the Executive University Board (*Präsidium*) of Europa-Universität Flensburg.

(2) Before a decision can be made, the person concerned must be given the opportunity to be heard.

(3) The incorrect degree documents must be withdrawn and, if necessary, new ones issued. If the examination was declared "Fail" due to an act of deception, the bachelor's or master's degree certificate (diploma) must be withdrawn along with the incorrect certificate.

§ 28 Graduation documents

(1) Upon passing the examination, the graduate shall receive a degree certificate [*Zeugnis*] no later than four weeks after the application as per Section 5. The certificate states the topic and grade of the thesis as well as the overall grade earned for the degree. In the case of combined degree programs, the degree certificate also mentions the degree subject components (subjects) studied and the grades for each, as well as any studied learning areas and their grades. The certificate carries the date on which it is issued and is signed by the chair of the responsible examination board.

(2) Together with the degree certificate, the graduate receives the bachelor's or master's diploma showing the date of the degree certificate. This certifies the conferral of the bachelor's or master's degree in accordance with the relevant degree program and examination regulations. The certificate is signed by the president of Europa-Universität Flensburg or the president's deputy and sealed with the seal of Europa-Universität Flensburg.

(3) If the overall grade is higher than 1.2, the certificate will be marked as "passed with honors."

(4) In addition, the graduate receives a transcript of records from the Service Center for Examination Matters as well as a diploma supplement issued in English with the date of the transcript. The transcript of records includes all completed modules and the courses assigned to them, including the credit points awarded for them and the examination grades.

(5) In order to have their graduation documents issued, the graduate must apply via email to the Service Center for Examination Matters using the valid mail address.

IV. Final provisions

§ 29 Transitional provisions

These General Examination Regulations apply to the following groups:

- a) Students who begin their studies starting in Fall Semester 2020/2022
- b) Students in the degree program "Bachelor of Arts in Educational Science" who began their studies under the *Gemeinsamen Prüfungs- und Studienordnung GPO (Satzung) der Europa-Universität Flensburg für die Studiengänge Bildungswissenschaften mit dem Abschluss Bachelor of Arts sowie Lehramt an Grundschulen mit dem Abschluss Master of Education und Lehramt an Sekundarschulen mit dem Schwerpunkt Sekundarstufe I mit dem Abschluss Master of Education und Lehramt an Sekundarschulen mit dem Abschluss Master of Education (GPO 2015)* issued on March 6, 2015 and who, as of September 1, 2023, have not successfully completed all of the examinations required for graduation by August 31, 2023
- c) Students in the degree programs "Master of Education in Primary School Teaching,"

“Master of Education in Secondary School Teaching with a Focus on Lower Secondary Education,” and “Master of Education in Secondary School Teaching” who began their studies under the *Gemeinsamen Prüfungs- und Studienordnung GPO (Satzung) der Europa-Universität Flensburg für die Studiengänge Bildungswissenschaften mit dem Abschluss Bachelor of Arts sowie Lehramt an Grundschulen mit dem Abschluss Master of Education und Lehramt an Sekundarschulen mit dem Schwerpunkt Sekundarstufe I mit dem Abschluss Master of Education und Lehramt an Sekundarschulen mit dem Abschluss Master of Education (GPO 2015)* issued on March 6, 2015 and who, as of September 1, 2022, had not successfully completed all of the examinations required for graduation by August 31, 2022

- d) Students in the degree program “Master of Education in Comprehensive Schools” who began their studies under the *Gemeinsamen Prüfungs- und Studienordnung GPO (Satzung) der Universität Flensburg für die Studiengänge Bildungswissenschaften mit dem Abschluss Bachelor of Arts sowie Lehramt an Grundschulen mit dem Abschluss Master of Education und Lehramt an Gemeinschaftsschulen mit dem Abschluss Master of Education (GPO 2013)* issued on August 12, 2013 and who, as of September 1, 2022, had not successfully completed all of the examinations required for graduation by August 31, 2022

§ 30 Entry into force

These statutes shall enter into force the day after they are published.

Flensburg, January 8, 2020

Europa-Universität Flensburg

Prof. Dr. Werner Reinhart

President