Framework Regulations for tiered and modular Degree Programmes offered by the Johann Wolfgang Goethe University Frankfurt am Main dated 30.04.2014.



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Table of Contents:

Preamble

Section I: General Points

§ 1 Area of validity

§ 2 Purpose of the examinations

§ 3 Academic degrees

§ 4 Standard period of study; partial period of study

§ 5 Studying abroad

Section II: Objectives of the degree programme; beginning the course of studies and entrance requirements

§ 6 Objectives of the degree programme

§ 7 Beginning the studies

§ 8 Prerequisites for approval to take the Bachelor degree programme

§ 9 Prerequisites for approval to take the Master’s degree programme

Section III: Structure and organisation of the studies course

§ 10 Structure of the study course; minor subjects; elements of minor subjects in the Bachelor and Master’s degree programmes

§ 11 Structure of the study course; modularisation

§ 12 Use of modules

§ 13 Practical modules

§ 14 Description of modules/module manual

§ 15 Scope of the degree programme and modules; credit points (CP)

§ 16 Teaching and learning methods; access to modules

§ 17 Records of study (performance and attendance records)

§ 18 Course of studies plan; information

§ 19 Course guidance service; orientation event

§ 20 Academic management and module officer

Section IV: Organisation of Examinations

§ 21 Examination committee; examinations office

§ 22 Tasks of the examination committee

§ 23 Examiners; observer assessors

Section V: Examination Requirements and Procedures

§ 24 First registration and approval to sit examinations

§ 25 Point in time of the examination and the registration procedure

§ 26 Absence and withdrawal from module examinations

§ 27 Course and examination performances in cases of illness or disability; special circumstances

§ 28 Mandatory course guidance; time frame for sitting examinations

§ 29 Deception and a breach of regulations

§ 30 Deficits in the examination procedure

§ 31 Recognition and allowing credits/accreditation for academic performances

§ 32 Crediting of competences acquired outside a university

Section VI: Performing the Module Examinations

§ 33 Module examinations

§ 34 Oral examination performances

§ 35 Written examinations and other written work done under supervision

§ 36 Term work and other written papers

§ 37 Portfolio

§ 38 Project work

§ 39 Subject-related practical examinations and other examination forms

§ 40 Bachelor thesis

§ 41 Master’s thesis

Section VII: Evaluation of course performances and examination performances; calculation of grades and the overall grade; failure of the overall examination

§ 42 Evaluation/assessment of the course performances and examination performances; calculation of grades and the overall grade

§ 43 Passing and failing examinations; announcement of grades

§ 44 Collation of the examination results (Transcript of Records)

Section VIII: Changing optional compulsory modules/major fields of study/minor fields of study; repeating examinations; free attempt; improving grades; loss of the right to examination and final failing

§ 45 Changing optional compulsory modules/major fields of study/minor fields of study

§ 46 Repeating examinations; free attempt; improving grades

§ 47 Loss of the right to examination and final failing

Section IX: The Examination Certificate; Degree Certificate and Diploma Supplement

§ 48 Examination certificate

§ 49 Bachelor or Master’s degree certificate

§ 50 Diploma Supplement

Section X: Invalidity of the Bachelor or Master’s examination; examination files; appeals and objections; examination fees

§ 51 Invalidity of examinations

§ 52 Gaining access to examination files; retention periods

§ 53 Appeals and objections

§ 54 Examination fees

Section XI: Final Provisions

§ 55 Changes in the Bachelor degree programmes and transitional regulations for diploma and Master’s degree programmes

§ 56 Coming into force and transitional regulations

Appendix 1: Sample Model set of regulations

1. Model set of regulations Single-subject Bachelor degree programme
2. Model set of regulations Multiple-subject Bachelor degree programme
3. Model set of regulations Bachelor minor subject
4. Model set of regulations Master’s degree programme

Appendix 2: Regulations for special entrance prerequisites/procedure to determine capability for a Master’s degree programme

Appendix 3: Catalogue of the minor fields of study

Appendix 4: Sample list of import and export modules

Appendix 5: Sample module description; minimum information

Appendix 6: Model of module manual

Appendix 7: Sample transcript of records (German and English)

Appendix 8: Example of an examination certificate

1. Single-subject Bachelor degree programme (German and English)
2. Multiple-subject Bachelor degree programme (German and English)
3. Master’s degree programme (German and English)

Appendix 9: Example of a diploma

1. Bachelor degree programme (German and English)
2. Master’s degree programme (German and English)

Appendix 10: Sample diploma supplement (German and English)

List of abbreviations:

BVBl. German Federal Law Gazette

GVBl. Gesetz- und Verordnungsblatt für das Land Hessen (Official Gazette of Hessen)

HHG Hessisches Hochschulgesetz (Hessian Act on Higher Education) from 14 December 2009 (GVBl. I,
 p. 666), last altered by Article 11 of the law passed on 27 May 2013 (GVBl. I, p. 218),

HImmaVO Hessische Immatrikulationsverordnung (Hessian Enrolment Regulations) from 24 February 2010
 (GVBl. I, p. 94), last altered on 23 April 2013 (GVBl. I, p. 192),

HRG German Higher Education Framework Ac in the version of the announcement from 12 April 2007
 (BVBl. I, p. 506),

Preamble

(1) The Senate of the Johann Wolfgang Goethe University Frankfurt am Main has authorised the following set of regulations for tiered and modular degree programmes according to §§ 20 paragraph 1, 36 paragraph 2 Nr. 2 in the Hessian Act of Higher Education.

(2) The framework regulations ensure the structural, didactic and content-related quality of the tiered and modular degree programmes and provides the framework for an efficient and transparent organisation of study courses and examinations.

(3) On the basis of this framework regulations the Johann Wolfgang Goethe University is committed – following the fundamental principles for European universities as set forth in the Bologna-Statement - to create transparent curricula which make the mutual accreditation of study performances and examination performances easier as well as making degrees comparable. Thereby the accreditation system for Bachelor and Master’s degree programmes according to the “Common structural guidelines of the States of the Federal Republic of Germany”, as set out in § 9 Paragraph 2 of the HRG by the Conference of the Ministers of Education and Cultural Affairs on 10 October 2003

Section I: General Points

§ 1 Area of validity

(1) The framework regulations for tiered and modular study courses establish which set of regulations, according to the “Common structural guidelines of the States” as set out by the Conference of the Ministers of Education and Cultural Affairs, is to be applied to the structure of studies in these degree programmes. In accordance with § 20 HHG it contains the regulations compatible for the whole examination system for these degree programmes. These are an immediately effective general part of all Bachelor and Master’s degree programmes. For all other modular study courses the framework regulations apply unless there are specific contradicting regulations.

(2) With these framework regulations the faculties issue compatible, study course-specific regulations with added subject-specific rules, complemented by filling in the scope of latitude within the regulation framework. The sample regulations enclosed as Appendix 1 offer guidelines to the faculties for the creation of regulations. They are an obligatory part of these framework regulations.

(3) For study courses run jointly with other universities the respective, mutually agreed regulations apply. They can also establish a set of regulations differing from the framework regulations. They must, however, not contradict with the regulations set out by the Conference of the Ministers of Education and Cultural Affairs.

(4) § 12 contains regulations concerning the area of validity when using modules from interdisciplinary study courses.

(5) The study programme specific set of regulations requires the approval of the Senate of the Johann Wolfgang Goethe University according to § 36 paragraph 2 No. 5 HHG as well as the approval of the presidium of the Johann Wolfgang Goethe University according to § 37 Paragraph 5 Sentence 1 HHG. Authorisation of the degree programme specific set of regulations takes place for a limited period in coordination with accreditation periods.

§ 2 Purpose of the examinations

(1) The Bachelor degree programme ends with the first degree of professional qualification and the Master’s degree programme with a further degree of professional qualification.

(2) The Bachelor or Master’s examination serves to determine whether the student has achieved the objectives of the Bachelor or Master’s degree programme. The examinations take place cumulatively, which means the sum of the module examinations in the Bachelor and Master’s degree programme respectively, inclusive the Bachelor or Master’s theses, constitutes the Bachelor or Master’s examination.

(3) The cumulative Bachelor examination is intended to establish whether the student has acquired sufficient specialist knowledge in the examination areas and also has the ability to use basic scientific methods and knowledge, self-sufficiently, as well as being prepared to enter into professional practice or a consecutive course of studies.

(4) The cumulative Master’s examination is intended to establish whether the student has acquired sufficient specialist knowledge in the examination areas and also has the ability to use basic scientific methods and knowledge, self-sufficiently, as well as being prepared to enter into professional practice or a consecutive course of studies.

§ 3 Academic degrees

Upon successful passing of the Bachelor or Master’s examination in the respective study course the faculties award the academic degree according to the degree programme specific set of regulations. In the case of “multiple-subject degree programmes” (Combination Degree programmes, see § 10) the final qualification is oriented on the main subject, in the case of interdisciplinary degree programmes on the specialist field which is the primary area of study. Approved degree designations according to the “Common Structural Guidelines of the States for Accreditation of Bachelor and Master’s degrees” as set out by the Ministerial Conference of the Ministers of Education and Cultural Affairs from 10.

|  |  |
| --- | --- |
| **Faculties** | **Degrees** |
| Languages and Cultural StudiesSports ScienceSocial ScienceArt Research | “Bachelor of Arts (B.A.)““Master of Arts (M.A.)” |
| MathematicsSciencesMedicine | Bachelor of Science (B.Sc.)Master of Science (M.Sc.) |
| EconomicsGeography | According to the content of the field of studyof the degree programme“Bachelor of Arts (B.A.)““Master of Arts (M.A.)”orBachelor of Science (B.Sc.)Master of Science (M.Sc.) |
| Law | Bachelor of Laws (LL.B.)Master of Laws (LL.M.) |

For further studies degrees also Master’s degrees may be used which differ from the above listed designations, (for example MBA). This does not apply to degree programmes regulated by the state.

(2) Subject-specific additions as part of the academic degree are excluded from the designations of final qualification.

(3) Bachelor and Master’s degrees cannot be awarded at the same time as completing a diploma or a Master’s degree programme and vice versa.

(4) In the degree-specific set of regulations one must determine whether a Master’s degree programme is consecutive, non-consecutive or allows for further studies. The profile type is to be described in the diploma supplement (§ 50).

§ 4 Standard period of study; partial period of study

(1) The degree programme specific set of regulations should contain the standard time period during which a degree can usually be attained (standard study period).

(2) The standard study period for full-time study consists of at least six and at most eight semesters for the Bachelor degree programmes, while this is at least two and at most four semesters for the Master’s degree programmes. Bachelor and Master’s degree programmes can be completed within a shorter time period.

(3) For consecutive degree programmes the total standard period of study for full-time study is five years (10 semesters).

(4) In the case of partial study periods special standard study periods apply; these are to be determined in the degree programme specific set of regulations. Thereby the standard study period must not be more than the doubled number of semesters in a full-time study course.

(5) For the award of a Bachelor degree, and depending on the regular study period according to § 15, a minimum of 180 credit points (hereinafter referred to as CP) and a maximum of 240 CP must be achieved. For a Master’s degree 300 CP, inclusive of the CP earned from previous studies are required, according to § 15. These regulations apply to consecutive and non-consecutive degree programmes as well as courses allowing for further studies, independent of whether the course was completed as a full-time student or as a working part-time student.

(6) If additional requirements were imposed of more than 7 CP up to a maximum of 37 CP in order for working towards equivalence of completion of studies for access to the Master’s degree programme according to § 9 Abs. 4, the standard period of study is extended by one semester, and for additional requirements of more than 37 CP up to a maximum of 60 CP, by two semesters.

(7) It is possible according to state law to completely or partially complete the course of studies as part-time studies. In the case of part-time studies there is no entitlement to provision of a special teaching and study course.

(8) The faculties involved in a degree programme prepare a study course and modules on the basis of the programme specific set of regulations and provide suitable examination dates so that the course can be completed within the standard study period.

§ 5 Studying abroad

(1) It is recommended, during one’s course of study, to spend at least one semester at a foreign university. Connections which exist between the Johann Wolfgang Goethe University and foreign universities can be used, over which information can be distributed in the Academic Advisory Service and in the International Office.

(2) Courses and modules should be organised in a way that makes it possible to plan foreign study/stay abroad without prolonging the standard study period by allowing crediting of study and examination performances. The programme specific set of regulations should point out a timeframe particularly suitable for a study period abroad.

Section II: Objectives of the Degree Programme;
Beginning the degree programme and entrance requirements to take the degree course

§ 6 Objectives of the degree programme

(1) Bachelor degree programmes provide fundamental technical knowledge and methodological competency which, at the same time, implies also provision of qualifications related to a specific professional field.

(2) Master’s degree programmes serve the acquisition of in-depth technical and scientific knowledge and specialisation. They can be differentiated according to profile type as “more application-oriented” or as “more research-oriented”.

(3) The Bachelor or Master’s degree programme specific set of regulations determines which qualifications, knowledge, competences and qualification objectives are to be provided and list the subjects and goals of the degree programme as well as possible occupational fields. The competences to be imparted are orientated on the Qualifications Framework for German Universities.

§ 7 Beginning the studies

The programme specific set of regulations determines whether the degree programme can be started only in the winter semester or also in the summer semester. It is possible to begin the degree programme in the summer semester but only when associated with a limited study course.

§ 8 Prerequisites for approval to take the Bachelor degree programme

(1) Only those persons can be registered to take the Bachelor degree programme who have the university entrance qualification required by law and who are not prevented from enrolling according to § 57 HHG. It is particularly important that the right to examination for the Bachelor degree programme still exists, for example, the Bachelor examination in this degree programme or the final examination in a closely related degree programme must not yet have been finally failed. Declarations according to § 24 Paragraph 1 a) and b) should be submitted regarding this examination. § 24 Paragraph 3 applies correspondingly.

(2) The degree programme specific set of regulations may require further entrance qualifications such as programme specific knowledge or abilities. With regard to the basic right of free choice of career only such knowledge and abilities as are absolutely necessary to achieve the goal of the study course may be demanded. Such pre-requisites are, for instance, knowledge of foreign languages which are a part of the education, capabilities in the field of sports or artistic talents.

(3) The degree programme specific set of regulations for admission to the Bachelor degree programme should assume that the student has both adequate active and passive command of the English language which allows him or her to attend lectures involving English language specialist literature and also to attend lectures delivered in the English language.

(4) Where knowledge in modern languages is required, the scope of command of those languages according to the Common European Framework of References for Languages from September 2000 (German version issued by the Goethe-Institute, Munich 2001) needs to be specified. The university entrance qualification required by law provides at least a level B1 in knowledge of the English language according to this framework of references. Unless a special statute concerning language requirements has been issued the degree programme specific set of regulations for the Bachelor degree programme determines the language requirements on the basis of the European Framework of References and decides, whether, and possibly how, evidence demonstrating language knowledge is to be produced. These regulations also determine the requirements for passing an aptitude examination and regulate the necessary procedure such as prerequisites, examination procedure and organisation, in particular the schedule for registration.

(5) The degree programme specific set of regulations for the Bachelor degree programme may also plan that enrolment takes place contingent upon the fact that the knowledge and abilities can be shown to have been acquired by completion of the first two semesters, otherwise re-registration for the third semester is not possible.

(6) Foreign applicants to take the Bachelor degree programme must, according to the “regulations of the Johann Wolfgang Goethe University Frankfurt am Main concerning the German language proficiency test for university entrance (DSH) for applicants with a foreign university eligibility to study“ in the respectively currently valid version, submit a language certificate for Level B 2 (DSH-2), in as far as they are not exempted from the German language proficiency test according to the DSH regulations. The faculties can demand slightly lower entrance requirements. This is regulated in more detail in the DSH regulations.

(7) A Certificate of Transferable Credits according to §§ 31, 32 is to be submitted for enrolment in a higher subject-related semester on the basis of transferable credits, for enrolment in the Bachelor degree programme. More details can be decided in the degree programme specific set of regulations.

(8) The requirements for obtaining approval to take the Bachelor examination are regulated in § 24.

(9) Should there be some limitation on the number of students who can be enrolled for the Bachelor degree programme on capacity grounds a selection procedure will be implemented according to state law.

§ 9 Prerequisites for approval to take the Master’s degree programme

(1) Applications for admission to the Master’s degree programme should be submitted to the examining board or to an office designated by the President of Johann Wolfgang Goethe University. The examining board regulates details of the application process and decides on admission of the applicant.

(2) To take the Master’s degree programme students can only be admitted if

1. they hold a Bachelor degree in the same subject or in the same field of subjects attained within the standard period of study or
2. verification of at least an equivalent degree from a German university or a German polytechnic in a related subject with a standard period of study of at least six semesters or
3. an, at least, equivalent foreign degree in the same or in a related subject area with a standard study period of a minimum of six semesters.

§ 8 Paragraph 1 sentences 2 and 3 apply accordingly.

(3) The previous study must provide a subject profile which serves as a basis for taking the chosen degree programme. Further details are determined in the programme specific set of regulations.

(4) The degree programme specific set of regulations can plan, in the cases of paragraphs 2 b) and 2 c), that approval to take the course depends on the provision of additional course and module examinations in the relevant Bachelor degree programme at the Johann Wolfgang Goethe University with a maximum of 60 credit points (CP). It can also plan that these requirements are totally or partially concerned with contents which are not part of the Bachelor degree programme but instead with the entrance prerequisites thereof (for example, knowledge in foreign languages). The additional performances are not a component part of the Master’s examination. In a case of imposed additional requirements the studies can be extended appropriately. The examination committee, in a notification of admission, determines the time limit within which verification of fulfilment of the additional requirements must be delivered. If the additional requirements are not fulfilled as required the decision associated with them is to be revoked.

(5) If, beyond the degrees according to Paragraph 2, the prerequisites for admission to the Master’s degree programme are other degrees with a different subject orientation, they should be mentioned in the degree programme specific set of regulations.

(6) If the Master’s degree provides less than 120 CP, the degree programme specific set of regulations must contain rules concerning the first degree, so that 300 CP can be achieved by taking the first degree into account.

(7) In the case of Master’s degree programmes which are designed for continuing education, the following must be submitted:

* proof of professional practice and
* payment of the tuition fee fixed according to § 16 paragraph 3 HHG by the presidium.

Paragraph 3 applies accordingly.

(8) In justified cases the programme specific framework regulations may demand, further qualitative evidence of the necessary requirements concerning verification of special suitability for Master’s degree programme, according to the respective profile of the Master’s degree programme. In order to determine whether a student has the specific technical capabilities, excepting a minimum grade for the first degree, any of the following can be planned:

* interviews
* special command of languages
* letter of motivation
* reports/recommendations
* written tests
* relevant occupational experience

When determining aptitude the grade for the first degree must have considerable influence (at least 51 % and at most 70%).

(9) The specific requirements to determine aptitude as well as the procedure to determine aptitude are to be regulated in the degree programme specific set of regulations according to the pattern (Appendix 2) and enclosed as an appendix in the degree programme specific set of regulations.

(10) Foreign applicants to take a Master’s degree programme which is taught in the German language must, according to the “Regulations of the Johann Wolfgang Goethe University Frankfurt am Main concerning the German language proficiency test for university entrance (DSH) for applicants with a foreign university entrance qualification” in the respectively valid version, submit a language certificate, usually for Level B 2 (DSH-2), in as far as they are not exempted from the German language proficiency test according to the DSH regulations or programme specific set of regulations. § 8 Paragraph 6 sentences 2 and 3 apply.

(11) Applicants to take a Master’s degree programme which is taught in German and English must submit evidence of German language knowledge according to Paragraph 10 and knowledge of the English language usually at the level C1 of the “Common European Reference Framework for Languages of the European Council” form September 2000 for admission to the course. In derogation of this the programme specific set of regulations with German and English as the language of instruction or for a multi-lingual course (where English is one of the languages of instruction) can lower the required level in English (for example, B 1). Applicants to take a Master’s degree programme taught exclusively in English must submit evidence of mastery of English, usually, at level C1, but at least at level B2. The programme specific set of regulations determines how these requirements are met.

(12) If, at the time of application to take a consecutive Master’s degree programme, the final examination certificate for the Bachelor degree is not yet available, the application can instead be supported by evidence of approval to study and a special report. This must be based to at least 80% on examination performances delivered for the CP needed for a Bachelor degree, must contain a provisional average grade which is calculated based on these examination performances according to the respective set of regulations, and which was issued by the office for creating certificates of the previous university. The provisional average grade is taken as the basis for the procedures to determine aptitude as long as the final grade is not verified before completion of the process. Admission on the basis of the special certificate occurs with the provision that the Bachelor certificate will be submitted by the end of the first semester. If this verification is not produced on time, the admission expires and the enrolment is to be retracted.

(13) The requirements for obtaining approval to take the Master’s examination are regulated in § 24. A declaration concerning whether the student had already finally failed an interim examination, an intermediate diploma examination, a Bachelor examination, a Master’s examination, a diploma examination or an ecclesiastical university examination or a final state examination in the respective subject or in a comparable degree programme (a degree programme which was primarily focused on the subject) at a university or whether they are currently studying the respective subject or a comparable degree programme in an as yet not completed examination procedure at a university in or outside of Germany; The degree programme specific set of regulations can also plan that the demanded statement in Sentence 2 must be submitted at the time of enrolment.

(14) In as far as the Master’s degree programme is subject to an admission restriction, the provisions of the university selection statute in its currently valid version must be observed.

(15) The examination committee decides on whether the admission requirements and, possibly, the provisional admission requirements, have been met. The committee may also appoint an admissions committees to carry out this task. Further regulations can be found in Appendix 2: Paragraph 14 remains unaffected .

(16) If the eligibility requirements have been met the student will be approved and admitted by the President of Johann Wolfgang Goethe University. In all other cases the examination or the admissions committee will issue a written notice of rejection with a section on legal remedies. Any additional requirements imposed according to Paragraph 4 can be issued either in the notification of admission or in a separate notification according to Paragraph 4 from the examination or the admissions committee.

(17) In the case of Master’s degree programmes leading to further education, admission to the course is to be regulated in the programme specific set of regulations according to § 16 Paragraph 2 HHG.

Section III: Structure and organisation of the studies course

§ 10 Structure of the study course; minor subjects; elements of minor subjects in the Bachelor and Master’s degree programmes

(1) The Johann Wolfgang Goethe University offers the Bachelor degree programme as a single-subject or a multiple-subject degree programme. The scope of studies is measured with credit points (CP) according to § 15.

(2) The single-subject Bachelor degree programme has a scope of 180 CP.

(3) Multiple-subject degree programmes (combination degree programmes) according to Paragraph 1 consist of one main subject and one minor subject or of a main subject and two minor subjects. With six-semester multiple-subject degree programmes the main subject has a scope of 120 CP and the minor subject of 60 CP. Eight-semester multiple-subject degree programmes can either be offered as a main subject with a scope of 180 CP and a minor subject of 60 CP or as a main subject with a scope of 120 CP and two minor subjects with a scope of 60 CP each. As minor subject the subjects listed in Appendix 3 can be chosen. Paragraph 5 remains unaffected. In the case of multiple-subject degree programmes the programme specific set of regulations (regulations concerning the main subject) regulate whether any, and possibly, which minor subjects are compulsory and which minor subjects are excluded from the combination degree programme. The combination of the same main and minor subject within a Bachelor degree programme is not possible.

(4) The subject-competent faculties decide on the offer of optional subjects for other faculties and issue programme specific set of regulations for 60-CP minor subjects. The duties of the examination committee for the minor subject are, according to the programme specific set of regulations, taken on by the examination committee for the main subject. If the Bachelor degree programme does not contain a main subject, a resolution must be provided in the programme specific set of regulations for the Bachelor minor subject about who is responsible to fulfil said duties

(5) The degree programme specific set of regulations (regulations for the main subject) can plan that, in exceptional cases, on application of the student and in agreement with the Dean of the relevant faculty, the examination committee responsible for the main subject may exceptionally allow a minor subject not listed in Appendix 3 to be taken under the following conditions:

1. The minor subject to be approved shall come from the list of Bachelor degree programmes offered by the Johann Wolfgang Goethe University.
2. The minor subject to be approved must meaningfully complement the chosen main subject of the Bachelor degree programme.
3. A study plan compiled by the relevant faculty, which contains modules with the scope of at least 60 CP, must exist for the subject; in exceptional individual and justified cases it is permissible to exceed this by a maximum of 4 CP, to fall below is inadmissible.
4. The subject-relevant faculty determines in the study plan, which regulations are to be followed concerning the examination for the minor subject. In as far as the respective subject is offered as a Bachelor main subject, the minor subject examination should be completed through appropriate use of the regulations governing the main subject.

(6) The authority of the faculties to regulate elements of the minor subjects remains unchanged.

(7) The Master’s degree programme is principally a single-subject degree programme. Foreign components are, in agreement with the offering faculty, to be treated as an integrated part of the programme specific set of regulations.

§ 11 Structure of the study course; modularisation

(1)The degree programmes based on these framework regulations consist of a number of modules.

(2) A module is a teaching and learning unit restricted in terms of time and scope. It comprises a set of courses whose contents relate to each other including practical training phases, project work as well as private study times and is oriented on a defined learning goal. Modules can extend over one or two semesters. It is possible for modules to extend over a period of more than two semesters in special subject-specific and didactically justified cases as well as taking account of the required time windows for stays abroad and work placements in every degree programme.

(3) The degree programme specific set of regulations can divide the course into fields of study or major fields of study. They define the structure of the study course. To do this modules are structured particularly according to their level (for example, the basic module, the advanced module, the in-depth module, the profile module, the practical module, and the final module) and their designation. Modules can be: compulsory modules which are obligatory or optional compulsory modules which can be selected from a given catalogue of modules. In the Bachelor degree programme, the Bachelor thesis and in the Master’s degree programme the Master thesis count amongst the compulsory modules required.

(4) The degree programme specific set of regulations can determine that the availability for selection of optional compulsory modules can be limited, by a resolution of the faculty council, due to a lack of capacity. The limitation should be announced to the students immediately by the Dean's Office. § 18 Paragraph 2 applies. In the programme specific set of regulations it is possible to regulate that further optional compulsory modules can also be approved by a resolution of the faculty council without making any changes to this regulation if they match in their scope and requirements the optional compulsory modules mentioned in this regulation. § 12 Paragraph 4 and § 16 Paragraph 2 are relevant here.

(5) The designations of the modules also state how key competences can be attained. Key competences should be conveyed through the framework of technical events; interdisciplinary modules should be part of the offer of optional compulsory modules.

(6) All degree programmes offered at the university should contain optional modules from which students can choose freely. Higher education policy activities can also be considered as one of the optional modules.

(7) Modules can also be project or practice-oriented. They promote academic reflection in a subject related context. The degree programme specific set of regulations can plan that practice modules are completed outside the university and, usually, during the lecture-free time. The programme specific set of regulations should provide for the option for the work placement to be split into several sessions and/or completed part-time.

(8) Modules should, according to participation prerequisites, only be interconnected in subject-related and didactically justified cases.

(9) If a module is part of the curriculum of several subjects, and in the case of a combination of the relevant subjects, it must be replaced by a different module in the second subject (for instance, the minor subject). The decision concerning the replacement module is made by the examination committee.

(10) For consecutive degree programmes one may only plan in modules whose contents relate to each other in the the Bachelor and the Master’s degree programme if higher module requirements are described on the module description for the Master’s modules or if the degree programme specific set of regulations rules that this module is not to be fulfilled again in the Master’s degree programme and that that the performances from the Bachelor degree programme can also not be credited to the Master’s degree programme if they were already delivered in the Bachelor degree programme.

(11) The courses included in the modules differ in terms of their degree of commitment in compulsory and optional compulsory courses. Compulsory courses are clearly determined concerning contents and form of the class in the programme specific set of regulations (module description). Optional compulsory courses are courses which students should select within a module from a certain specialist field or concerning a certain subject area.

(12) The degree programme specific set of regulations can plan that individual courses of the degree programme are offered in English or another foreign language. It can also offer exclusively English courses. In this case the regulations must be written in the German and English language.

(13) The courses in a module can be cumulative. According to the programme specific set of regulations students are bound to the sequence of courses given in the module description.

(14) Normally, modules are completed with one single examination. Only in special, justified and exceptional cases can the module examination consist of several module part-examinations (cumulative module examinations). More details are regulated in § 33 Paragraph 2. In exceptional cases, justified by the subject taken, it is possible to complete several modules with one single examination or to leave examination results unmarked, that is they are graded only with “pass/fail”. Modules of a scope of at least 60% of the CP for the overall degree programme (with combination courses major and minor study field) must be submitted for the overall grade for the Bachelor and Master’s examination respectively (see also § 42 Paragraph 8). The number of examination performances per semester should be a maximum of five (for double-subject degree programmes a maximum of three examination performances in the major and a maximum of two examination performances in the minor). Exceptions are to be justified in terms of the subject and didactically. Study performances (§ 17) remain unaffected. For module examinations the examination forms mentioned in §§ 33 ff. qualify.

(15) In a Bachelor or Master’s degree programme the programme specific set of regulations can also plan that, in subject-specific and didactically justified cases, modules are not completed with a module examination but by checking a study performance or several study performances. The grades of the study performances are not included in the overall grade for the Bachelor or Master’s examination. § 42 Paragraph 7 remains unaffected. More details on study performances are regulated in § 17.

(16) The programme specific set of regulations can regulate that when modules are completed with a single examination, study performances (§ 17 Paragraph 7 and Paragraph 8) for individual courses within the module must be submitted as a prerequisite for taking the module examination or as proof of orderly study. The study performances must be produced within a tight timeframe and subject-specific context of the relevant courses of the modules. The programme specific set of regulations can plan that – with the exception of lectures – proof of attendance of individual courses must be submitted. More detailed provisions are in § 17.

(17) Students have the option, within the Bachelor or Master’s degree programme, and according to the availability of free places, to ask to be examined or their work to be checked for more modules than those prescribed in the programme specific set of regulations (additional modules). The result of the examination will not be included when arriving at the final grade achieved in the bachelor examination.

§ 12 Use of modules

(1) A module can be used in more than one degree programme.

(2) If modules are imported from another degree programme without being changed the completion of the modules is subject to the examination regulations of the exporting faculty (source regulation). Import modules are listed according to the sample in Appendix 4 and the list is added to the regulations of the importing degree programme. Changes in the offer of courses made by the exporting degree programme must be included in the module manual in good time by the examination committee and placed on the degree programme specific website.

(3) If only a part of a module from another degree programme is imported (“modified module”), completion of this module is subject to the regulations of the importing degree programme.

(4) If a module consists of courses which have been imported from several degree programmes, completion of this module is also subject to the regulations of the importing degree programme.

(5) If a module is offered exclusively for the importing degree programme, completion of the module is subject to the regulations of the importing degree programme. The programme specific set of regulations can, in derogation if this, also regulate that the faculty offering the module fixes the regulations for it and publicises them or sets up a reference degree programme which imports the module, and the regulations of which then also apply to all other imported degree programmes.

(6) To secure the offer of degree programmes and their study-ability, the import and export of modules between faculties must be regulated on the basis of agreements. The agreement must be made by the time the Senate decides its resolution on the programme specific set of regulations.

§ 13 Practical modules

(1) With regard to the goal of qualifying with the capability to enter into qualified occupational activities the degree programmes can plan practice modules. These are designed to particularly further the development of occupational functional competences oriented on key competences through an exemplary process of learning.

(2) The degree programme specific set of regulations can plan that practice modules in the form of work placements, vocational work placements, excursions, project work or project studies are to be accomplished and/or that practical sessions are to be completed during the lecture-free time. The regulations should also make sure that work placements are split into several sessions and/or that they can be completed part-time. Professional experiences should be taken into account.

(3) Internal practice modules are usually marked, external practice modules are usually unmarked and are given a “pass” or “fail”. More details concerning practice modules, beyond the module description, can be regulated in a set of regulations for work placements.

(4) There is an expectation placed upon the students that they make efforts themselves to find a work placement. The placements officer (module officer) advises the students in their search for a suitable work placement and during the whole work placement. The faculty can provide an appropriate internal offer and guarantee that students who, despite making efforts, have not found a work placement, can pursue equivalent modules which are, with regards to the competences to be imparted and the demands of equal standing with the practice module.

§ 14 Description of modules/module manual

(1) A module description in accordance with the enclosed sample (Appendix 5) is produced for each module. Module descriptions are an obligatory part of the programme specific set of regulations. Changes of the regulations contained within the module descriptions are only permissible as part of changes made to the programme specific set of regulations. § 11 Paragraph 4 remains unaffected.

(2) The module description is to provide the student with reliable information about the course of studies, the qualitative and quantitative requirements and insight into the general concept of the degree programme or content-related references to other modules. The module description contains at least information about the:

* name of the module
* type of module (compulsory or optional compulsory)
* assignment to the various areas of the degree programme
* prerequisites for admission to the module
* contents/performances/competency goals
* number of credit points allocated to the module
* possible teaching and learning methods inclusive credit points
* pre-examinations or study certificates
* module examination (type, form, duration, possibly contents)
* construction of the module grade

(3) In accordance to the programme specific set of regulations a module manual (see Paragraph 4) is to be produced. It contains the module descriptions in accordance with the sample in Appendix 5 with additional information according to Paragraph 5 and the sample in Appendix 6. If in the programme specific set of regulations only module descriptions in accordance with Paragraph 1 are foreseen, then these must also contain the minimum information listed in Paragraph 5.

(4) The module manual serves in particular to inform students and is necessary for accreditation purposes. A module description in the module manual can be changed without changing the module description in the programme specific set of regulations as long as the minimum information mentioned in Paragraph 2 is not affected. Such changes are possible through a resolution by the faculty council in good time before the beginning of the programmes in a semester and must be announced by that time. They must not lead to any significant change in the curriculum. The university computer centre should be consulted about the changes in good time before passing of a resolution in the faculty board.

(5) Besides the minimum information given in Paragraph 2, the module description in the module manual should additionally contain at least the following points:

* if necessary marking as an imported module
* the cycle according to which the module is offered (for example, annually or every semester)
* the workload on the student differentiated according to the time they must be present or in regular contact and the private study time in hours and credit points (CP)
* the duration of the module
* recommended prerequisites
* the course/examination language
* courses with teaching and learning methods as well as the semester periods per week and credit points
* the usability of the module
* the module officer
* a time schedule for the module (where necessary)

§ 15 Scope of the degree programme and modules; credit points (CP)

(1) Every module is awarded credit points (CP) in the module description on the basis of the European Credit Transfer Systems (ECTS) while taking account of resolutions and recommendations from the Conference of Ministers for Cultural Affairs and the German Rectors' Conference. The CP allow transfer of a student’s performance to other degree programmes offered by Johann Wolfgang Goethe University or another university, or vice versa.

(2) CP are a quantitative measure of the workload which the average student must fulfil to successfully complete the respective module for learning in class, participation on work placements outside the university or on excursions, preparation and post-processing of the lesson contents, preparation and development of one’s own contributions as well as examination performances. A CP represents a workload of 30 hours. One can expect a maximum of 1800 working hours per academic year as a regular workload. 30 CP represents the average workload of a semester.

(3) For the six semester Bachelor degree programme 180 CP must be demonstrated to be awarded a Bachelor degree and, for the eight semester Bachelor degree programme, 240 CP. To be awarded the Master’s degree 300 CP – inclusive of the previous study up to the first degree - are needed. Besides that, the number of CP which can be gained during the Bachelor or Master’s degree programme depends on the differing standard study periods. If no CP can be submitted from the first degree, a standard study period of 30 CP is to be assumed per semester. The number of CP per degree programme is determined in the programme specific set of regulations.

(4) The workload for a module, represented by CP, must be set down in the module description. It is at least 5 CP and at most 15 CP. Modules with a workload of less than 5 CP or with a workload of more than 15 CP are an exception and need to be content-related and didactically justified. Modules under 3 CP are excluded.

(5) The workload of a module must be shown in the module description especially with the following points:

1. Time a student must be present (attendance of courses): Here the courses of a module and its semester periods per week must be shown. The workload in hours can be derived from the semester periods per week and the number of weeks for courses, whereby 15 should be taken.
2. Time spent on preparation and post-processing of courses: At least 30 minutes should be added for preparation for and post-processing of an hour lecture.

Furthermore, the time required for checking the students work (course performances, part-examinations of modules, the carrying out of the final module examination) and for the preparation for it be should be listed in hours required.

(6) The CP should be shown as whole points.

(7) The scope for the Bachelor thesis amounts to at least 6 CP and must not exceed 12 CP (which corresponds to a working time of five to nine weeks); for the Master’s thesis a workload of 15 to a maximum of 30 CP (which corresponds to a working time of three to six months) is to be foreseen.

(8) CP are only awarded for fully and successfully completed modules.

(9) A credit points account is set up in the examinations office for every student and every student of the degree programme. In as far as this is possible from an organisational point of view, every student can obtain information about the status of his account at any time.

(10)The workload is checked as part of the evaluation according to § 12 Paragraph 1 and Paragraph 2 HHG as well as for re-accreditation for the degree programme and is adapted to the workload determined by the evaluation.

§ 16 Teaching and learning methods; access to modules

(1) Courses can be delivered in the following forms:

1. Lecture: A logical presentation and communication of basic and specialist knowledge as well as methodological knowledge in the form of a talk, possibly also combined with demonstrations or experiments. The lecturers develop and communicate the contents of the lecture by involving the students.
2. Exercises: Working with and deepening of understanding of subject matter as well as receiving training in the specialist methodology and communication of special skills through working through and discussing exemplary tasks
3. Undergraduate seminar/seminar: Development of scientific insights or working on current problem definitions through application of scientific methods, usually prepared by the students, contributions, mastering and practicing or obtaining deeper understanding of presentation and discussion techniques
4. Work placement: Guided performance of practical tasks in the experimental and apparatus area and/or computer simulations; providing training in use of scientific investigation and problem-solving methods; communication of technical skills and providing insight into functional sequences
5. Project: Development of concepts as well as realisation of solutions for complex, practical tasks; communication of social competence through primarily self-sufficient performing of a task while, at the same time, receiving subject-specific and work methodology guidance
6. Excursion: A prepared event taking place outside the university;
7. Vocational work placement: Obtaining experience of practical professional work through active participation, usually outside the university (a provider of practical training) under local guidance and usually accompanied by subject-specific and methodological support from a teacher
8. Tutoring/mentoring: A course prepared according to § 75 Paragraph 1 HHG for running tutorials as well as running a tutorial; training in communication of subject-specific and didactic competences as well as mastering presentation and discussion techniques. The course is subject-specifically and methodologically lead by teachers
9. Private study: The degree programme specific set of regulations establishes which requirements are placed on private study

(2) The forms of teaching listed in Paragraph 1 can be complemented in the programme specific set of regulations by further forms of teaching and learning, in particular subject-specific forms of teaching (as, for example, seminars) or forms of teaching using electronic media (E-Learning). Different forms of teaching can be combined in a course. The widest possible spectrum of course types should be offered during the degree programme.

(3) If, in accordance with the module description, access to the courses of a module is dependent upon successful completion of another module or upon visiting the academic advisory service, or if in the module description participation in an individual course requires proof of participation in or a certificate of achievement for another course, the programme specific set of regulations determine who is responsible for checking the eligibility for admission.

(4) The programme specific set of regulations can stipulate that a binding registration can be required to participate in modules or in particular courses or events of the module. Whether and by which means a binding registration should occur will be announced in good time on the degree programme specific website.

§ 17 Records of study (performance and attendance records)

(1) The programme specific set of regulations can foresee and plan that records of study (performance and attendance records) are produced as verification of orderly study (pre-examination performances) or, together with the CP earned from passing the module examination, as a prerequisite for awarding the CP to be produced from the module. Contrary to examination performances, CP are not awarded for performance and attendance records.

(2) Records of study are attendance records in accordance with paragraphs 3 to5 as well as performance records according to paragraphs 7 and 8. Performance records according to Paragraph 7 can only be demanded in modules which are not completed through a cumulative module examination; § 11 Paragraph 15 remains unaffected. Module examinations are regulated in § 33 ff.

(3) If the programme specific set of regulations determines that regular attendance of courses is obligatory then this will be documented on the basis of attendance records or absence lists. The course leadership decides on the form the documentation should take. Recording/certification of regular attendance is not taken as a course performance in accordance with Paragraph 7. A duty to attend according to paragraph 4 or 5 should only be established it if it is essential for the acquisition of the knowledge and skills associated with the module. No duty to attend may be formulated for lectures; this applies for lectures even when a performance record is foreseen. No duty to attend may be formulated for lectures; this applies for lectures even when a performance record is foreseen.

(4) Regular participation on a course is taken to be the case when the student was present at all individual courses scheduled by the course leadership throughout a given semester. It must still be confirmed if the student missed up to three individual courses for 15 scheduled dates or 20% of the course time in the case of less scheduled dates. If the permissible period of absence is exceeded for reasons which the student has no control over, such as illness, necessary support of a child living in one’s own household or caring for a close relative (children, parents, grandparents, spouse, partner in a non-marital partnership) or involvement as a named or selected representative in the academic or student self-administration, the module officer will decide whether and in what way an equivalent performance is required and appropriate. The regulations concerning compensation for disadvantages contained in § 27 should be observed.

(5) A regulation can also be integrated in the programme specific set of regulations regarding the issuing of an attendance record which states that the student must not only have regularly attended the course in accordance with paragraph 4 but should also have actively participated in it. It can also just require active participation. According to that which has been established by the course leadership, active participation can include performance of a small amount of work such a writing reports, short presentations and group work. In contrast to course performances this work will neither be assessed nor evaluated as passed/not passed.

(6) If the programme specific set of regulations determines that a vocational work placement be completed the certification of active participation in it is a prerequisite for CP being awarded. Active participation is to be certified by the vocational training place. The certification must contain the following details: Designation of the establishment, the first name, last name, date of birth, matriculation number of the apprentice as well as the type and duration of the activity. The trainee student must write a report on his or her work place assignment, which can be graded or evaluated as passed/failed in accordance with the programme specific set of regulations.

(7) Successful delivery of a study performance required for the course is documented by a performance record. The course performance is delivered successfully when it is was assessed by the teacher in accordance with the module description as “passed“ or was positively awarded a grade according to § 42 Paragraph 3. For group work the individual performance must be clearly delimitable and evaluatable. In as far as the module description requires it, regular participation in courses according to Paragraph 4 must be shown in the attendance record.

(8) Course performances can, in particular, include

* written examinations
* written papers or term papers
* presentations (with or without preparation)
* technical discussions
* work reports, reports
* working through practice exercises
* performance of tests and trials
* tests
* literature reports or documentation
* excursions

The form and the time limit within which the course performance should be delivered is made known to the students by the teachers at the beginning of the course. The criteria for awarding the performance record should not be altered during the current semester in a way which is disadvantageous to the students. The teacher can allow the students to improve a written piece of work within a time limit.

(9) Written work which is not to be produced under supervision should be produced by the students according to the rules of good scientific practice. The student must be able, upon submission of the work, to state in writing that they produced the work themselves and that all sources and aids used to complete the work are cited. A declaration should also be made that the work was not yet – even in part – used in another degree programme as a course or examination performance. § 29 Paragraph 1 applies appropriately. In order to check observance of the rules of good scientific practice the teachers are entitled to require that the students also submit written work which is not to be produced under supervision in a suitable electronic form. The examination committee will decide upon more detailed regulations concerning this matter.

(10) Passed course performances cannot be repeated. Course performances which are not awarded a pass can be repeated as many times as necessary. The evaluation of course performances is not part of the grade awarded for the module. § 42 Paragraph 7 remains unaffected.

§ 18 Course of studies plan; information

(1) Each set of programme specific regulations must include a course of studies plan. This provides the student with some guidelines for target-oriented organisation of his or her studies. It takes account of content-related references between modules and organisational conditions of the degree programme being offered. If there is a possibility to begin the course of studies either in the winter semester or in the summer semester, two course of studies plans must be provided accordingly.

(2) For each degree programme offered by a faculty a website is set up where general information and regulations concerning the course in its respective current form can be found. One can also find the module manual published there and the course of study plan there and, if modules are imported and/or exported, the list of the currently imported and exported courses for the degree programme.

(3) The faculty establishes for each degree programme, on the basis of the module description and the course of studies plan, a commented upon directory of courses, with a description of the contents and organisation of the degree programme being offered. This should be updated for every semester and should appear in the last lecture week of the previous semester.

§ 19 Course guidance service; orientation event

(1) The students have the option, during the whole course of study, to use the services of the course guidance service of the relevant faculty. The course guidance service is run by persons commissioned by the Dean of Studies. By making use of the Academic Advisory Service students receive support, in particular concerning questions about study organisation, studying techniques and selection of courses. The Academic Advisory Service should, in particular, be used:

* at the beginning of the first semester;
* when failing to pass examinations and when failing in attempts to obtain the required performance records;
* in case of difficulties experienced in individual courses;
* when changing degree programme or university.

(2) The programme specific set of regulations can make it obligatory for students to use the course guidance service and to that extent issue more detailed regulations according to § 28.

(3) Apart from the course guidance service students also have access to the central course guidance provided by Johann Wolfgang Goethe University. It provides information, as a general course guidance centre, about course options, contents, the structure and requirements of a degree programme and gives advice in cases of course-related personal difficulties.

(4) An orientation event takes place before beginning the lecture period of each semester in which the students can begin their studies to which first-year students are invited by displaying a notice or in some other way. In the case of Master’s degree programmes the programme specific set of regulations determines whether an orientation event takes place. Information is provided during this event about the structure and the overall design of the degree programme and about special features of the specific semester. The students are given the opportunity to ask relevant questions, particularly those concerning organisation of studies.

§ 20 Academic management and the module officer

(1) The task of the academic management of the degree programmes of the faculty is performed by the Dean of Studies. This function can, based upon his or her suggestion, be transferred by the faculty board to a member of the professors’ group authorised to act as an examiner for one or several degree programmes for the period of at least two years. The academic leader is the advisory member in the study commission and particularly has the following tasks:

* coordination of the courses and examinations involved in the degree programme in cooperation with the module officers, and possibly also with those from other faculties;
* creation and updating of examiner lists;
* Evaluation of the degree programme and implementation of any required and developed quality assurance measures in cooperation with the study commission (see also § 6 Evaluation statutes for teaching and learning);
* commissioning of module officers, as long as the programme specific set of regulations does not foresee another authority for this task.

(2) For every module the academic leadership for the degree programme nominates a module officer from the ranks of the teachers of the module. For interdisciplinary modules the module officer is nominated in cooperation with the Dean of Studies of the other faculty. The module officer must be a professor or a permanent scientific member of the teaching unit. She or he is responsible for all consultations concerning the contents of the module and organisational tasks assigned to her or him from this set of regulations, in particular for involvement in organisation of the module examination. The module officer is represented by the academic leadership for the degree programme. The programme specific set of regulations can deviate from Sentence 1 when regulating who has the authority to appoint the module officer.

Section IV: Organisation of Examinations

§ 21 Examination committee; examinations office

(1) For each degree programme the faculty board or the faculty boards of participating faculties form an examination committee. The faculty board can also form a joint examination committee for consecutive degree programmes or for several or all degree programmes it is responsible for.

(2) The programme specific set of regulations determines the size and composition of the examination committee. Each examination committee usually consists of seven members, four of whom are members from the professoriate, one is a scientific member and two are students. In as far as an examination committee is formed for several of the degree programmes of a faculty or for interdisciplinary degree programmes, the number of its members can be increased. The majority of professorial members on an examination committee must be secured. In the case of an interdisciplinary degree programme the faculties involved in the degree programme usually delegate the same number of members of each group in the examination committee. The professorial members of the examination committee should primarily deliver their teaching performance in the degree programme or in a degree programme of the degree programme group for which the examination committee is responsible. The student members of the examination committee should be enrolled in a degree programme of the degree programme group for which the examination committee is responsible.

(3) The members of the examination committee are selected along with a representative based on suggestions from the respective groups from the faculty board or the faculty boards of the participating faculties in the respective degree programmes. The period of office of the students is one year while that of the other members is two years. Re-election is permissible.

(4) If matters arise which concern a member of the examination committee, his membership will be suspended with reference to this matter and will be performed by his/her representative. This does not apply concerning purely organisational issues.

(5) The Dean of Studies is the chairperson of the examination committee. Alternatively, the programme specific set of regulations can foresee that a chairperson is selected from amongst the professors. The deputy chairperson is selected from the group of the professors on the committee or their representatives. The chairperson conducts the business of the examination committee. She or her sends out the invitations to the examination committee meetings and is the chairperson for all proceedings and making of resolutions. At least one meeting of the examination committee should normally take place in every semester. A meeting is to be called when at least two members of the examination committee ask for one.

(6) The examination committee does not meet publically. It is empowered to make resolutions when at least one half of the members, including the chairperson or the chairperson, are present and a majority of the professors vote in favour of the resolution. Agreement on the part of a majority present is required to pass resolutions. In the case of an equal number of votes for and against the chairperson has the casting vote. Resolutions made by the examination committee must be minuted. In all other matters the procedure is according to the Rules of Procedure for the committee of Johann Wolfgang Goethe University.

(7) The programme specific set of regulations can plan that the module officers assist the examination committee in an advisory capacity.

(8) The examination committee can delegate individual tasks to its superiors for sole performance and decision-taking. The members of the examination committee and the examinee in question have power of veto over their decisions. The chairperson of the examination committee can delegate performance of tasks to the examinations office. This is the business office of the examination committee. It handles the daily business arising under the direction of the examination committee and their superiors.

(9) The members of the examination committee and their representatives are required to observe official secrecy. In as far as they are not in public office the members are required by the chairperson to observe secrecy; they confirm their intention to do this with their signature which is placed on file.

(10) The members of the examination committee have the right to participate on oral examinations as a listener.

(11) The examination committee can announce decrees, establishment of fixed dates and other decisions, with legally binding effect, while taking account of data protection provisions, by displaying them on a board at the examinations office or by using other appropriate measures according to § 41 of the Hessian Administrative Procedures Act.

(12) Adverse decisions taken by the examination committee or the chairperson of the examination committee should be reported to the student concerned without delay, in writing, should be justified and should also make reference to legal remedies. The student concerned should be given the opportunity to make a statement before the decision is finally reached.

(13) The examinations office is established by the Dean of Studies, according to § 45 Paragraph 1 HHG, as part of her/ his responsibility for the organisation of the examination procedures for the degree programmes of the faculty. The Dean oversees the examinations office. If several faculties are responsible for a degree programme, the participating offices of deans jointly agree on who is responsible for the examinations office.

(14) Several faculties can establish a joint examinations office for their degree programmes.

§ 22 Tasks of the examination committee

(1) The examination committee and the examinations office are responsible for organisation and the orderly running of examinations. The examination committee ensures that the provisions of this set of regulations are observed and, in cases of doubt, decides on questions of interpretation of this set of regulations. It decides on all examinations matters which are not taken from the set of regulations or statutes of another organ or committee or from the chairperson of the examination committee.

(2) The examination committee is usually fully responsible to fulfill the following tasks:

* decision concerning fulfillment of the prerequisites for access to the a Master’s degree programme including imposing of some additional requirements concerning catching up on delivery of course performances and examination performances from the Bachelor degree programme and the decision concerning provisional admission;
* establishment of time limits for examinations, time periods and time limits for registration and withdrawal for the examinations and their announcement;
* appointment of examiners, if necessary;
* decisions concerning admission to examinations;
* the decision concerning allowing crediting of academic performances according to §§ 31, 32 as well as imposing of additional requirements regarding course or examination performances to be caught up on as part of the crediting of academic performances;
* calculation and announcement of the grades achieved for examinations as well as the overall grade for Bachelor and Master’s degree programmes;
* decisions concerning the Bachelor or Master’s thesis respectively;
* the decisions concerning passed and failed;
* the decisions concerning compensation for disadvantages and extension of examination or work deadlines;
* the decisions concerning violation of examination regulations;
* the decisions concerning the non-validity of a Bachelor or a Master’s degree;
* decisions concerning pleas and inconsistencies by students concerning decisions made in the examination procedure, in as far as these should take place;
* regular reporting in the study commission about the development of examination and study times including the work times required for the Bachelor or Master’s thesis as well as about the demand from students for the various optional compulsory modules;
* disclosure of the distribution of subject and grades (overall);
* suggestions given to reform this set of regulations.

(3) For the purposes of checking observance of good scientific practice the examination committee is authorised to also check scientific work using suitable electronic means for deceptions and attempts to deceive. To do this it can demand that the work to be examined is submitted in an electronic form within a reasonable time limit. If the author of the work does not meet this requirement then the work will be awarded a fail grade.

§ 23 Examiners; observer assessors

(1) Members of the professors group, scientific workers who were commissioned with autonomous teaching in undergraduate programmes, as well as lecturers and teaching assistants for special tasks are authorised (§ 18 Paragraph 2 HHG) to check and assess university examination performances. Outside lecturers, unplanned professors, honorary professors who respectively teach in the subjects being examined as well as professors who have been relieved of their post and retired can be appointed by the examination committee with their agreement as examiners. The programme specific set of regulations can stipulate that the examination committee can, in individual cases, appoint a person who is not at the Johann Wolfgang Goethe University but who is authorised to act as an examiner according to Sentence 1 as a second expert assessor for the Bachelor or the Master’s thesis. Examination performances may only be evaluated by persons who themselves hold at least the qualification (or an equivalent one) to be established by the examination.

(2) The examination which is associated with a module is usually administered, inspected and approved by the lecturers / teachers of the module without requiring any special appointment by the examination committee. If, for any reason, it is simply not possible for the teachers to administer, inspect and approve the examinations then the examination committee can appoint another examiner.

(3) Final papers which can no longer be repeated and written examination performances which can no longer be repeated are to be assessed by two examiners. Oral examinations are to be run by a number of examiners or by one examiner in the presence of an observer assessor.

(4) Only a member of Johann Wolfgang Goethe University or persons closely associated with it may be appointed as an observer assessor for oral examinations who themselves at least have a Bachelor degree or have passed an equivalent examination. As observer assessor as part of a Master’s degree programme only a member of the Johann Wolfgang Goethe University or a person closely associated with it, who themselves have at least a Master’s degree or have passed an equivalent examination, may be appointed. Appointment of the observer assessor is performed by the chairperson of the examination committee. She or he can delegate the appointment to the examiner.

(5) Examiners, observer assessors are required to observe official secrecy.

(6) In degree programmes where agreements of cooperation exist with other universities, examiners and observer assessors of those participating universities may also be appointed as examiners and observer assessors. Paragraphs 1, 2 and 4 apply accordingly.

Section V: Examination Requirements and Procedures

§ 24 First registration and approval to sit examinations

(1) At the latest at the time of registration for the first module examination in the relevant degree programme at the Johann Wolfgang Goethe University, the student should submit a fully filled out registration form for approval to sit Bachelor or Master’s examinations or examinations in the accreditation course for secondary school teachers or similar examinations, to the examinations office responsible for the respective course. In as far as this did not take place in connection with the application for approval to take a degree programme, the application to sit examinations in particular should be attached:

1. a declaration concerning whether the student has already finally failed an interim examination, an intermediate diploma examination, a Bachelor examination, a Master’s examination, a Master’s degree examination, a diploma examination or an ecclesiastical university examination or a final state examination in the respective subject or in a comparable degree programme (a degree programme which was primarily focused on the subject) at a university or whether she/he is currently studying the subject or a comparable degree programme in an as yet not completed examination procedure at a university in or outside of Germany;
2. a declaration concerning whether and, where relevant, how often the student has already failed module examinations in the respective degree programme or in the same subjects or the same modules of another degree programme at a university in or outside of Germany;
3. if necessary verifications of already achieved course or examination performances which should be included in the degree programme;
4. in the case of combination degree programmes the minor subject or subjects must be stated or an application made for the approval to take a minor subject according to § 10 Paragraph 5;
5. possibly records of subject-specific knowledge of foreign languages or of other subject-specific admission requirements in accordance with the programme specific set of regulations.
6. if necessary verification of payment of the examination fee to be charged according to § 54.

(2) The examination committee can, in exceptional cases, in particular in cases of a change in study location, a change of subject or resumption of studies, on request, release a student from the compulsory matriculation for registration for individual module examinations.

(3) The chairperson of the examination committee, and in cases of doubt the examination committee itself, decides on an approval question, possibly also after consulting a subject representative. Approval will be refused if

1. the documentation is incomplete or
2. the admission requirements stated in paragraph 1 d) are not fulfilled or
3. the student has finally lost any right to examination for a module according to Paragraph 1 b) or for the respective degree programme or has finally failed one of the examinations mentioned in Paragraph 1 under a).

(4) The examination committee will decide on any exceptions to Paragraph 1 and Paragraph 3 in special cases on request by the student.

(5) Refusal of approval is reported to the student in writing by the chairperson of the examination committee. It should be justified and also make reference to legal remedies.

§ 25 Point in time of the examination and the registration procedure

(1) Module examinations are rendered in temporal and subject-related connection with the respective modules. Module examinations for compulsory modules and for annually scheduled optional compulsory modules are usually to be offered at least twice a year.

(2) The module-concluding oral examinations and written examinations should be performed within the examination periods set by the examination committee. The examination periods are usually the first two and the last two weeks of the lecture-free period.

(3) The exact set examination dates for the module examinations are established by the examination committee in agreement with the examiners. The examinations office provides the students in good time, but at the latest four weeks before the set examination dates, with information in the form of an examination plan about the time and location of the examinations as well as the name of the examiners by displaying these on a board or by using other appropriate measures. If one must deviate from this examination plan for compelling reasons then new establishment of a set date is only possible with permission from the chairperson of the examination committee.

(4) The programme specific set of regulations can foresee that, as an alternative to Paragraph 3, set dates for oral final module examinations or for examinations which are temporally associated with individual courses or are taken during courses (sub-module examinations) are set by the examiner, if necessary in consultation with the students.

(5) Unless the programme specific set of regulations determines differently the examination committee sets registration deadlines for the module examinations (usually two weeks) which must be announced at the latest four weeks before beginning the registration deadline periods by displaying this on a board or by using other appropriate measures.

(6) The student must register for every module examination, within the registration time limit, in writing or electronically, unless otherwise decreed by the programme specific set of regulations. Registration to sit module examinations takes place at the examinations office unless the programme specific set of regulations has foreseen another authority to deal with the registrations. The chairperson of the examination committee will decide upon allowing an extended time limit for registration to sit a module examination, in justified exceptional cases, on request by the student. § 26 Paragraph 2 Sentence 3 applies appropriately.

(7) In order to be eligible to register for a module examination or a sub-module examination the student must be enrolled at the Johann Wolfgang Goethe University. § 24 Paragraph 2 remains unaffected. In order to register for or to sit the respective module examination or sub- module examination the student must be approved to sit the Bachelor or Master’s examination and she or he must not yet have finally failed the respective module examination or sub-module examination. Furthermore, she or he must also have delivered the required performance and participation records in accordance with the module description for the module. If approval to sit a module examination or a sub-module examination depends on submission of course performances and these have not yet been fully achieved then approval to sit a module examination or a sub-module examination is possible conditionally. The module is only then completed when all course performances as well as module examinations or all submodule examinations of the module have been passed. The examination committee for the respective degree programme will decide about exceptions. Students who have been given leave of absence cannot sit any examinations or earn any performance records. It is, however, permitted to repeat failed examinations while being suspended. Students are also entitled to deliver course or examination performances while being suspended if the suspension was due to exercising of maternity rights or due to exercising their right to parental leave or due, as attested by a medical certificate, to caring for family members in need of care or due to performance of official duties according to Art. 12 a of the German constitution (Basic Law) or due to involvement as the named or elected representative in the academic self-administration.

(8) The programme specific set of regulations can determine prerequisites for the withdrawal from module examinations for which a student has registered. In particular, a time limit can be fixed during which a withdrawal can be made without giving any reasons. A time limit of one week before the examination should be fixed for withdrawal of registration. In the case of bigger events a time limit of up to five weeks can be set.

§ 26 Absence and withdrawal from module examinations

(1) A module examination performance is taken as “not sufficient“ (5.0) according to § 42 Paragraph 3 if the student misses a set examination date which is binding for them without providing any important reason or breaks off participation during the examination before it finishes. The same applies if she or he has not submitted a written module examination performance within the prescribed work time or submitted an empty page as a module examination performance as a written piece of supervised work or remained silent at an oral examination.

(2) The asserted reason for not attending or breaking off an examination must immediately be submitted in writing to the chairperson of the examination committee after the reason becomes known and should be credible. Any inability to sit the examination arising during delivery of an examination performance must be communicated immediately to the examiner or to the proctor. The duty to immediately report and to give a credible explanation of grounds for certain actions to the examination committee remains unaffected. In a case of illness one must produce a doctor’s attest immediately or at the latest within three working days from which it is very clear what health impairment (symptoms of the condition/type of performance impairment suffered) exists which is relevant to the set examination date in question. An additional attest from a medical officer can be required if any justified doubts remain.

(3) The illness of a child which the student has to take care of which has not yet reached the age of 14 or a near relative in need of care (children, parents, grandparents, spouse or partner in a non-marital partnership) are equivalent to one’s own illness. Another important reason is exercising of maternity rights.

(4) The chairperson of the examination committee will decide on the subject of recognition of the grounds for absence or withdrawal. If the grounds are accepted then a new date must be determined immediately.

(5) For a case of a recognised withdrawal or absence the examination results from already completed parts of the module will still be recognised.

§ 27 Course and examination performances in cases of illness or disability; special circumstances

(1) In events, courses and examinations consideration must be given to the type and severity of a disability or a chronic illness of the student or concerning pressures on the student due to pregnancy or raising of children or caring for near relatives in need of care.

(2) The type and severity of the pressure should be demonstrated by the student in good time to the chairperson of the examination committee through submission of suitable documentation, in a case of illness through submission of a doctor’s attest. An attest from a medical officer can be required in cases of doubt.

(3) If the student can make a credible argument that she or he is not in a position to deliver the examination or course performance, fully or partially, in the form required, due to a disability, a chronic illness, caring for a near relative in need of care, a pregnancy or raising of a child which has not yet reached the age of 14 then this disadvantage must be compensated for by taking appropriate measures such as extending the work time given or using another type of examination procedure. Through submission of respective evidence students should be enabled to exercise their legally guaranteed right for maternity leave or for the time limits given for parental leave.

(4) Decisions concerning compensation for disadvantages for delivery of examination performances are made by the chairperson of the examination committee, while those for course performances are made by the chairperson of the examination committee in agreement with the persons responsible for the course.

§ 28 Mandatory course guidance; time frame for sitting examinations

(1) The programme specific set of regulations can foresee that the student must participate in a mandatory counselling interview if her/his course of study is delayed, in comparison with the study plan, by more than two semesters. This time limit will be extended appropriately for students studying part-time. A semester for part-time studies is taken as one half of a subject-related semester. The programme specific set of regulations can also stipulate that the examination committee can, after the mandatory counselling interview, place a requirement on the person involved to sit, within a time limit to be set by the examination committee (at least two semesters), the at the time of issuing the requirement, and in comparison with the study plan, not yet taken module examinations. Non-fulfilment of the requirement will lead to a loss of the right to sit examinations in the relevant degree programme. Reference should be made to this when imposing additional requirements. In as far as the person affected can give a credible explanation according to Paragraph 3, in good time, of important reasons why fulfilment of the additional requirement was prevented, the examination committee will extend the time limit for fulfilment of the requirement by at least one further semester. If the student does not turn up for the first counselling interview then an invitation will be issued soon after to attend a counselling interview. If the student still does not turn up on a second date for the counselling interview then sentences 3 to 5 will apply without any further invitation to a counselling interview being issued.

(2) The programme specific set of regulations can set a time limit for the successful completion of individual sections of the course and/or for the achievement of a certain number of CP and/or for successful completion of the overall Bachelor or Master’s examination. This is at least one and a half times longer than the regular study period foreseen for the section of the course, or for gaining the required amount of CP, in the programme specific set of regulations, or at least one and a half times the standard period of study. Paragraph 1 sentences 2 and 3 apply accordingly. Students who do not complete the section of the course or achieve the required number of CP during regular study time or within the standard study period or who have failed the Bachelor or Master’s examination (see also Sentence 1), will be required by the examination committee to visit the course guidance team. If the time limit as set in Sentence 1 is exceeded and there are no requirements for an extension according to Paragraph 3 then the right to sit the examination will be lost.

According to Paragraph 2 the time limit can be extended on request by a student if the delay was caused by Johann Wolfgang Goethe University or the student was not able to meet the time limit due to serious circumstances. When meeting time limits with regards to module examinations (paragraphs 1 and 2) and when meeting the time limit with regards to completion of a section of the study course or the overall Bachelor or Master’s degree examination, extensions of and interruption of study times are not taken into account in as far as they were caused

1. by an authorised leave of absence semester;
2. involvement as the named or elected representative in the academic or student self-administration.
3. by illness, a disability or a chronic illness or for another reason which was outside the students area of control;
4. due to exercising of maternity rights or parental leave;
5. due to necessary care for a child which has not yet reached the age of 14 or due to caring for a near relative in need of care (parents, grandparents, spouse or partner in a non-marital partnership) with assignment to a care level according to § 15 Paragraph 1 of the Eleventh Code of Social Law;
6. due to membership of an A, B, C or D/C squad of high-performance sports associations.

In the case of number 4, at least exercising of time limits according to § 3 Paragraph 2 and § 6 Paragraph 1 of the Protection of Mothers Law (MuSchG) and the regulations concerning parental leave in §§ 15 and 16 of the legislation on parental allowances and parental leave (BEEG) should be taken into account appropriately. Also an orderly overseas study period of up to two semesters remains unaccounted for. The application should be made at the point in time at which the student recognises that an extension of time limit is necessary. The application should always be made before expiry of the time limit. The duty for delivery of evidence lies with the student; it should be submitted together with the application. In the case of illness, a doctor’s attest should be submitted. An attest from a medical officer can be required in cases of doubt. The examination committee decides on the application for extension of the time limit.

§ 29 Deception and a breach of regulations

(1) If a student seeks to influence the result of her or his examination or course performance through deception or through use of non-permitted aids, the examination or course performance is evaluated as “not sufficient“ (5.0). The attempt at deception is, in particular, recognised when a student brings non-permitted aids into the examination room or he had submitted a false declaration according to §§ 17 Paragraph 9, 36 Paragraph 5 and 40 or if she or he submitted one and same work (or parts thereof) more than once as an examination or course performance.

(2) A student which is actively involved in an attempt to deceive can be excluded by the respective examiner or by the supervisory person from continuation of the respective examination; in this case the associated examination or course performance is evaluated as “not sufficient“ (5.0).

(3) In case of a specially severe deception, in particularly for repeated deception or a deception with addition of a written declaration from the student about autonomous production of his work without non-permitted aids, the examination committee can decide upon exclusion from repeating the examination and delivery of further course performances so that the right to examination during the degree programme expires. The severity of the deception is to be evaluated on the basis of the deception energy used by the student such as organised cooperation or use of technical aids such as radios and mobile telephones and by the impairment of equal opportunities caused by the deception.

(4) A student who disturbs orderly running of the examination can be excluded after being given a warning by the respective examiner or by the supervisory person from continuation of the respective examination; in this case the associated examination or course performance is evaluated as “not sufficient“ (5.0). Paragraph 3 Sentence 1 is applied appropriately.

(5) If a student wrongly achieves participation on an examination through culpable behaviour, the examination committee can decide that the associated examination performance is evaluated as “not sufficient“ (5.0)).

(6) The student can require in writing within a time limit of four weeks that decisions taken according to paragraphs 1 to 5 are checked by the examination committee.

(7) Adverse decisions taken by the examination committee should be reported to the student concerned without delay, in writing, should be justified and should also make reference to legal remedies.

(8) For term work, written talks and the Bachelor and Master’s thesis the subject-specific established citation rules for producing scientific work apply. In a case of non-observance one should check for an attempt to deceive.

(9) In order to be able to to check on a suspicion of wrong scientific behaviour the examination committee can decide that written examination and/or course performances which are not to be produced under supervision must also be submitted in an electronic form.

§ 30 Deficits in the examination procedure

(1) If it turns out that the procedure for obtaining an oral or a written examination performance was deficient in a way which could have influenced the test results then, on request from a student or from the office as ordered by the examination committee, a particular student will be allowed to repeat the examination performance. For a written examination performance the deficit must be complained about during the examination situation to the supervisory team and in the case of oral examinations immediately after the examination to the chairperson of the examination committee or to the examiner. If a student participating on a written examination performance considers the support measures taken by the supervisory team to be inadequate then she or he should make their complaint immediately after the examination to the chairperson of the examination committee.

(2) No further directives may be made ex officio according to Paragraph 1 six months after completion of the examination performance.

§ 31 Recognition and accreditation of academic performances

(1) Study times, course performances and examination performances are credited to the student without any assessment of equivalence when they were delivered at another university in Germany on the same degree programme, the degree programme is accredited and no significant differences exist between the modules concerning the qualification goals achieved. If the examination committee cannot demonstrate that there is any significant difference then the study times, course performances and examination performances should be credited.

(2) Study times, course performances and examination performances from other degree programmes are credited in as far as there are no significant differences as regarded the acquired competences. There is no schematic comparison made for this crediting but simply an overall view and overall assessment of the contents, scope and requirements of the course performances and examination performances with particular consideration given to the qualification goals achieved. The burden of proof to demonstrate a lack of equal value lies with the examination committee. Paragraph 1 Sentence 2 applies appropriately.

(3) Paragraph 2 is appropriately applicable for recognition of study times, course performances and examination performances delivered in state-approved distance learning studies, at other educational institutions, in particular at state or state-approved vocational academies, for multimedia supported course performances and examination performances as well as for course performances and examination performances delivered by students on the basis of § 54 Paragraph 5 HHG.

(4) Paragraph 2 also applies appropriately for crediting of performances which were delivered at foreign universities. During the crediting process the equivalence agreements approved by the Conference of Ministers for Cultural Affairs and the Conference of University Rectors as well as agreements made in relation to university partnership agreements should be observed. The examination committee will decide if there are no equivalence agreements to refer to. If there any doubts concerning equivalence the Central Office for Foreign Education should be consulted.

(5) In a case of obligatory or recommended study in a foreign country the student should meet with the chairperson of the examination committee or a person commissioned to do this about the eligibility of course performances and examination performances before beginning the studies in the foreign country.

(6) Relevant professional occupations and practices during school time can be recognised as practical qualification. More details are regulated in the programme specific set of regulations.

(7) Final work (for example, Bachelor theses, state examination work), which the student has already successfully delivered outside the current Bachelor or Master’s degree programme at the Johann Wolfgang Goethe University, will not be credited to the current Bachelor or Master’s degree programme. Multiple accreditation for one and the same performance in the same degree programme is not possible. The programme specific set of regulations may foresee a differing rule for special exceptional cases.

(8) In the case of consecutive degree programmes, course performances and examination performances from a Bachelor degree programme can usually not be accredited to the Master’s degree programme.

(9) If examination performances are credited, the grades should be adopted – in as far as the grading systems are equivalent– and included in calculating the grade (overall). The remark “passed” will be adopted if the grading systems are not comparable. Credited performances are usually marked in the final degree document with details of the university at which they were acquired.

(10) The applicant submits all of the documentation required for crediting or recognition to the examination committee which is the basis for evaluation, the credit points (CP) and the points in time of all examination performances delivered in examinations which she or he previously sat in another degree programme or at other universities. The documentation should provide clear information about which examinations and course performances were not successful or had to be repeated. The examination committee can demand submission of further documentation such as the legally binding module descriptions of the modules to be recognised.

(11) Unsuccessful attempts in other degree programmes or in degree programmes taken at other universities will be credited in as far as they were credited when they were done successfully.

(12) Crediting and recognition of examination performances which were delivered more than five years previously can be refused in individual cases; the decision can be associated with imposing of some additional requirements. A legal entitlement to crediting exists in a case where the conditions of paragraphs 1 to 4 in combination with Paragraph 10 are met. Sentence 1 and paragraphs 7 and 11 remain unaffected.

(13) Decisions which have general validity concerning questions about crediting are taken by the examination committee; crediting in an individual case takes place by its chairperson, where necessary in consultation with a subject examiner. They establish a subject-related semester while taking account of the crediting.

(14) If crediting of course performances and examination performances takes place which are not awarded credit points (CP) then the respective equivalents should be calculated and appropriately labelled on the student account.

(15) If credits are awarded then these can be associated with additional requirements regarding course performances and examination performances which must be caught up on. Additional requirements and possible time limits for fulfilling the additional requirements should be communicated to the applicant in writing. The announcement should make reference to legal remedies.

§ 32 Crediting of competences acquired outside a university

The CP of the respective module can be credited to the modules of the degree programme on request for knowledge and abilities which have been acquired before beginning the degree programme or during the degree programme, outside a university, and which are equivalent in level and the results of learning. The programme specific set of regulations can list the modules which usually will be considered for accreditation. The crediting takes place individually by the examination committee based on a suggestion from the persons responsible for the module. The prerequisite is written evidence (for example attestations, certificates) concerning the scope, contents and the performances delivered. No more than a total of 50% of the CP required in a degree programme may be replaced by credited points. Crediting of the CP takes place without a grade. This is shown appropriately in the certificate.

Section VI: Performing the Module Examinations

§ 33 Module examinations

(1) Module examinations are held during the course. This finalises the respective module. They are examination events which can be repeated a limited number of times and which are usually awarded a grade.

(2) Modules finish off with a single module examination which can also be sat temporally directed related with one of the courses of the module (a course-related module examination). In accordance with the programme specific set of regulations, cumulative module examinations are only possible in exceptional cases based on subject-specific or didactical considerations, the submodule examinations of which are sat in temporal relation to different courses. Cumulative module examinations may only comprise a maximum of three submodule examinations and should have different examination forms.

(3) By passing the module examination the student should demonstrate that she or he has mastered the contents and method of the module in their fundamental contexts and can use the knowledge and abilities acquired. The object of the module examinations is basically the contents established in the module descriptions of the courses of the respective module. In the case of course-related module examinations the overriding higher qualification goals of the module are also tested.

(4) If the programme specific set of regulations has planned submodule examinations, then the passing of all submodule examinations is usually necessary in order to complete the module successfully. The programme specific set of regulations (module description) can alternatively decide that passing of only a minimum number of submodule examinations is necessary. It may also allow for grade compensation between submodules. In this case repeating the failed but compensated for submodule examinations is not permitted. Equally, it is not permissible, according to §§ 26 or 29, to compensate for submodule examinations which have been valuated as not sufficient (5.0).

(5) The programme specific set of regulations determines, in the module description, the form of examination. During the course different forms of examination should be used whereby it needs to be ensured that the form of examination is suitable to establish the acquisition of the respectively planned competences. As forms of examination for module examinations and submodule examinations one can consider:

1. written examinations, as for example, examination papers, term work, written papers (for example, essays, written talks), transcripts, thesis papers, reports, portfolios, project work, drawings, descriptions;
2. oral examinations (in the form of individual or group examinations, technical discussions, colloquia);
3. other forms of examinations (for example, seminar lectures, talks, presentations, subject-related practical examinations).

(6) The form and duration of module examinations and, if necessary, the submodule examinations are regulated in the module descriptions. When determining the form of examinations, up to three variations can be used if the forms of examination are equivalent in their conditions ( as the preparation time and the level of the examination). If several forms of examination are planned then the form of examination for the respective examination date is determined by the examiner and the students at the beginning of the courses of the module, but at the latest when the examination date is announced.

(7) The examination language is German, unless the degree programme is conducted in a foreign language. The programme specific set of regulations can plan that individual written or oral examinations, possibly by mutual agreement of all the persons involved with the examination, are conducted in a foreign language.

(8) Written work which is not to be produced under supervision (for example term work) should be produced by the students according to the rules of good scientific practice The student must be able, upon submission of the work, to state in writing that they produced the work themselves and that all sources and aids used to complete the work are cited. A declaration should also be made that the work was not yet – even in part – used in another degree course as a course or examination performance.

(9) Participants on module examinations must identify themselves through submission of an official identity document with a photograph.

(10) The examiners decide whether and what aids may be used for a module examination. The permitted aids are to be announced in good time before the examination.

§ 34 Oral examination performances

(1) Oral examinations are to be held by the examiner in the presence of an observer assessor as a individual examination. Group examinations involving up to five students are possible.

(2) The programme specific set of regulations determines the duration of oral examinations as between at least 15 minutes and at the most 60 minutes per student to be examined.

(3) Oral examinations in literary and linguistic subjects can, in accordance with the programme specific set of regulations, be held in the language that is part of the programme subject. If this oral examination is failed, compensation through other passed examinations in the module is by cumulative module examinations not permissible.

(4) The primary objects and results of the oral examination are to be recorded by the observer assessor in a report. The examination report should be signed by the examiner and the observer assessor. The observer assessor should be consulted in the absence of the examinee and not in public before awarding the grade. The report should be sent to the examinations office immediately.

(5) The result of the oral examination should be announced to the student at the end of the oral examination and explained and justified in more detail if the student fails it or makes an explicit request for this; the reasons given are to be recorded in the report.

(6) Oral examinations are public within the university for students who should sit the same examination. The student to be examined can contradict approval for his results to be made public. The public may not be present when the examination results are disclosed to the student to be examined. It can also be limited on capacity grounds. In order to check on the reasons mentioned in Sentence 1 the chairperson of the examination committee or, in accordance with the programme specific set of regulations, the examiner can demand verification thereof.

§ 35 Written examinations and other written work done under supervision

(1) Written examinations includes answering a task or problem or a number of tasks, problems or questions. In a written examination [or other written work done under supervision] the student should demonstrate that she or he can solve tasks on his own within a limited period of time under supervision using limited aids and can use the required basic knowledge or commonly used methods in the field of study to both recognise a problem and find ways to solve it.

(2) The programme specific set of regulations can allow multiple-choice-questions in the written examination if in answering them the necessary knowledge can be sufficiently demonstrated. If the programme specific set of regulations permits that multiple-choice-questions make up more than 25% of the overall number of credit points attainable, then the following prerequisites must be observed:

* The examination questions must ensure reliable examination results. The examination questions must be unequivocally clearly understandable, clearly answerable and suitable for clearly establishing the level of knowledge and skills of the student. It is particularly important that there is no other possible solution presentable other than the solution which was prescribed for evaluation as the correct one. The examination committee should ensure this is the case by using a suitable procedure;
* If the tasks turn out out to be unsuitable from this point of view then they must be excluded from the evaluation. Respective answers which are not the prescribed approved solution but which are nevertheless arguable and tenable will be recognised in favour of the student. Malus points for wrong answers are impermissible;
* The question and answer catalogue should be drafted by at least two persons authorised to act as an examiner whereby one of them must belong to the group of professors;
* The students should be informed about the prerequisites for passing and the evaluation scheme for the written examination at the latest when the tasks or problems are made known.

A written examination which consists of more than 25% multiple-choice questions is passed if the student has answered at least 50% (the pass limit) of the examination questions correctly or if the number of the questions answered correctly by the student is no more than 22% less than the average examination performance of all examinees who took part in the examination for the first time.

(3) If a student arrives late to a written examination, she or he cannot make up the lost time. The examination room may only be left with permission from the supervisory person.

(4) The supervisory person for a written examination should produce a short report for every written examination. In this he should record all incidents which may be of relevance for establishing the test results, in particular incidents according to §§ 26 and 29.

(5) The programme specific set of regulations determines the working time for written examinations and for other written papers done under supervision. It should be oriented on the scope of the module to be examined or, in the case of submodule examinations, on the scope of the part of the module to be examined.

(6) The written examination work and the other written work done under supervision are usually assessed by an examiner. In the case of failure of a student’s last permitted repeat attempt, it is to be assessed by a second examiner. The evaluation must be justified in writing. If there is some deviation in the grades calculated then the grade awarded for the written examination work is the average of the two grades. The assessment process for written examinations should not exceed four weeks.

(7) Multimedia supported practice exams (“e-written examinations“) are permissible in as far as they are suitable to fulfil the examination purpose. They may only be delivered using computer systems present in the administration offices of the university or from the examinations office released for this purpose by agreement of the HRZ. Unique identifiability of the electronic data must be possible. The data must be unmistakable and capable of being permanently assigned to the examinees. The examination must take place in the presence of a subject-specific competent keeper of the minutes. A written record is to be produced about the course of the examination in which the name of the keeper of the minutes as well as the examinees, beginning and end of the examination as well as any special incidents are to be recorded. § 52 applies for inspection of the multimedia supported examination as well as of the examination results. The task or problem set including a model solution, the evaluation scheme, the individual examination results as well as the written record should be archived according to legal provisions.

§ 36 Term work and other written papers

(1) By completing written term work the student should demonstrate that she or he is capable of solving a problem from a specialist field autonomously through application of scientific methods. It must be a component part of a module.

(2) A piece of term work can be approved as group work if the contribution made by individuals can be evaluated as an examination performance, recognisable on the basis of objective criteria.

(3) The student can be given the opportunity to suggest a topic. Issuing of the topic is performed by the examiner who documents the processing period of the term work.

(4) Term work should involve a working time of at least two and at the most four weeks (full-time, that is workload of 2 to 5 CP). The respective processing period is regulated in the module description. The task time limits for the term work are established and documented by the examiner.

(5) The term work must be submitted within the established processing time limit as a single copy with a declaration according to § 17 Paragraph 9 to the examiner; the date stamp is decisive if it is sent by post. Submission of the term work should be recorded in the files by the examiner.

(6) Assessment of the term work by the examiner should be completed within six weeks after submission; the evaluation must be justified in writing. § 35 Paragraph 6 applies appropriately for all other matters.

(7) A student who had his term work evaluated as “not sufficient“ (5.0) can apply to the examiner for an opportunity to improve the term work. This does not apply if an evaluation with “not sufficient“ (5.0) is is based on § 26 or on § 29. The examiner establishes a time limit for improving the term work. When deciding on the improved term work the decision is simply made as to whether the term work is evaluated with the grade 4.0 or worse. If the time limit for submission of the improved term work is not observed then the term work will receive the final grade “not sufficient“ (5.0).

(8) Paragraphs 1 to 6 apply appropriately for the other written papers. The programme specific set of regulations can stipulate that Paragraph 7 also applies.

§ 37 Portfolio

(1) A portfolio is an organised and target-oriented collection of various items (for example documents, films, sound files) which represent growth in competence and knowledge of the student over a certain period of time. The student should correlate the individual components of the portfolio with the relevant competences for a subject or module in the form of a self evaluation.

(2) § 36 applies appropriately for the portfolio and other, examination papers which are not to be produced under supervision.

§ 38 Project work

(1) Through submitting project work the student should demonstrate his/her ability to develop, implement and present concepts. The student should demonstrate that she or he can define goals for a large tasks as well as develop methods of resolution and concepts.

(2) The duration of the project work is regulated in the module description.

(3) If project work is undertaken in the form of team work the contribution made by individual student should be clearly recognisable and evaluatable and should fulfil the requirements according to Paragraph 1.

§ 39 Subject-related practical examinations and other examination forms

In as far as subject-related practical examinations are planned in the degree programme, the programme specific set of regulations determines the form and content of the examination as well as the number of examiners to be involved. Appropriate rules apply to the other examination forms listed in § 33 Paragraph 5 c) whereby the presence of an assessor observer is not necessary.

§ 40 Bachelor thesis

(1) The Bachelor thesis is an obligatory component of the Bachelor degree programme. It either forms its own autonomous module or, together with a final oral examination or a colloquium, a combined final module.

(2) The Bachelor thesis is an examination paper which is designed to demonstrate that the student is on a position, within a prescribed time limit, to solve a problem in his specialist field autonomously through application of scientific methods. The programme specific set of regulations can plan that the topic of the Bachelor thesis is taken from the subject area of a certain module.

(3) The programme specific set of regulations regulates the processing scope and the processing time of the Bachelor thesis. The processing scope is a minimum of 6 CP and a maximum of 12 CP; that represents a processing time of between five and nine weeks.

(4) The programme specific set of regulations determines which modules must have been completed by students in order to be able to apply for approval to submit a Bachelor thesis. Approval to submit a Bachelor thesis can also be made dependent on evidence of a certain number of CP.

(5) Supervision of the Bachelor thesis is undertaken by a person amongst the circle of persons authorised to act as an examiner according to § 23. These have the duty to guide the student in delivering the Bachelor thesis and to inform regularly about the progress of the work. The supervisor must ensure that the person is supplied with the instrumental equipment required, if necessary, to produce the Bachelor thesis. The supervisor is usually the primary reviewer of the Bachelor thesis.

(6) The programme specific set of regulations can stipulate that, in consultation with and by agreement with the chairperson, the Bachelor thesis can be produced in an establishment outside the Johann Wolfgang Goethe University. In this case the topic must be set in consultation with a member of the professors groups of the faculty responsible.

(7) The topic of the Bachelor thesis should be agreed upon with the supervisor and and communicated to the chairperson of the examination committee to register the Bachelor thesis. If the student does not find a supervisor then the chairperson of the examination committee will ensure, on request from the student, that they obtain a topic for the Bachelor thesis and a supervisor in good time.

(8) The chairperson of the examination committee will decide on approval to submit a Bachelor thesis.

(9) Issuing of the topic is performed by the chairperson of the examination committee. The topic must be conceived in such a way that it can be processed within the prescribed time limit. The point in time of issuing and the topic should be recorded in the files at the examinations office. The Bachelor thesis must not be worked on before the officially recorded issue of the topic.

(10) The Bachelor thesis can also be approved in the form of a group work if the contribution made by individual students can be evaluated as an examination performance on the basis of indication of sections, page numbers, or other objective criteria enabling clear delineation of ownership of the work which is definable and evaluatable and the requirements according to Paragraph 2 are fulfilled.

(11) The Bachelor thesis should be produced in German as long as the degree programme is not held in a foreign language. In consultation with the chairperson of the examination committee it can also be produced in another foreign language. Production of the Bachelor thesis in a foreign language should be applied for at the latest together with the registration to submit a bachelor thesis to the examination committee. Permission to allow production of the Bachelor thesis in the selected foreign language is awarded as part of issuing the topic in as far as the written declaration of consent from the supervisor is available at the time of registration to submit a bachelor thesis and the option is available to appoint a second expert assessor with an adequate language qualification in the selected foreign language.

(12) The set topic can only be given back once and then only within the first half of the processing time. The contents of the newly set topic must differ from the given back topic. If, as a result of the withdrawal according to Paragraph 13 Sentence 3, a new topic is issued for the bachelor thesis then giving back of this topic is complete.

(13) If the return date cannot be observed by the student for understandable reasons (for example illness of the student himself/herself or of one of the children she/he has to take care of) then the chairperson of the examination committee will extend the processing time if the student has applied for this before the deadline. The maximum extension which can be allowed is 50% of the processing time. If the situation preventing the student from fulfilling the task continues longer then the student can withdraw from the examination performance.

(14) The Bachelor thesis should be submitted to the examinations office on time. The point in time of its arrival should be recorded in the files. The date stamp is decisive if it is sent by post. If the bachelor thesis is not submitted on time it will be given the grade “not sufficient“ (5.0).

(15) The programme specific set of regulations establishes how many written copies of the thesis and in what other form (for example, on a data carrier) the Bachelor thesis is to be submitted. If the Bachelor thesis is not submitted on time in the prescribed form, it will be given the grade “not sufficient“ (5.0).

(16) The Bachelor thesis should be composed according to the rules of good scientific practice. In particular all places in the text, pictures and drawings which have been taken verbatim or as a representation of the general meaning intended from publications or other external texts should be marked as such. The Bachelor thesis is to be accompanied by a declaration made by the student that she or he composed the work – or in the case of a group work marks the section of the work he/she contributed – himself and without use of any other than the cited sources and aids. A declaration should also be made that the Bachelor thesis was not – even in part – used for another examination or as a course performance.

(17) The examination committee passes on the Bachelor thesis to the supervisor as the primary reviewer for evaluation according to § 42 Paragraph 3. At the same time it appoints one further examiner from the circle of persons authorised to act as an examiner according to § 23 for a second evaluation and also passes on the work to him/her for evaluation. At least one of the examiners should belong to the group of professors from the faculty of the Johann Wolfgang Goethe University. The second examiner can, after consultation, limit the evaluation to adding his signature to the expert assessor’s evaluation produced by the primary examiner. The evaluation should be performed by the examiner without delay; it should be submitted at the latest six weeks after submission of the work. In a case of different evaluations of the Bachelor thesis by the two examiners the grade will be awarded by the chairperson of the examination committee for the Bachelor thesis according to § 42 Paragraph 6.

(18) In the case of there being only one examiner available for a specific examination subject the programme specific set of regulations can plan that, in derogation of Paragraph 17 Sentence 2, the evaluation of the Bachelor thesis by a second person authorised to act as an examiner (if necessary, from outside the university) will only take place on request of the student. This does not apply if the Bachelor thesis was produced in an establishment outside the Johann Wolfgang Goethe University. The set of regulations can also determine that the Bachelor thesis is to be evaluated within another two weeks by one further appointed person from the circle of persons authorised to act as an examiner according to § 23 Paragraph 1 if the assessments of the two examiners differ from each other by more than 2.0 or one of the two examiners has evaluated the Bachelor thesis as “not sufficient“ (5.0). The grade in this case is arrived at from the grades of the primary examiner, the second examiner and the third examiner according to § 42 Paragraph 6.

(19) The programme specific set of regulations can foresee that the passed Bachelor thesis must be presented as part of a colloquium or an oral examination. This examination should take place within four weeks of submitting the Bachelor thesis. The date of the examination will usually be set by the chairperson of the examination committee and communicated to the student in writing without delay. The object of the oral examination is the contents of the Bachelor thesis as well as the questions and/or tasks posed in the context of the topic set for the bachelor thesis. The examination usually lasts for 30 minutes. It is usually performed by the supervisor of the bachelor thesis in the presence of a competent observer assessor. Further regulations, in particular, how weightily the grade for the oral examination or the colloquium affects the grade of the final module, are set in the programme specific set of regulations. Concerning the process of the examination § 34 applies accordingly.

§ 41 Master’s thesis

(1) The Master’s thesis should demonstrate that she or he is capable, within a given time limit in accordance with the goals according to §§ 2, 6, to work on a topic in a comprehensive and deeper way. The topic must be conceived in such a way that it can be processed within the prescribed time limit.

(2) The set topic can be rejected only once and only within the first third of the prescribed time limit. § 40 Paragraph 12 apply accordingly.

(3) The programme specific set of regulations regulates the scope of the work load of the Master’s thesis; it is at least 15 CP and at most 30 CP. For a full time student, the time spent working on her/his Master’s thesis, from receiving the exact topic to submitting the finished work, lasts at least three and at most six months.

(4) For all other matters § 40 applies accordingly, except that in a case where the Master’s thesis is produced in a different language from German, it must be submitted with an accompanying summary in German. The programme specific set of regulations regulates more details concerning that summary.

Section VII: Evaluation of the Course Performances and Examination Performances;
Calculating the grades and the overall grade; failure of the overall examination

§ 42 Evaluation/assessment of the course performances and examination performances;
Calculating the grades and the overall grade

(1) Course performances are usually not graded but are evaluated by the respective teacher as “passed” or “failed”. If the programme specific set of regulations foresees other forms of assessment, Paragraph 3 applies accordingly.

(2) Examination performances are usually graded. The programme specific set of regulations can, in particular for external practice modules, in derogation of this, stipulate that examination performances are not graded but evaluated as “passed” or “failed”. The assessment or evaluation of examination performances is undertaken by the respective examiners. Here it is always the individual performance of the student which is the basis.

(3) The following assessment levels should be used to grade the individual examination performances:

1 very good = an excellent performance

2 good = a performance which lies significantly above the average requirements;

3 satisfactory = a performance which meets the average requirements

4 sufficient = a performance which, despite deficiencies, is still sufficient to meet the requirements;

5 insufficient/fail = a performance which does not meet the requirements due to its major deficits

.

To obtain a differentiated evaluation of the examination performances the grades can be raised or lowered by 0.3 to produce intermediate values; thus it is permissible to award the grades 1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7; 4.0 and 5.0.

(4) The programme specific set of regulations can, in deviation from Paragraph 3, regulate that the assessment occurs based on a verbal judgement according to Paragraph 3 combined with grade points. The examination performances are to be evaluated according to the following table by awarding 0 to 15 points; to achieve better differentiation intermediate grades are used so that, overall, the follow grading scale arises:

|  |  |  |
| --- | --- | --- |
| Grade points | Grade stages according to Paragraph 3 | Decimal grade |
| 15 | very good (1)  | 1.0 |
| 14 | very good (1) | 1.0 |
| 13 | very good (1) | 1.3 |
| 12 | good (2) | 1.7 |
| 11 | good (2) | 2.0 |
| 10 | good (2) | 2.3 |
| 9 | satisfactory (3)  | 2.7 |
| 8 | satisfactory (3) | 3.0 |
| 7 | satisfactory (3) | 3.3 |
| 6 | sufficient (4) | 3.7 |
| 5 | sufficient (4) | 4.0 |
| 4 - 0 | fail  | 5.0 |

(5) If the module examination consists of a number of submodule examinations, the grade for the module will be calculated as the arithmetic average of the grades for the individual examination performances (submodule examinations). The programme specific set of regulations can, in derogation thereof, stipulate that, in the case of cumulative module examinations, the grade awarded for the module examination is arrived at from the average number of CP gained from the submodule examinations. In order to calculate the grade of the module examination in such a case, the grades awarded for the individual submodule examinations are multiplied with the CP assigned to them and then divided by the total number of the CP included. When calculating the grade only the first decimal points behind the comma will be taken into account.

(6) If the module examination consists of a single examination performance and it has been assessed differently by two or more examiners the module grade will be calculated according to Paragraph 5 Sentence 1.

(7) The programme specific set of regulations can plan that the examiners can deviate from the system of computing the grade of a module examination if this better matches the performance level of the student based on the overall impression he/she gives and the deviation will not influence passing or not passing (the bonus regulation). In this process one in particular takes account of the course performances delivered during the semester in exercises or other courses which do, however, only make up a maximum value of up to 25 in 100 of the overall evaluation of the respective module examination. The module description regulates this in more detail in the module manual. The course performances leading to awarding of bonus points should be made public at the latest at the beginning of a semester in a suitable manner. Earned bonus points expire after completion of the semester which follows the semester in which the bonus was awarded.

(8) For the Bachelor or Master’s examination, an overall grade will be formed in which all of the results of the module examinations of the degree programme are included. The programme specific set of regulations can deviate from that and stipulate that, except for the grades for the Bachelor or Master’s thesis, the grades for individual modules are not included in the overall grade. However, modules in a scope of at least 60% of the CP for the whole degree programme (see also § 11 Paragraph 14) must be included in the overall grade. The non-inclusion of individual modules must be justified on subject-specific and/or didactic grounds. In the context of Sentence 2 the set of regulations can also offer the students the option to decide which module grades should be included in the overall grade.

(9) If more CP are earned in an optional compulsory area as were conceived of then those modules are included in determination of the overall grade which were first completed. If a number of modules were completed in the same semester the ones with the better grades count. The programme specific set of regulations can deviate from sentences 1 and 2.

(10) The programme specific set of regulations can regulate that individual examination performances are weighted more when calculating the overall grade. This set of regulations can also stipulate that special weighting is attached to the Bachelor or Master’s thesis.

(11) In the case of double-subject Bachelor degree programmes, the overall grade of the degree programme is calculated using the overall grade of the major subject and the overall grade of the minor subject, in the case of multiple-subject degree programmes the overall grade of the major subject and the overall grades of the minor subject or the overall grades of the minor subjects are used. For major subjects with a scope of 120 CP the grade for the major subject is doubled, for those of 180 CP it is tripled when calculating the overall grade; the grade for the minor subject is or the grades for the minor subjects are included with single weighting in the overall grade for the Bachelor degree.

(12) The overall grade for the passed Bachelor examination or the passed Master’s examination arises from the following figure whereby only the first decimal place is taken into account; all further places are removed without rounding up or down:

1.0 up to and including 1.5 very good

1.6 up to and including 2.5 good

2.6 up to and including 3.5 satisfactory

3.6 up to and including 4.0 sufficient

Over 4.0 not sufficient

(13) If an English language translation of the certificate is produced, the grades for the individual examination performances as well as the grade (overall) are shown according to the following grading scale:

1.0 up to and including 1.5 very good

1.6 up to and including 2.5 good

2.6 up to and including 3.5 satisfactory

3.6 up to and including 4.0 sufficient

Over 4.0 fail

(14) The programme specific set of regulations can foresee that the overall grade “mit Auszeichnung bestanden ” is awarded. The regulations determine the prerequisites for this. The English language translation of “mit Auszeichnung bestanden“ is “excellent“.

(15) For transparency of the overall grade an ECTS grading table is adopted in the diploma supplement according to § 50 Paragraph 2.

§ 43 Passing and failing examinations; announcement of grades

(1) A module examination consisting of a single examination performance is passed if it was evaluated with the grade “sufficient“ (4.0) or better. An examination performance evaluated using points is a pass when at least 5 points were achieved. It is not a pass otherwise.

(2) The programme specific set of regulations can determine that a module examination consisting of a number of submodule examinations (a cumulative module examination) is only passed if all submodule examinations or specific submodule examinations were evaluated as at least “sufficient“ (4.0) or with 5 points. The set of regulations can also stipulate that failed submodule examinations can be compensated for by other individual grades of the respective module and, in doing so, the module examination is passed as a whole. A module is successfully completed when the study records required in the module description for the degree programme are available and the module examinations were successfully performed.

(3) The Bachelor or Master’s examination is passed if all modules prescribed in the programme specific set of regulations were performed successfully, that is, the required degree programme records are available and the module examinations prescribed for the degree programme including the Bachelor or Master’s thesis were evaluated with at least “sufficient“ (4.0).

(4) The results of all examinations are announced without delay. The programme specific set of regulations determines the process of the announcement of the grades for the individual written examination performances and for the Bachelor and Master’s thesis. The examination committee can decide that the announcement of grades should be public within the university, in an anonymised form, in the form of a notice on a display board and/or that it takes place using the electronic exam administration system, whereby the legitimate interests of those involved must be protected. If the module examination was finally evaluated as “not sufficient” (5.0) or the Bachelor or Master’s thesis was evaluated with a grade worse than sufficient (4.0), then the student will receive a written notification from the chairperson of the examination committee, with a section on legal remedies, which should contain guidance concerning whether and within which time limit the Bachelor or Master’s thesis can be repeated.

§ 44 Collation of the examination results (Transcript of Records)

The students will, on request, be presented with a certificate concerning passed examinations in the form of a Transcript of Records issued in German and English, which at least contains the module title, the dates of the individual examinations and the grades (see the binding sample of the Johann Wolfgang Goethe University, Appendix 7).

Section VIII: § 45 Changing optional compulsory modules/major fields of study/minor fields of study; repeating examinations; loss of the right to examination and final failing

§ 45 Changing optional compulsory modules/major fields of study/minor fields of study

(1) If an optional compulsory module is finally failed, one can change to a new optional compulsory module.

(2) A change in the major field of study is possible if the examination for the major field of study originally selected has not yet been finally failed. The programme specific set of regulations can provide further regulations.

(3) A change of a minor field of study or minor fields of study is possible unconditionally. The change should be reported in writing to the examinations office of the main subject.

§ 46 Repeating examinations; free attempt; improving grades

(1) Passed course examinations cannot be repeated.

(2) All failed compulsory module examinations must be repeated. In the case of submodule examinations this only applies if, in the programme specific set of regulations, an arrangement concerning compensation according to § 33 Paragraph 4 has not been made. In the case of submodule examinations only the failed part needs to be repeated.

(3) Failed module examinations (including submodule examinations) can be repeated twice at the most. The programme specific set of regulations can plan that failed examination performances can be repeated a third time in a maximum of two modules. The programme specific set of regulations can provide regulations according to paragraphs 12 and 13.

(4) It can be arranged in the programme specific set of regulations that a finally failed compulsory module can be replaced by an optional compulsory module once in the degree programme.

(5) A failed Bachelor or Master’s thesis, if necessary including an oral examination or a colloquium, can be repeated once. A different topic is given. Rejection of the topic for a Bachelor or a Master’s thesis in the case of a repeat examination is only permissible if the student did not take advantage of this option when producing her/his first Bachelor or Master’s thesis. Repeated handing back of the topic is not permissible.

(6) Failed attempts on the same or a comparable module examination of another degree programme taken at Johann Wolfgang Goethe University or another German university should be added to the permissible number of repeat examinations. The examination committee can, in special cases, decide not to add these attempts, particularly in the case of a change of degree programme.

(7) The programme specific set of regulations can stipulate that an oral examination can replace the repeat of a failed written examination, with the exception of a Bachelor or a Master’s thesis.

(8) The programme specific set of regulations can plan that the examination committee can issue additional requirements to students before repeating a module examination.

(9) The programme specific set of regulations regulates the time limits for repeating module examinations as well as for producing the Bachelor or Master’s thesis and the procedure thereof. The dates for repeating are set by the examination committee and announced in good time. The time limits for repeating are to be set so that study can be continued without major loss of time. The first repeat examination should be sat at the end of the respective semester, at the latest though at the beginning of the following semester. The second or third repeat examination should be sat on the next possible examination date after the failed repeat examination. Unless the programme specific set of regulations determines otherwise, students must sit repeat examinations on the next possible date and are thus registered. The right to examination expires if the time limit for repeating is not observed, except in cases where the student had no control over the circumstances causing that. De-registration in the meantime does not extend the time limit for repeating.

(10) The programme specific set of regulations determines whether, in the case of a repeat examination, the respective courses must be re-attended.

(11) Repeat examinations are always to be sat according to the set of regulations according to which the first examination was sat.

(12) The programme specific set of regulations can determine that concluding module examinations or submodule examinations failed for the first time can be taken as not sat if they were, respectively, sat at the latest during the semester planned in the regular study plan (free attempt). The regulation can limit the option for making a free attempt to take certain modules or submodules and/or to sit a certain number of all of the module examinations. The Bachelor thesis and the Master’s thesis, if necessary including an oral examination or a colloquium, as well as examinations which have been evaluated as a “fail” due to deception or other violations of the regulations, cannot be taken as a free attempt.

(13) The programme specific set of regulations can foresee that passed concluding module examinations or submodule examinations can be repeated once for improving grades, whereby the better performance will be credited. In this process the concluding module [or submodule examinations] may arise from a maximum of five modules. The regulations determine the conditions and the time limit within which repeating of examinations to improve the grades is to be applied for and in which the repeat examinations are to be sat.

§ 47 Loss of the right to examination and final failing

(1) The overall examination is finally failed and the right to examination finally lost when

1. a module examination is not passed after exhausting all possibilities to repeat it; § 46 Paragraph 4 remains unaffected.
2. a time limit set for the delivery of certain performances according to § 28 or for repeating a module examination according to § 46 Paragraph 9 has not been observed.
3. a serious case of deception according to § 29 Paragraph 3 or a serious case of disorderly conduct according to § 29 Paragraph 4 has been recorded.

(2) An announcement will be issued with a section on legal remedies about final failing of the overall examination and the associated loss of the right to examination.

(3) If the student has finally failed the comprehensive examination in the degree course and therefore lost the associated right to examination, she or he should de-register. On request the student can receive, upon submission of the de-registration certificate, a certificate from the examinations office in which all passed module examinations, their grades and the earned credit points are listed and which states that the comprehensive examination in the degree course was finally not passed.

Section IX: The Examination Certificate; Degree Certificate and Diploma Supplement

§ 48 Examination certificate

(1) A certificate in German concerning the passed Bachelor or Master’s examination, on application of the student with a translation in English (sample in Appendix 8), should be issued, where possible, within four weeks of receiving the evaluation of the last examination performance. The certificate contains details of the modules with the module grades (modules which did not go into the overall grade will also be marked), the topic and the grade for the Bachelor or Master’s thesis, the standard period of study and the overall grade. The programme specific set of regulations can plan that the certificate for the Bachelor or Master’s examination also contains details on the field of study, the major fields of study, the result of examinations for additional modules and on the course performances delivered. The certificate is to be signed by the chairperson of the examination committee or, in accordance with programme specific set of regulations, by the Dean of Studies of the faculty responsible for the degree programme, and to be issued with the seal of the Johann Wolfgang Goethe University. The certificate carries the date on which the last examination performance was evaluated.

(2) In the case of double-subject or multiple-subject degree programmes Paragraph 1 applies with the instructions that the certificate must contain details of the minor subject or minor subjects and of the minor subject modules which are included in the overall grade of the Bachelor degree, with the grades and the overall grade awarded for the minor field of study.

(3) On application, the examination committee issues a certificate declaring that the Master’s degree awarded is equivalent in content to the diploma or the magister degree.

§ 49 Bachelor or Master’s degree certificate

(1) Along with the certificate for the Bachelor or Master’s examination the student also receives a Bachelor or Master’s degree certificate with the date of the certificate. This represents certification of awarding of the academic grade. On request the degree certificate can also be issued in English (sample appendix 9).

(2) Depending on the rules in the programme specific set of regulations the degree certificate is signed by the Dean’s Office or by the Dean of Studies of the faculty responsible for the degree programme or, in the case of double-subject or multiple-subject degree programmes, by the Dean of Studies of the faculty responsible for the major subject, as well as by the chairperson of the examination committee for the degree programme of the major subject and is awarded the seal of the Johann Wolfgang Goethe University. In the case of interdisciplinary degree programmes the programme specific set of regulations can stipulate that the degree certificate is signed by the Dean’s Offices or Deans of Studies of all faculties participating on the degree programme.

(3) In co-operating degree programmes, academic double degrees or joint degrees can be issued. In the case of double degrees each participating university issues a certificate, a degree certificate and a diploma supplement, whereby both certificates are so interconnected that they form one single certificate in terms of contents. In the case of joint degrees the respectively responsible offices of the participating universities together issue a certificate, a degree certificate and a diploma supplement.

(4) The academic degree may only be used after handing over of the degree certificate.

§ 50 Diploma Supplement

(1) A Diploma Supplement is issued according to international requirements along with the degree certificate and the certificate; this is a text which was agreed upon between the Conference of University Rectors and the Conference of Ministers for Cultural Affairs in which the respectively valid version should be used (sample in Appendix 10 RO).

(2) The Diploma Supplement contains an ECTS grading table. The overall grades which are awarded in the respective degree course in a comparable cohort should be recorded and their numerical and percentage-wise distribution of the grade stages are to be determined according to § 42 Paragraph 12 and presented in a table as follows:

|  |  |  |
| --- | --- | --- |
| Overall grades | Total number within the reference group | Percentage of graduates within the reference group |
| up to 1.5 (very good) |  |  |
| from 1.6 to 2.5 (good) |  |  |
| from 2.6 to 3.5 (satisfactory) |  |  |
| from 3.6 to 4.0 (sufficient) |  |  |

The reference group arises from the number of graduates of the respective degree programme in a period of three study years. The calculation only occurs if the reference group consists of at least 50 graduates. If there have been less than 50 graduates within the comparative cohorts who completed the degree programme then, according to a resolution of the examination committee, further study years can be included in the calculation.

Section X: Invalidity of the Bachelor or Master’s examination;
examination files; appeals and objections; examination fees

§ 51 Invalidity of examinations

(1) If the student practiced deception for a course or examination performance and this fact only came to light after handing over the degree certificate then the examination committee can retrospectively appropriately correct the grades for those course or examination performances for which the student had practiced deception and can declare the examination or course performance as totally or partially failed. The examiner should be consulted beforehand. The student concerned should be given the opportunity to make a statement before the decision is finally reached.

(2) If the conditions for approval to sit an examination are not fulfilled, without the student wishing to be deceptive about this, and if this fact only came to light after handing over the degree certificate, then this deficit is remedied by maintaining the status of the examination. If the student gained admission to an examination by intentionally deceitful means then the examination committee will decide upon legal action against him while observing the Hessian state administration procedural law in its currently valid version. Paragraph 1 Sentence 3 applies appropriately.

(3) The incorrect certificate should be confiscated and possibly replaced with a new one. The incorrect certificate should be confiscated together with the Diploma Supplement and possibly also the respective degree programmerecords and possibly replaced with new ones. The Master’s degree certificate is also to be confiscated with these documents if the examination was declared “failed“ due to deceptive behaviour. A decision according to Paragraph 1 and Paragraph 2 Sentence 2 is excluded after a time limit of five years from the date on the examination certificate.

§ 52 Gaining access to examination files; retention periods

(1) Within one year after completion of a module and completion of all of the examination procedures, the student can, on request, be allowed access to his/her examination files (examination reports, work to be examined as well as expert assessor reports). The programme specific set of regulations can determine that access to the examination files is granted shortly after individual submodule examinations have been sat.

(2) The examination files are to be kept by the examination officials. Pertinent for the retention periods for examination documents is § 20 of the Hessian Enrolment Regulations (HImmaVO) in their currently valid version. The programme specific set of regulations can stipulate that written examination papers, with the exception of the Bachelor or Master’s theses, are handed over to the students or are discarded one year after the announcement of their evaluation. The Bachelor or Master’s theses are discarded after five years have passed since completion of all the examination procedures.

§ 53 Appeals and objections

(1) The programme specific set of regulations can regulate that it is possible to submit an appeal against decisions taken by the chairperson of the examination committee. It should be submitted within one month of announcement of the decision to the chairperson of the examination committee. The examination committee will decide on the objection and appeal. If the appeal does help to see any need to remedy the situation the chairperson of the examination committee will issue a justified notice of rejection with a section on legal remedies.

(2) The person in question can, in as far as a legal remedies section was included, raise a written objection within a month, otherwise within a year after announcement with the chairperson of the examination committee (examinations office) against adverse decisions taken by the examination committee and against the examiner evaluations. If the examination committee does not see any need to remedy the situation, if necessary after receiving statements from the examiners involved, the President will issue the notice of rejection. The notice of rejection should be justified and make reference to legal remedies.

§ 54 Examination fees

(1) If the presidium of the Johann Wolfgang Goethe University does not require levying of examination fees then paragraphs 2 and 3 are not needed.

(2) Examination fees are to be determined in the programme specific set of regulations. (2) The examination fees are to be exclusively levied for administration costs of the examination officials.

(3) The examination fees are

1. for the Bachelor examination including the Bachelor thesis in Bachelor degree programmes with a standard study period of six semesters a total of 150 Euros.
2. for the Master’s examination including the Master’s thesis in Master’s degree programmes with a standard study period of four semesters a total of 100 Euros.

In the case of degree programmes with regular study periods which deviate from the above the fees increase or decrease by 25 Euros per semester of regular study time.

(4) The examination fees are due in two instalments, the first instalment upon applying for approval to sit a Bachelor or Master’s examination, the second instalment upon approval to submit a Bachelor or Master’s thesis. Payment of the examination fees should be accredited by the examinations office.

Section XI: Final Provisions

§ 55 Changes in the Bachelor degree programmes and
transitional regulations for diploma and Master’s degree programmes (RO: § 55)

(1) The programme specific set of regulations for the Bachelor degree programme must regulate the requirements for changing from the previous diploma and Master’s degree programme to the Bachelor degree programme.

(2) If a diploma or Master’s degree programme is replaced by a Bachelor degree programme, the requirements for the change-over must be regulated in the programme specific set of regulations for the Bachelor degree programme.

§ 56 Coming into force and transitional regulations

(1) This set of framework regulations for tiered and modularised degree programmes of the Johann Wolfgang Goethe University Frankfurt am Main comes into force a day after its publication in the UniReport/statutes and regulations of the Johann Wolfgang Goethe University Frankfurt am Main. At the same time the general regulations for Bachelor and Master’s degree programmes of the Johann Wolfgang Goethe University Frankfurt am Main from 16.04.2008 in the version from 13.04.2011 (published UniReport/Statutes and Regulations from 20.05.2011) cease to be in force.

(2) This set of framework regulations applies to all programme specific set of regulations which, after having come into force, go through the processes of decision making and procedures of approval. Programme specific sets of regulations that were set up to run procedures of decision making and approval before this set of framework regulations came into force can be permitted, on the basis of the general regulations for Bachelor and Master’s degree programmes of the Johann Wolfgang Goethe University Frankfurt am Main in the version from 13.04.2011.

(3) Degree programme specific sets of regulations which have been allowed before this set of regulations came into force are to be adapted latest at the time of re-accreditation of the degree programme.

(4) If changes are made to a set of programme specific set of regulations the weight of the changes and the protection of the confidence of the students must be taken into consideration and a transitional set of regulations, which allows for exceptions, should be established. The programme specific set of regulations can also plan that it only comes into force for new examinations candidates (first year students).

(5) The programme specific set of regulations can also foresee that its regulations, on request, also apply irrevocably to students who began their studies according to a set of regulations which had been in force earlier.

Frankfurt am Main, on 04.07.14

Prof. Dr. Werner Müller-Esterl

President of the Johann Wolfgang Goethe University Frankfurt am Main