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The Faculty Council of the Faculty of Economics and Management of Gottfried Wilhelm Leibniz Universität Hannover resolved the following revised examination regulations on 19.07.2022 for the master's degree programme Economics and Management of 08.08.2018. The Presidential Board approved the amendments on 17.08.2022 in accordance with section 37 paragraph 1 subparagraph 5. b) of the Lower Saxony Higher Education Act (NHG). These regulations shall take effect following publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover on 01.10.2022.

**Amendments to the Examination Regulations for the Master's Degree Programme  
in Economics and Management  
at Gottfried Wilhelm Leibniz Universität Hannover of 08.08.2018**

The Faculty of Economics and Management of Gottfried Wilhelm Leibniz Universität Hannover has issued the following amended examination regulations as per section 7 paragraph 3 and section 44 paragraph 1 of the Lower Saxony Higher Education Act (NHG):

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## **Part One: General information**

### **Section 1 Examination Purpose and Academic Degree**

- (1) <sup>1</sup>The master's degree constitutes further academic qualification in a professional field. <sup>2</sup>The master's examination aims to establish whether the examination candidate is capable of working independently at an advanced level according to scientific or scientific-artistic principles and is capable of applying academic knowledge. Furthermore, it serves to determine whether the examination candidate has gained a subject-related overview of the academic field and has acquired the knowledge and competence necessary for the transition to professional practice.
- (2) Upon successful completion of the master's examination, Gottfried Wilhelm Leibniz Universität Hannover shall confer the academic degree "Master of Science (M. Sc.)".

### **Section 2 Duration and Structure of the Degree Programme**

<sup>1</sup>The standard period of study is two years. <sup>2</sup>The time required for class attendance and independent study is 120 ECTS (credit points) at 30 hours each. <sup>3</sup>The degree programme is organised into four semesters.

### **Section 3 Responsibility (Dean of Studies)**

The dean of studies is responsible for implementation of the obligations set out in these examination regulations.

## **Part Two: Master's Examination**

### **Section 4 Structure and Content of the Examination**

- (1) <sup>1</sup>The master's examination is conducted during the course of the degree programme. <sup>2</sup>It comprises assessments and, as appropriate, coursework in compulsory modules; and, as appropriate, compulsory elective modules, elective modules and the compulsory module "master's thesis" in accordance with appendix 1. <sup>3</sup>The modules as per sentence 2 are organised into areas of expertise.
- (2) The courses corresponding to the modules can be found in the module handbook or the course catalogue.
- (3) not applicable
- (4) <sup>1</sup>As a rule, courses and examinations are conducted in German. <sup>2</sup>Courses and examinations may also be conducted in English, provided that this is indicated accordingly in the module handbook. <sup>3</sup>Examinations may be conducted in English if agreed with or determined by the examiner.

### **Section 5 Examiners and Observers**

<sup>1</sup>The responsible body specified in section 3 shall appoint members of the group of professors and junior professors from the Faculty of Economics and Management of Gottfried Wilhelm Leibniz Universität Hannover as authorised examiners for the modules of the degree programme as well as the observers. <sup>2</sup>The responsible body specified in section 3 may appoint further examiners, provided that they hold at least the qualification that is to be ascertained through the said examination or an equivalent qualification. <sup>3</sup>Provided that they meet the requirements set out in sentence 2, examiners may also be appointed who are not members or affiliates of Gottfried Wilhelm Leibniz Universität Hannover. <sup>4</sup>Observers must hold at least the qualification that is to be ascertained through the said examination or an equivalent qualification in order to be appointed. <sup>5</sup>The responsible body as specified in section 3 may also delegate the appointment of observers to the examiners.

### **Section 6 Coursework and Assessments**

- (1) <sup>1</sup>Coursework comprises ungraded pieces of work that may be required in a module/a course in order to practice skills. <sup>2</sup>The required coursework is explained in more detail in appendix 1 and/or the respective module handbook; coursework is determined by the teaching staff at the latest by the beginning of the course. <sup>3</sup>As a rule, coursework is to be completed within the scope of the relevant course.
- (2) Assessments include the master's thesis (MA), term papers (HA), written examinations (K), multiple-choice examinations (KA), oral examinations (MP), placement reports (PB), project-related examinations

(PJ), practical sports presentations (SP), independent assignments (ST) and course-accompanying examinations (VbP). Further details on assessment types are specified in appendix 2.1.

- (3) <sup>1</sup>If alternative assessment types are specified for a module in appendix 1 or if one assessment type can be replaced by another, notification of the assessment type must occur before 15.10. for the winter semester and before 15.04. for the summer semester. <sup>2</sup>The same applies to the weighting of individual components if a course-accompanying examination (VbP) is specified in appendix 1.
- (4) Coursework and assessments may be conducted as group work, provided that individual contributions can be clearly defined and evaluated separately according to objective criteria.
- (5) When submitting written term papers (coursework and assessments), students must declare in writing that
  - a) the work was completed independently,
  - b) no sources or resources other than those indicated were used,
  - c) all passages of the work that make reference to other sources, whether through direct quotation or paraphrasing, have been indicated accordingly and
  - d) the paper has not previously been submitted to an examining authority in the same or a similar form.
- (6) <sup>1</sup>During the semester, in addition to the respective compulsory assessments, up to five minor assessments may be offered in the form of presentations (PR) or in-class tests (KU). <sup>2</sup>Student participation is voluntary. <sup>3</sup>If a student has successfully completed one or more minor assessments during the semester, the achieved result shall be taken into account as a bonus when evaluating the compulsory assessment. <sup>4</sup>Minor assessments may not account for more than 20 per cent of the exam mark. <sup>5</sup>The number and evaluation of minor assessments must be indicated by the examiner at the beginning of the semester. <sup>6</sup>The best mark for a compulsory assessment may likewise be achieved without participating in minor assessments. <sup>7</sup>If a student does not participate in individual minor assessments or does not pass, this shall not result in poorer overall evaluation of a compulsory assessment. <sup>8</sup>The additional assessments shall be organised to ensure that the times allocated for class attendance and independent study (credit points) within the respective modules specified in the appendices are observed.
- (7) <sup>1</sup>Practical evaluations ("Testate") may count additionally towards an assessment. <sup>2</sup>They monitor learning progress and are only assigned to one individual assessment. <sup>3</sup>Individual criteria such as homework assignments or short assessments (oral or written) may count towards them. <sup>4</sup>Practical evaluations are not explicitly indicated in the certificate of results; subject to the examiner's stipulations, they count towards the assessment with a maximum weighting of 25 per cent. <sup>5</sup>It must also be possible to pass the assessment without a practical evaluation. <sup>6</sup>Subject to the examiner's stipulations, the result of a practical evaluation may remain unaffected regardless of whether the assessment is passed. <sup>7</sup>The examiner must announce (via notice board) the conditions under which practical evaluations will be conducted and how they count towards assessment marks by the start of the course at the latest.

## Section 7 Master's Thesis

- (1) <sup>1</sup>The master's thesis module comprises the master's thesis and, if applicable, an oral assessment, as defined in appendix 1. <sup>2</sup>The master's thesis aims to illustrate that the examination candidate is able to independently apply academic methods to address an issue in the field within a predetermined deadline. <sup>3</sup>30 credit points shall be awarded for the successfully completed master's thesis module.
- (2) The topic of the master's thesis must be appropriate in view of the purpose of the examination (section 1 paragraph 1 sentence 2) and the period of time provided for its completion as set out in paragraph 4.
- (3) <sup>1</sup>The student may return the topic once within the first third of the completion period. <sup>2</sup>Renewed registration for the master's thesis module must occur within six months of returning the topic. <sup>3</sup>If registration does not occur within this period, a topic determined by the first examiner shall be assigned, with a deadline specified in accordance with paragraph 4 sentence 1. <sup>4</sup>Section 15 paragraphs 4 and 5 shall apply accordingly.
- (4) <sup>1</sup>The master's thesis must be submitted both in printed and electronic form within six months from the date of assignment. <sup>2</sup>The master's thesis should be marked by both examiners within six weeks – within ten weeks at the latest.
- (5) When submitting the master's thesis, students must declare in writing that
  - a) the work was completed independently,
  - b) no sources or resources other than those indicated were used,

- c) all passages of the work that make reference to other sources, whether through direct quotation or paraphrasing, have been indicated accordingly and
  - d) the paper has not previously been submitted to an examining authority in the same or a similar form.
- (6) <sup>1</sup>The assessment process for the master's thesis module can be found in the module description in the module handbook. <sup>2</sup>If the master's thesis module comprises more than one assessment, the mark shall be composed in accordance with appendix 1.
- (7) <sup>1</sup>The master's thesis must be written in German; in accordance with appendix 1 and in agreement with the examiners it may be written in English. <sup>2</sup>In justified individual cases, students may also be permitted to write the thesis in a different language. <sup>3</sup>The responsible body specified in section 3 shall decide upon applications as per sentence 2, at the latest when deciding on admission (section 12).
- (8) <sup>1</sup>The examiner of the master's thesis (MA) must be a member of the Faculty of Economics and Management.

### **Section 8 Passing and Failing the Master's Examination**

- (1) The master's examination has been passed if the modules specified in section 4 in conjunction with appendix 1 have been passed and a minimum of 120 ECTS credit points have been attained.
- (2) <sup>1</sup>Failure of the master's examination shall be considered final if repetition of a failed assessment that is required in accordance with section 4 is no longer possible in accordance with section 14 or if the student has not completed 20 credit points by the end of the second course semester. <sup>2</sup>Written notification shall be issued in the case of irrevocable failure of the master's examination.
- (3) <sup>1</sup>Upon application by the student, the responsible body specified in section 3 may grant an appropriate extension of the deadline if the student has not completed 20 credit points by the end of the second course semester due to valid reasons. <sup>2</sup>The valid reasons must be stated and substantiated following the requirements of section 14 paragraph 5.

### **Section 9 Additional Modules and Examinations**

- (1) <sup>1</sup>Students may take further examinations in addition to those specified in appendix 1 as necessary for attaining the minimum required credit points for this degree programme (additional examinations). <sup>2</sup>The same applies regarding completion of additional modules of this degree programme (additional modules). <sup>3</sup>Upon application to the responsible body specified in section 3, examinations and modules outside of the degree programme may also be taken provided that this is approved by the examiner.
- (2) Upon application to the responsible body specified in section 3, results from additional examinations and modules shall be recorded in the final degree documents and any further documents as set out in section 21; however, results from additional examinations and modules shall not contribute to the overall mark.

### **Section 10 Recognition of Previous Coursework and Assessments**

- (1) <sup>1</sup>Previous coursework and assessments can be recognised under the conditions below. <sup>2</sup>Applications for recognition should be submitted at the beginning of the degree programme. <sup>3</sup>Applications are to be submitted to the responsible body specified in section 3. <sup>4</sup>As a rule, a decision shall be taken on the application within six weeks. <sup>5</sup>The deadline for the decision shall apply from the date on which all documents required for the decision have been received. <sup>6</sup>Coursework and assessments previously completed within the scope of a degree programme at Gottfried Wilhelm Leibniz Universität shall be recognised automatically.
- (2) <sup>2</sup>Coursework and assessments that were completed at a university in Germany or abroad shall be recognised in accordance with the Convention on the Recognition of Qualifications concerning Higher Education in the European Region dated 11 April 1997 (Lisbon Recognition Convention), provided that there are no substantial differences to the coursework and assessments required under these examination regulations. <sup>2</sup>In case of doubt, statements must be obtained from the examiner – a member of Gottfried Wilhelm Leibniz Universität Hannover authorised (in accordance with section 5) to examine the module for which recognition has been requested – or from the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen – ZAB*). <sup>3</sup>In the event of lack of equivalence or substantial differences, the burden of proof lies with Gottfried Wilhelm Leibniz Universität Hannover. <sup>4</sup>The process shall be governed by the Orientation framework of Gottfried Wilhelm Leibniz Universität Hannover for the recognition of previously completed coursework and assessments (Orientierungsrahmen zur Anerkennung von Studien- und Prüfungsleistungen der Gottfried Wilhelm Leibniz Universität). <sup>5</sup>If assessments are completed while

studying abroad, general recognition of up to 20 credit points can apply without a review of equivalence, provided that they do not cover the topic(s) of any module examination completed so far during the degree programme, that the subject is of relevance to the degree programme and that this was agreed in writing in advance.

- (3) <sup>1</sup>Professional qualifications acquired outside of the degree programme shall be recognised to an extent of up to 50 percent of the required credit points as per section 2, provided that they are equivalent. <sup>2</sup>In the event of lack of equivalence or substantial differences, the burden of proof lies with Gottfried Wilhelm Leibniz Universität Hannover. <sup>3</sup>The process is governed by the orientation framework of Gottfried Wilhelm Leibniz Universität Hannover for the recognition of acquired professional competence (*Orientierungsrahmen für die Anerkennung beruflich erworbener Kompetenzen der Gottfried Wilhelm Leibniz Universität*).
- (4) <sup>1</sup>When previously completed assessments are recognised, the marks are recognised as well or – if the marking scale differs – converted; the corresponding periods of study are recognised and credit points are awarded as per appendix 1. <sup>2</sup>Assessments completed abroad shall remain ungraded upon request; in particular this shall apply to the case specified in paragraph 3 sentence 1. <sup>3</sup>Recognised performance shall be indicated in the final degree documents. <sup>4</sup>As per paragraph 2 sentence 5, assessments completed abroad shall remain ungraded under the general recognition procedure.
- (5) The applicant shall be informed in writing regarding the decision whether recognition is granted or not; section 23 paragraph 1 must be observed.

### **Section 11 Distance Learning**

Selected modules may also be offered as distance learning modules by resolution of the responsible body specified in section 3.

## **Part Three: Examination Procedure**

### **Section 12 Admission to Assessments**

- (1) <sup>1</sup>Those enrolled in a master's degree programme at Gottfried Wilhelm Leibniz Universität Hannover are eligible to take examinations in the relevant degree programme – taking into account paragraph 2. <sup>2</sup>Further requirements for admission to individual assessments can be found in appendix 1.
- (2) Admission to examinations in master's degree programmes will be denied if the student is no longer entitled to take an examination in a comparable degree programme, in particular a degree programme in economics and management, business administration or economics.

### **Section 13 Registration**

<sup>1</sup>Registration is necessary for each individual assessment and resit, within the period set out in appendix 3.1. <sup>2</sup>In exceptional circumstances, registration may be permitted outside of the stipulated period; such applications must be made to the responsible body specified in section 3. <sup>3</sup>Registration/admission to the master's thesis implies registration for all assessments required in this module in accordance with appendix 1.

### **Section 14 Resit**

- (1) <sup>1</sup>Students cannot resit assessments they have passed. <sup>2</sup>Students may resit a failed assessment twice. <sup>3</sup>The master's thesis as well as independent assignments (ST) may however only be repeated once. <sup>4</sup>Students must resit assessments from compulsory modules and compulsory elective modules that have already been started until they pass or until it is no longer possible to resit them, in accordance with sentence 2 or sentence 3; section 19 paragraph 2 sentence 3 and section 19 paragraph 3 sentence 3 shall remain unaffected. <sup>5</sup>The first time an examination is taken or the time of assignment of the topic shall be deemed to be the beginning of the assessment. <sup>6</sup>Students are not required to resit failed assessments of elective modules; they may replace them with other elective modules. <sup>7</sup>In the case of failed course-accompanying examinations (VbP), all assessment components must be repeated.
- (2) <sup>1</sup>Assessments may be repeated as a different assessment type – selected from those specified in section 6 paragraph 2 – at the discretion of the examiner. <sup>2</sup>The assessment type must be announced by the start of the registration period (section 13 sentence 1).
- (3) <sup>1</sup>For the final attempt to repeat an assessment, the mark "insufficient" (*nicht ausreichend*) – for a written examination actually taken – or "failed" (*nicht bestanden*) – in the case of ungraded written examinations

– may only be awarded after a supplementary assessment has been taken. <sup>2</sup>As a rule, the supplementary assessment, which must be based on the content of the previous written examination, shall be conducted within six weeks after results have been announced. <sup>3</sup>If the supplementary assessment is conducted as an oral examination, an observer must be present at the examination in addition to the examiner. <sup>4</sup>As a rule, an oral supplementary assessment should not exceed a maximum duration of 20 minutes. <sup>5</sup>The supplementary assessment may be taken as another assessment type, selected from those specified in section 6 paragraph 2, but not as a written examination. <sup>6</sup>If the student has passed the assessment following the supplementary assessment, only the mark “sufficient” (*ausreichend* – 4.0) – or “passed” (*bestanden*) in the case of ungraded assessments – may be awarded. <sup>7</sup>A supplementary assessment shall not be permissible if section 18 applies with regard to evaluation of the written assessment. <sup>8</sup>Once results for the final resit have been announced, the Examination Office shall invite students at least three weeks in advance to take the supplementary assessment. <sup>9</sup>Section 15 paragraphs 4 and 5 shall apply accordingly.

### **Section 15 Late Submission, Withdrawal, Deadline Extension**

- (1) <sup>1</sup>Students can deregister from a written examination (whether or not it is a multiple-choice examination, graded or ungraded) up until seven calendar days before the start of the examination. <sup>2</sup>Students can deregister from an oral examination or practical sports presentation up until one calendar day before the start of the examination. <sup>3</sup>Students can deregister from all other assessment types specified in appendix 2 up until the start of the assessment. <sup>4</sup>This does not apply to returning a topic if this occurs within the deadline specified in section 7 paragraph 3 – or appendix 2 in the case of an independent assignment (ST).
- (2) <sup>1</sup>For assessments with a submission deadline, assignment of the topic shall be determined as the start of the examination. <sup>2</sup>For course-accompanying examinations (VbP), starting the first assessment component shall be deemed as the start of the examination, as per section 14 paragraph 1 sentence 5. <sup>3</sup>Should the student deregister from the first assessment component of a VbP, this deregistration shall apply for the entire VbP. <sup>4</sup>Students may deregister in accordance with paragraph 1 sentences 1 to 3 without giving a reason.
- (3) <sup>1</sup>Deregistration from written examinations in accordance with paragraph 1 sentence 1 must occur online via the examination system. <sup>2</sup>For oral examinations and practical sports presentations, deregistration in accordance with paragraph 1 sentence 2 must occur in writing, via email or in a form determined by the examiner. <sup>3</sup>The method used to deregister in accordance with sentence 2 shall also apply for assessments specified in appendix 2 that involve assignment of a topic.
- (4) <sup>1</sup>If an examination candidate fails to meet a fixed submission deadline, does not withdraw until after the start of the assessment, does not attend a scheduled written examination, oral examination or practical sports presentation, or does not withdraw until after the deadline defined in paragraph 1 sentences 1 and 2, the assessment concerned shall be deemed “failed” (*nicht bestanden*).
- (5) <sup>1</sup>However, in deviation to paragraph 4, if valid reason for failure to meet a submission deadline, absence from an examination or withdrawal is promptly provided and substantiated in writing to the responsible body specified in section 3, the assessment shall be deemed as not taken. <sup>3</sup>In the event of illness, the student must provide a doctor's certificate and – at the request of the responsible body specified in section 3 – a medical certificate issued by a public medical officer (*Amtsarzt*). <sup>3</sup>The medical certificate must include a description of the health impairment and must state the resulting hindrance to the examination concerned. <sup>4</sup>The form in appendix 4 should be used for this purpose. <sup>5</sup>The responsible body specified in section 3 shall decide upon recognition of valid reason within two weeks after the medical certificate has been submitted. <sup>6</sup>Sentences 2 and 5 shall also apply with respect to illness and the resulting necessary care for a close relative. <sup>7</sup>Close relatives are your children, parents, grandparents, as well as your spouse or partner and their children.
- (6) <sup>1</sup>If valid reason for failure to meet a submission deadline is credibly proven, the responsible body specified in section 3 may extend the deadline by a maximum of a third of the original completion period. <sup>2</sup>Further extension of the deadline is only permitted in justified individual cases. <sup>3</sup>If a further extension of the deadline is disproportionate, the responsible body specified in section 3 can decide that a new topic be issued. <sup>4</sup>In this case, the assessment shall be deemed as not taken.

### **Section 16 Assessment Procedure in Cases of Hardship**

<sup>1</sup>The responsible body specified in section 3 shall enable students who provide evidence – in the form of a doctor's certificate or medical certificate issued by a medical specialist or public medical officer (*Amtsarzt*) – of a serious long-term health issue, to take assessments in an equivalent alternative form, on another date,

or within other deadlines. <sup>2</sup>Should other valid reasons be substantiated – particularly maternity leave and parental leave – these shall be dealt with accordingly.

## Section 17 Evaluation of Assessments

- (1) <sup>1</sup>As a rule, assessments shall be evaluated by the examiners within one month; further details are specified in appendix 3.2. <sup>2</sup>As a rule, assessments are graded. <sup>3</sup>Coursework and ungraded assessments are evaluated as “passed” (*bestanden*) or “failed” (*nicht bestanden*).
- <sup>4</sup>The following classifications are to be used for evaluating assessments:
- 1.0; 1.3 = “very good” (*sehr gut*) = a particularly outstanding performance,
  - 1.7; 2.0; 2.3 = “good” (*gut*) = a performance well above average,
  - 2.7; 3.0; 3.3 = “satisfactory” (*befriedigend*) = an average performance in every respect,
  - 3.7; 4.0 = “sufficient” (*ausreichend*) = a performance that fulfils the basic requirements despite shortcomings,
  - 5.0 = “insufficient” (*nicht ausreichend*) = a performance that does not fulfil the requirements due to serious shortcomings.
- <sup>5</sup>An assessment evaluated as “insufficient” (*nicht ausreichend*) has been failed.
- (2) <sup>1</sup>If an assessment is evaluated by two examiners, it is only deemed as passed if both examiners evaluate it as “passed” (*bestanden*), “sufficient” (*ausreichend*) or better. <sup>2</sup>In this case, the mark is calculated as the average of the individual marks awarded by the examiners. <sup>3</sup>Section 20 paragraph 3 sentence 4 shall apply accordingly.
- (3) <sup>1</sup>For a course-accompanying examination (VbP) as per section 6 paragraph 3 sentence 2, the individual assessment components shall be evaluated in accordance with the classifications set out in section 17 paragraph 1. <sup>2</sup>Using the weighting predetermined for the individual marks, the overall mark for the course-accompanying examination (VbP) shall be calculated as set out in section 20 paragraph 3 sentences 1, 2 and 4. <sup>3</sup>A course-accompanying examination (VbP) is deemed passed if the overall grade is 4.0 or better. It is irrelevant here whether individual assessment components have not been passed.
- (4) <sup>1</sup>An examination conducted in choice format (e.g. single choice or multiple choice) is deemed passed if the exam candidate has attained at least 50 per cent of the maximum points available (absolute pass mark). <sup>2</sup>In cases however where the average of all examinations minus 18 per cent is worse than the absolute pass mark, the resulting value shall be deemed the relative pass mark. <sup>3</sup>To calculate each examinee's results, the difference between the relative and absolute pass mark shall be added to their points. <sup>4</sup>In the case of repeated assessments, the average performance of the examinees from the first possible examination date shall apply.
- (5) <sup>1</sup>If the examinee has achieved the minimum points required for passing an examination conducted in choice format as specified in paragraph 4, the following marks shall be awarded:
- 1.0 = “very good” (“sehr gut”), if at least 95 per cent,
  - 1.3 = “very good” (“sehr gut”), if at least 90 per cent,
  - 1.7 = “good” (“gut”), if at least 85 per cent,
  - 2.0 = “good” (“gut”), if at least 80 per cent,
  - 2.3 = “good” (“gut”), if at least 75 per cent,
  - 2.7 = “satisfactory” (“befriedigend”), if at least 70 per cent,
  - 3.0 = “satisfactory” (“befriedigend”), if at least 65 per cent,
  - 3.3 = “satisfactory” (“befriedigend”), if at least 60 per cent,
  - 3.7 = “sufficient” (“ausreichend”), if at least 55 per cent and
  - 4.0 = “sufficient” (“ausreichend”), if the minimum
- available points have been attained. <sup>2</sup>Should the examinee fail to achieve the minimum points required for passing, the examination shall be deemed “failed” (“nicht bestanden”).

## Section 18 Deceit, Breach of Regulations

- (1) <sup>1</sup>Attempts to influence the outcome of an assessment or coursework through deceit shall result in evaluation of the assessment concerned as “failed” (*nicht bestanden*). <sup>2</sup>Carrying unauthorised resources after the assessment has started shall always be considered attempted deceit. <sup>3</sup>Electronic communication devices are also considered unauthorised resources. <sup>4</sup>In particularly serious cases – particularly repeated



breach of regulations as per sentence 2 or plagiarism – the responsible body specified in section 3 may exclude the examination candidate from completing further assessments and coursework, or deem irrevocable failure of the entire examination. <sup>5</sup>Sentence 4 shall also apply in the event of breach of regulations in other degree programmes at Gottfried Wilhelm Leibniz Universität Hannover.

- (2) <sup>1</sup>Those who breach regulations may be excluded from continuing the assessment concerned; in this case, the assessment concerned shall be evaluated as "failed" (*nicht bestanden*). <sup>2</sup>Section 14 shall remain unaffected, except in the cases specified in section 18 paragraph 1 sentence 4.

### Section 19 Credit Points for Modules

- (1) <sup>1</sup>The credit points listed in appendix 1 are awarded for a module if the corresponding coursework has been completed and the required assessments have been passed or evaluated as "sufficient" (*ausreichend*) or better. <sup>2</sup>For modules assessed in the form of examinations covering multiple modules (module group) as per appendix 1, credit points are not awarded until the examination covering multiple modules has been passed.
- (2) <sup>1</sup>A module has been passed once all of the credit points stipulated in appendix 1 have been attained. <sup>2</sup>A module group is considered passed if all modules relating to the examination and the examination covering multiple modules have been passed.
- (3) <sup>1</sup>In areas other than the compulsory modules specified in appendix 1, more modules can be selected and completed than is necessary to achieve the required credit points. <sup>2</sup>Calculation of the overall mark is regulated by section 20 paragraphs 1 to 3. <sup>3</sup>Students who have attained the credit points required for the overall progress review and have passed the prescribed number of compulsory elective modules or elective modules may apply to discontinue the examination process for the remaining compulsory elective modules or elective modules that they have started but not yet passed.
- (4) An area of expertise has been passed if all the respective modules as per appendix 1 have been passed.

### Section 20 Calculation of the Overall Mark

- (1) <sup>1</sup>The best marks from passed compulsory modules, compulsory elective modules and elective modules shall be used to calculate the overall mark as set out in paragraph 3, unless otherwise requested by the student. <sup>2</sup>The other passed compulsory elective modules and elective modules shall be treated as additional modules as defined in section 9.
- (2) <sup>1</sup>To calculate the overall mark as per paragraph 3, only the marks from modules necessary to achieve the credit points specified in section 4 may be taken into account. <sup>2</sup>If selection of the final module necessary to achieve the credit points specified in section 4 results in slightly exceeding this number of credit points, the modules shall be taken into account to calculate the overall mark as per paragraph 3.
- (3) <sup>1</sup>The overall mark for the master's examination is the arithmetic mean of the marks of all graded modules as per section 17 paragraphs 1 and 2. <sup>2</sup>The credit points listed there shall be used for weighting unless particular weightings are specified in appendix 1. <sup>3</sup>The overall mark shall be:
- for an average of up to 1.5: "very good" (*sehr gut*),
  - for an average of more than 1.5 up to 2.5: "good" (*gut*),
  - for an average of more than 2.5 up to 3.5: "satisfactory" (*befriedigend*),
  - for an average of more than 3.5 up to 4.0: "sufficient" (*ausreichend*),
  - for an average of more than 4.0: "failed" (*nicht bestanden*).
- <sup>4</sup>To calculate the overall mark as per sentence 3, only the first decimal place shall be taken into account; all further decimal places shall be omitted without rounding up or down.
- (4) If the overall mark of the master's examination is 1.3 or better and the master's thesis achieves a mark of at least 1.3, the classification "with distinction" shall be awarded and indicated on the degree documents as per section 21.
- (5) <sup>1</sup>Unless stipulated otherwise in appendix 1, the arithmetic mean of all graded assessments assigned to the module shall form the mark for the module. <sup>2</sup>The particular weightings or proportionate credit points specified in the appendices shall be used for weighting. <sup>3</sup>If no particular weighting is specified for modules with multiple graded assessments or if credit points are not allocated proportionately to assessments, the assessments shall hold equal weighting to form the module mark. <sup>4</sup>In accordance with paragraph 3 sentence 4, only the first decimal place will be taken into account to form the mark for the module. <sup>5</sup>All further decimal places will be omitted without rounding up or down.

- (6) <sup>1</sup>The marks from passed graded assessments or modules within the scope of the module or module group shall form the mark for the module or module group as specified in paragraph 3. <sup>2</sup>The same applies for calculating the overall mark of an area of expertise.

## Section 21 Certificates of Results and Other Documents

- (1) <sup>1</sup>A degree certificate (*Urkunde*) featuring the awarded academic degree and final degree documents shall be issued for the successfully completed master's degree. <sup>2</sup>The final degree documents comprise a certificate of results (*Zeugnis*) and a record of passed modules (*Verzeichnis der bestandenen Module*). <sup>3</sup>Furthermore, students will receive a diploma supplement and a grading table confirming the relative ECTS grade distribution (*Einstufungstabelle*); upon request, confirmation of the overall degree mark in the form of a grade point average (GPA) is also available from the examination office.
- (2) <sup>1</sup>Provided that no additional subsections are specified in appendix 1 in conjunction with section 20 paragraph 6, the certificate of results (*Zeugnis*) shows the modules and their marks, the title of the master's thesis and its mark, the attained credit points as well as the overall mark awarded for the academic degree and – if applicable – the rating "with distinction" (*mit Auszeichnung*; section 20 paragraph 4). <sup>2</sup>The record of passed modules (*Verzeichnis der bestandenen Module*) – including the master's thesis module – indicates the respective courses and credit points as well as marks or evaluations of assessments. <sup>3</sup>All marks shall be shown as decimal numbers. <sup>4</sup>The date on which the final module relevant for calculation of the overall mark as per section 20 paragraph 1 is passed shall be the date of completion of the master's degree indicated on all documents. <sup>5</sup>The issue date of all final degree documents shall be the date of printing.
- (3) <sup>1</sup>The diploma supplement includes a description of the qualifications achieved through the degree programme as well as the overall mark attained as per section 20 paragraph 3. <sup>2</sup>Paragraph 2 sentences 3 to 5 shall apply accordingly.
- (4) <sup>1</sup>Confirmation of the relative ECTS grade distribution is issued in the form of a grading table. <sup>2</sup>The calculation is based on the ECTS Users' Guide of the European Commission, as amended. <sup>3</sup>The responsible body specified in section 3 shall determine the parameters for cohort formation within the framework specifications of the Presidential Board and shall make them available to the examination office.
- (5) <sup>1</sup>The document confirming the overall mark for the degree as a grade point average (GPA) additionally shows the assessments indicated in the certificate of results (*Zeugnis*) as per paragraph 2 as the following GPA equivalent grades:

Mark	Equivalent Grade
1.0	= 4.0
1.3	= 3.7
1.7	= 3.3
2.0	= 3.0
2.3	= 2.7
2.7	= 2.3
3.0	= 2.0
3.3	= 1.7
3.7	= 1.3
4.0	= 1.0

<sup>2</sup>The equivalent grades of these assessments are used – as specified in section 20 paragraph 6 – to calculate the equivalent grades for the module marks. <sup>3</sup>In deviation to section 20 paragraph 3, the marks shall be rounded up to the first decimal place. <sup>4</sup>Using the equivalent grades of these modules, the GPA shall be calculated as the average of the equivalent grades in accordance with section 20 paragraphs 1 and 2. <sup>5</sup>When calculating the overall mark as per sentence 4, it shall be rounded up to the first decimal place.

- (6) <sup>1</sup>In the case of section 8 paragraph 2 and when a student otherwise discontinues the degree programme concerned at Gottfried Wilhelm Leibniz Universität Hannover, written confirmation shall be issued upon request specifying passed assessments and modules, their marks and the credit points awarded. <sup>2</sup>All marks shall be shown as decimal numbers. <sup>3</sup>If applicable, written confirmation shall also indicate irrevocable failure of the degree programme.
- (7) <sup>1</sup>All documents stated in paragraph 1 shall be issued in German. <sup>2</sup>Additionally, English versions of the documents shall be provided by the examination office.

## **Section 22 Access to Examination Records**

<sup>1</sup>After completing a module examination, students can submit an application to the examination office to be granted access to their complete examination records. <sup>2</sup>The application must be submitted at the latest within one year of announcement of results or issuance of the certificate of results (*Zeugnis*).

## **Section 23 Procedural Provisions**

- (1) Reasons for non-beneficial administrative acts must be given in writing; such acts must be accompanied by information on legal remedies and delivered to the person concerned.
- (2) <sup>1</sup>The person concerned may submit a written objection to a decision based on the evaluation of an assessment; this must be submitted to the responsible body specified in section 3 within one month of receipt of the notification. <sup>2</sup>The responsible body specified in section 3 shall make a decision regarding the objection.
- (3) <sup>1</sup>Should the examination candidate raise concrete and substantiated objections against an evaluation by one of the examiners, the responsible body specified in section 3 shall forward the objection to the examiner concerned or – in the case of a first and second examiner – both examiners so that they may respond. <sup>2</sup>If the evaluation is changed by the examiner(s) in accordance with the request, the examination board shall remedy the objection. <sup>3</sup>Otherwise, the examination board shall review the evaluation on the basis of the response(s), paying particular attention to whether
  1. the examination process was duly carried out,
  2. the evaluation was based on incorrect facts,
  3. generally applicable evaluation principles were not observed,
  4. a reasonable and logically justified solution was evaluated as incorrect, or whether
  5. the examiner was guided by irrelevant considerations.
- (4) A decision regarding the objection must be made within three months.
- (5) The proceedings shall not result in a worse examination mark for the examination candidate.

## **Part Four: Final Provisions**

### **Section 24 Entry into Force and Interim Provisions**

- (1) These amended examination regulations shall enter into force as of 1 October 2022 after approval by the Presidential Board and publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover.
- (2) <sup>1</sup>Students who have enrolled in the master's degree programme Economics and Management at Gottfried Wilhelm Leibniz Universität shall be subject to these examination regulations from their entry into force. <sup>2</sup>The responsible body specified in section 3 shall decide upon exceptions referring to appendix 1 upon substantiated request, which must be submitted within three months of entry into force of these examination regulations. <sup>3</sup>Any general transition rules that may be necessary shall be resolved by the responsible body specified in section 3 in supplement to these examination regulations.
- (3) Section 8 paragraph 2 second half of sentence 1 shall apply for the first time at the end of the summer semester 2023 to students who enrolled in the master's degree programme Economics and Management at Gottfried Wilhelm Leibniz Universität Hannover before 01.10.2022, regardless of their course semester.

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## **Appendix 1: Areas of expertise in the master's degree programme Economics and Management**

The master's degree programme consists of eight different areas of expertise each of which can be taken either as a major comprising at least 50 credit points or as a minor comprising at least 20 credit points.

The eight areas of expertise can be organised into compulsory modules, compulsory elective modules and elective modules. Further details are provided in appendices 1.1 through 1.8.

Students must complete at least 120 credit points in total; of these, at least 50 credit points in exactly one area of expertise (major); at least 20 credit points in exactly one area of expertise (minor); if applicable, elective modules; and the master's thesis (30 credit points).

The compulsory modules and the compulsory elective modules of the areas of expertise are listed in appendices 1.1. through 1.8. The elective modules, their quantity and allocation to the areas of expertise, and the credit points of the module in question can be taken from the curriculum or the module handbook of the Faculty of Economics and Management; the forms of the assessments to be completed result from the curriculum as well.

Students must submit an irrevocable written application indicating their selection of the two areas of expertise, indicating their major and minor, at the latest six weeks before the end of the lecture period of their first semester. Students may submit an irrevocable written application to switch their major and minor as applied for during their first semester at the latest six weeks before the end of the lecture period of their second semester.

Students must complete 20 credit points by the end of the second course semester (excluding a leave of absence). If they fail to meet the deadline, Section 8 paragraph 2 shall apply.

The modules, their quantity and allocation to the areas of expertise, and the credit points of the module in question can be taken from the curriculum or the module handbook of the Faculty of Economics and Management; the forms of the assessments to be completed result from the curriculum as well.

### **Appendix 1.1: Area of Expertise Accounting, Taxation and Public Finance (Major)**

Students complete 10 credit points in compulsory modules and at least 40 credit points in elective modules. They must complete at least 5 credit points in a course-accompanying examination (VbP) (seminar assignment (SE)).

#### Appendix 1.1.a): Compulsory Modules

<b>Module</b>	<b>Courses</b>	<b>Semester</b>	<b>Prerequisites (if applicable)</b>	<b>Pieces of course-work</b>	<b>Assessment</b>	<b>Credit points</b>
Analytical Accounting	Analytical Accounting	1 to 3			K 60	5
Data Analytics	Data Analytics	1 to 3			K 60	5
Total:						10

#### Appendix 1.1.b): Compulsory elective modules – not applicable

#### Appendix 1.1.c): Elective Modules

<b>Module</b>	<b>Courses</b>	<b>Semester</b>	<b>Prerequisites (if applicable)</b>	<b>Pieces of course-work</b>	<b>Assessment</b>	<b>Credit points</b>
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						40

Appendix 1.2: Area of Expertise Accounting, Taxation and Public Finance (Minor)

Students complete at least 20 credit points in elective modules.

Appendix 1.2.a): Compulsory modules – not applicable

Appendix 1.2.b): Compulsory elective modules – not applicable

Appendix 1.2.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						20

Appendix 1.3: Area of Expertise Economic Policy and Theory (Major)

Students complete 10 credit points in compulsory modules and at least 40 credit points in elective modules. They must complete at least 5 credit points in a course-accompanying examination (VbP) (seminar assignment (SE)).

Appendix 1.3.a): Compulsory Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Microeconomics	Microeconomics	1 to 3			K 60	5
Foundations of Economic Policy	Foundations of Economic Policy	1 to 3			K 60	5
Total:						10

Appendix 1.3.b): Compulsory elective modules – not applicable

Appendix 1.3.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						40

Appendix 1.4: Area of Expertise Economic Policy and Theory (Minor)

Students complete at least 20 credit points in elective modules.



Appendix 1.4.a): Compulsory modules – not applicable

Appendix 1.4.b): Compulsory elective modules – not applicable

Appendix 1.4.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						20

Appendix 1.5: Area of Expertise Empirical Economics and Econometrics (Major)

Students complete at least 50 credit points in elective modules. They must complete at least 5 credit points in a course-accompanying examination (VbP) (seminar assignment (SE)).

Appendix 1.5.a): Compulsory modules – not applicable

Appendix 1.5.b): Compulsory elective modules – not applicable

Appendix 1.5.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						50

Appendix 1.6: Area of Expertise Empirical Economics and Econometrics (Minor)

Students complete at least 20 credit points in elective modules.

Appendix 1.6.a): Compulsory modules – not applicable

Appendix 1.6.b): Compulsory elective modules – not applicable

Appendix 1.6.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5

Total:	20
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Appendix 1.7: Area of Expertise Finance, Banking & Insurance (Major)

Students complete at least 50 credit points in elective modules. They must complete at least 10 credit points in a course-accompanying examination (VbP) (seminar assignment (SE)).

Appendix 1.7.a): Compulsory modules – not applicable

Appendix 1.7.b): Compulsory elective modules – not applicable

Appendix 1.7.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						50

Appendix 1.8: Area of Expertise Finance, Banking & Insurance (Minor)

Students complete at least 20 credit points in elective modules.

Appendix 1.8.a): Compulsory modules – not applicable

Appendix 1.8.b): Compulsory elective modules – not applicable

Appendix 1.8.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						20

Appendix 1.9: Area of Expertise Health Economics (Major)

Students complete 5 credit points in compulsory modules and at least 45 credit points in elective modules. They must complete at least 10 credit points in a course-accompanying examination (VbP) (seminar assignment (SE)).

Appendix 1.9.a): Compulsory Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of	Assessment	Credit points
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				<b>course-work</b>		
Theory of Health Economics	Theory of Health Economics	1 to 3			K 60	5
Total:						5

Appendix 1.9.b): Compulsory elective modules – not applicable

Appendix 1.9.c): Elective Modules

<b>Module</b>	<b>Courses</b>	<b>Semester</b>	<b>Prerequisites (if applicable)</b>	<b>Pieces of course-work</b>	<b>Assessment</b>	<b>Credit points</b>
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						45

Appendix 1.10: Area of Expertise Health Economics (Minor)

Students complete at least 20 credit points in elective modules.

Appendix 1.10.a): Compulsory modules – not applicable

Appendix 1.10.b): Compulsory elective modules – not applicable

Appendix 1.10.c): Elective Modules

<b>Module</b>	<b>Courses</b>	<b>Semester</b>	<b>Prerequisites (if applicable)</b>	<b>Pieces of course-work</b>	<b>Assessment</b>	<b>Credit points</b>
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						20

Appendix 1.11: Area of Expertise Information and Operations Management (Major)

Students complete 10 credit points in compulsory modules and at least 40 credit points in elective modules. They must complete at least 10 credit points in a course-accompanying examination (VbP) (seminar assignment (SE)).

Appendix 1.11.a): Compulsory Modules

<b>Module</b>	<b>Courses</b>	<b>Semester</b>	<b>Prerequisites (if applicable)</b>	<b>Pieces of course-work</b>	<b>Assessment</b>	<b>Credit points</b>
Operations Research	Operations Research	1 to 3			K 60	5

Information Systems	Information Systems	1 to 3			K 60	5
Total:						10

Appendix 1.11.b): Compulsory elective modules – not applicable

Appendix 1.11.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						40

Appendix 1.12: Area of Expertise Information and Operations Management (Minor)

Students complete 10 credit points in compulsory modules and at least 10 credit points in elective modules.

Appendix 1.12.a): Compulsory Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Operations Research	Operations Research	1 to 3			K 60	5
Information Systems	Information Systems	1 to 3			K 60	5
Total:						10

Appendix 1.12.b): Compulsory elective modules – not applicable

Appendix 1.12.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						10

Appendix 1.13: Area of Expertise International Environment and Development Studies (Major)

Students complete at least 50 credit points in elective modules. They must complete at least 10 credit points in a course-accompanying examination (VbP) (seminar assignment (SE)).

Appendix 1.13.a): Compulsory modules – not applicable

Appendix 1.13.b): Compulsory elective modules – not applicable

Appendix 1.13.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						50

Appendix 1.14: Area of Expertise International Environment and Development Studies (Minor)

Students complete at least 20 credit points in elective modules.

Appendix 1.14.a): Compulsory modules – not applicable

Appendix 1.14.b): Compulsory elective modules – not applicable

Appendix 1.14.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						20

Appendix 1.15: Area of Expertise Strategic Management (Major)

Students complete 10 credit points in compulsory modules and at least 40 credit points in elective modules. They must complete at least 10 credit points in a course-accompanying examination (VbP) (seminar assignment (SE)).

Appendix 1.15.a): Compulsory modules – not applicable

Appendix 1.15.b): Compulsory Elective Modules

Students must select at least 2 of the 4 modules.

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Qualitative Management Research 1	Qualitative Management Research 1	1 to 3			K 60	5

Qualitative Management Research 2	Qualitative Management Research 2	1 to 3			K 60	5
Quantitative Management Methods 1	Quantitative Management Methods 1	1 to 3			K 60	5
Quantitative Management Methods 2	Quantitative Management Methods 2	1 to 3			K 60	5
<b>Total</b>						<b>10</b>

Appendix 1.15.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						40

Appendix 1.16: Area of Expertise Strategic Management (Minor)

Students complete at least 20 credit points in elective modules.

Appendix 1.16.a): Compulsory modules – not applicable

Appendix 1.16.b): Compulsory elective modules – not applicable

Appendix 1.16.c): Elective Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total:						20

Appendix 1.17: Area of Expertise Elective Modules

Students may complete up to 20 credit points for the elective modules selected from the elective modules of all eight areas of expertise (Appendices 1.1 through 1.16).

Appendix 1.17.a): Compulsory modules – not applicable

Appendix 1.17.b): Compulsory elective modules – not applicable

Appendix 1.17.c): Elective Modules

<b>Module</b>	<b>Courses</b>	<b>Semester</b>	<b>Prerequisites (if applicable)</b>	<b>Pieces of course-work</b>	<b>Assessment</b>	<b>Credit points</b>
Elective module	Lecture or colloquium	1 to 3			K 60 or MP or HA	5 or 10
Elective module	Seminar	1 to 3			VbP	5
Total						20

Appendix 1.18: Master's thesis

<b>Module</b>	<b>Courses</b>	<b>Semester</b>	<b>Prerequisites (if applicable)</b>	<b>Pieces of course-work</b>	<b>Assessment</b>	<b>Credit points</b>
Master's thesis		4			MA	30

The master's thesis module includes one assessment.

## **Appendix 2: Assessment Types**

### **Appendix 2.1: Definitions**

#### **Bachelor's thesis (BA)**

The bachelor's thesis module comprises the bachelor's thesis and, if applicable, an oral assessment and/or a piece of coursework as defined in the (degree programme-related) appendix.

#### **Term paper (HA)**

A term paper is an independently written paper on a subject-specific or interdisciplinary topic.

#### **Written examination (K)**

A written examination is a written or electronic assessment completed under supervision.

#### **Multiple-choice examination (KA)**

<sup>1</sup>A written examination is a written or electronic assessment completed under supervision. <sup>2</sup>Parts of written examinations may be conducted as multiple-choice examinations. <sup>3</sup>When drafting the examination questions and answers, the examiner must determine which answers shall be recognised as correct. <sup>4</sup>Two authorised examiners must review the examination questions and answers for multiple-choice examinations in advance for errors, consistency of content and appropriateness. <sup>5</sup>Should a subsequent review of the examination questions reveal obvious errors in individual questions, these shall be deemed not to have been assigned. <sup>6</sup>Evaluation of the examinations shall be based on the number of questions minus the number of erroneous questions. <sup>7</sup>Reduction of the number of examination questions shall not have a disadvantageous effect for examination candidates.

#### **Master's thesis (MA)**

The master's thesis module comprises the master's thesis and, if applicable, an oral assessment and/or a piece of coursework as defined in the (degree programme-related) appendix.

#### **Oral examination (MP)**

<sup>1</sup>Oral examinations are conducted privately in the presence of an observer who holds the qualification to be ascertained through said examination or an equivalent qualification. <sup>2</sup>The essential topics of the examination shall be recorded in the minutes of the assessment. <sup>3</sup>Students wishing to take the same examination at a later date and other members of the university who express legitimate interest must be permitted to observe the oral examination as guests. <sup>4</sup>This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>5</sup>At the request of the examination candidate or candidates, the guests specified in sentence 3 must be excluded.

#### **Placement report (PB)**

<sup>1</sup>A placement report is a written paper relating to a placement organised individually by the student and undertaken outside of the determined registration and examination periods at an external institution or at one of the university facilities. <sup>2</sup>Topics include, for example, preparing and performing the placement as well as critical reflection on a predetermined subject.

#### **Project-related examination (PJ)**

<sup>1</sup>A project-related examination involves addressing a predefined subject-specific or interdisciplinary topic in a theoretical, empirical, experimental, constructive, conceptual, applied artistic or documentary manner. <sup>2</sup>The results are presented in the form of a written and/or planning and/or artistic and/or electronic assignment. <sup>3</sup>The examiner may require a presentation followed by a discussion. <sup>4</sup>The scope of the work (in months or hours) specified in appendix 1 is binding.



### **Practical sports presentation (SP)**

<sup>1</sup>A practical sports presentation comprises one or more assignments to prove the demonstration and movement skills of examination candidates in the subject of sports. <sup>2</sup>Skills such as techniques and tactics specific to a particular sport; coordinative-rhythmic, coordinative-technical or conditional basics as well as the situational ability to play or act may be evaluated. <sup>3</sup>The type of presentation in a particular case is determined by agreement. <sup>4</sup>The practical sports presentation is conducted before one examiner and one proficient observer. <sup>5</sup>The essential topics of the examination shall be recorded in the minutes of the assessment. <sup>6</sup>Students wishing to take the same examination at a later date and other members of the university who express legitimate interest must be permitted to observe the practical sports presentation as guests. <sup>7</sup>This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>8</sup>At the request of the examination candidate or candidates, the guests specified in sentence 6 must be excluded.

### **Independent assignment (ST)**

<sup>1</sup>In an independent assignment a subject-specific or interdisciplinary topic is addressed in a theoretical, experimental or constructive respect and the solutions developed are presented and explained in a manner usual for the professional activity. <sup>2</sup>The scope of the work (in months or hours) specified in appendix 1 is binding. <sup>3</sup>The stipulations in section 5 of these examination regulations shall apply. <sup>4</sup>The topic of the independent assignment shall be determined by the examiner after hearing the examination candidate. <sup>5</sup>The topic shall be assigned by the responsible body specified in section 3 or the entity appointed by that body; assignment of the topic must be recorded. <sup>6</sup>The topic and a schedule for completion must also be set when the topic is assigned; the schedule for completion is to be prepared by the examination candidate. <sup>7</sup>During preparation of the independent assignment, the examination candidate shall be supervised by the examiner, if appropriate in consultation with a person designated by the examiner. <sup>8</sup>The period from assignment of the topic to submission of the independent assignment is six months. <sup>9</sup>The student may return the topic of the independent assignment only once and only within the first eight weeks of the period provided for its preparation. <sup>10</sup>Two copies of the independent assignment must be submitted to the entity appointed by the responsible body specified in section 3 by the deadline; the date and time of submission must be recorded. <sup>11</sup>Evaluation of the independent assignment may also include consideration of the process of its preparation.

### **Course-accompanying examination (VbP)**

<sup>1</sup>A course-accompanying examination (VbP) addresses a topic relating to a specific course and is conducted continuously during the semester. <sup>2</sup>A VbP may comprise multiple examination components, which shall not exceed four components. <sup>3</sup>The examiner shall determine and communicate the assessment type for a VbP by 15.10. for the winter semester or by 15.04. for the summer semester at the latest, at least for the semester in question. <sup>4</sup>For courses and modules with a VbP, other assessments may be mandated as prerequisites only if the responsible dean of studies office can ensure that evaluation of the required module has been completed by the registration period for the VbP. <sup>5</sup>The relevant registration and examination periods for the VbP examinations can be found in appendix 3.1 of the examination regulations.

<sup>6</sup>A VbP may comprise the following assessment types:

#### **Written assignment (AA)**

<sup>1</sup>Written assignments are independent academic papers on a predetermined topic. <sup>2</sup>They comprise a definition of the topic, a discussion of the problem, results and a conclusion. <sup>3</sup>Written assignments include reports and/or minutes of field trips, placements or projects.

#### **Documentation (DO)**

<sup>1</sup>A documentation comprises the analysis and presentation of an artistic, cognitive or action-oriented process. <sup>2</sup>Documentations can take the form of reports and plans that correspond to those used in professional practice. <sup>3</sup>Conditions regarding the number of pages or the number of plans or draft sheets may be determined by the examiner at the beginning of the examination and depend on the assignment. <sup>4</sup>Further materials may be appended to the report.

### **Essay (ES)**

<sup>1</sup>An essay is a critical analysis of a literary and/or scientific question in written form. <sup>2</sup>A topic is discussed in a greater overall context according to general academic standards and scientific positions are critically evaluated or analysed.

### **Colloquium (KO)**

<sup>1</sup>A colloquium comprises an oral presentation with a subsequent discussion of the topic, methods and results of the paper. <sup>2</sup>The examination candidate is to demonstrate in the colloquium that they have the ability to defend their point of view within the scope of critical academic discussion. <sup>3</sup>The essential topics of the assessment shall be recorded in the minutes of the assessment. <sup>4</sup>Students wishing to take the same examination at a later date or other members of the university who express legitimate interest must be permitted to observe the colloquium as guests. <sup>5</sup>This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>6</sup>At the request of the examination candidate or candidates, the guests specified in sentence 4 must be excluded.

### **In-class test (KU)**

<sup>1</sup>An in-class test is a written assessment conducted under supervision during a set time. Following the requirements of the examiner, students must successfully complete a certain proportion of the assigned tasks in order to pass the in-class test.

### **Artistic academic presentation (KW)**

<sup>1</sup>An artistic academic presentation is based on the interaction between artistic processes and scientific analysis addressed in an artistic project and presented in an appropriate form. <sup>2</sup>The lines of argument and interpretation featured in the presentation in the form of images and text are either expressed in an oral presentation with a subsequent discussion or explained in a term paper. <sup>3</sup>An artistic academic presentation is conducted as an individual examination before an examiner and a proficient observer. <sup>4</sup>The essential topics of the examination shall be recorded in the minutes of the assessment. <sup>5</sup>Students wishing to take the same examination at a later date and other members of the university who express legitimate interest must be permitted to observe the artistic academic presentation as guests. <sup>6</sup>This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>7</sup>At the request of the examination candidate or candidates, the guests specified in sentence 5 must be excluded.

### **Lab exercise (LÜ)**

<sup>1</sup>A lab exercise comprises a series of practical tests or programming assignments, accompanied by written assignments (lab reports). <sup>2</sup>As a rule, students explain their practical work, interpret the results and place them in a scientific context.

### **Model (MO)**

<sup>1</sup>Models are extensions of two-dimensional designs or plans and serve to illustrate a plan's spatial layout and to clarify planning issues. <sup>2</sup>They are created to different scales, depending on the task and focus.

### **Teaching a group to play music (ME)**

The aim of the VbP component "teaching a group to play music" is to demonstrate the ability to apply practical teaching skills (particularly practical music making at school) in a school class or a smaller group in an appropriate methodological and didactic manner.

### **Musical performance (MU)**

<sup>1</sup>The VbP component "musical performance" is conducted as an individual examination before two examiners or one examiner and one proficient observer. <sup>2</sup>The essential topics of the examination shall be recorded in the minutes of the assessment. <sup>3</sup>Students wishing to take the same examination at a later date and other members of the university who express legitimate interest must be permitted to observe the musical performance as guests. <sup>4</sup>This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>5</sup>At

the request of the examination candidate or candidates, the guests specified in sentence 3 must be excluded.

### **Musical performance by pupils (MK)**

The VbP component "musical performance by pupils" is based on a music education seminar and includes a musical performance by pupils.

### **Portfolio (PF)**

<sup>1</sup>A portfolio documents the learning process concerning certain topics or assignments set by the examiners at the start of the course. <sup>2</sup>Students conduct systematic self-reflection during the course or retrospectively; in so doing, they may compile various materials in a folder, depending on what is agreed. <sup>3</sup>An optional supplementary interview may be conducted to discuss the portfolio. <sup>4</sup>Like the portfolio itself, the interview is competence-oriented.

### **Concert with an educational focus (PK)**

<sup>1</sup>The VbP component "concert with an educational focus" is an assignment in relation to the artistic major in which the educational focus (if applicable, in terms of modern concert pedagogy) plays an important role in execution and presentation/performance. <sup>2</sup>As a rule, it is presented in a school learning group.

### **Presentation (PR)**

<sup>1</sup>A presentation is an independent and in-depth analysis of a predetermined topic within the context of the course. <sup>2</sup>The work and results are presented orally and/or using electronic and other media, as well as in the subsequent discussion. <sup>3</sup>The examiner may require a written assignment. <sup>4</sup>The type and duration of the presentation shall be determined by the examiner, unless this is specified in the (degree programme-related) appendix.

### **Practical examination (PP)**

<sup>1</sup>A practical examination comprises one or more assignments to prove students' movement skills in the subject of sports. <sup>2</sup>Skills such as techniques and tactics specific to a particular sport; coordinative-rhythmic, coordinative-technical or conditional basics as well as the situational ability to play or act may be evaluated. <sup>3</sup>The type of presentation in a particular case is determined by agreement. <sup>4</sup>The ungraded practical examination is conducted by one examiner over the course of the semester.

### **Project assignment (P)**

<sup>1</sup>A project assignment involves addressing a predefined subject-specific or interdisciplinary topic in a theoretical, empirical, experimental, constructive, conceptual, applied artistic or documentary manner. <sup>2</sup>The results are presented in the form of a written and/or planning and/or artistic and/or electronic assignment. <sup>3</sup>The examiner may require a presentation followed by a discussion.

### **Seminar assignment (SE)**

A seminar assignment comprises a term paper and – depending on the requirements of the examiner – may include a presentation with a subsequent discussion.

### **Theatrical performance (TP)**

<sup>1</sup>A theatrical performance is the presentation of practical theatrical work before an audience, either in a process-oriented or product-oriented form. <sup>2</sup>The essential topics of the examination shall be recorded in the minutes of the assessment. <sup>3</sup>Students wishing to take the same examination at a later date and other members of the university who express legitimate interest must be permitted to observe the theatrical performance as guests. <sup>4</sup>This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>5</sup>At the request of the examination candidate or candidates, the guests specified in sentence 3 must be excluded.

### **Practical assessment (Ü)**

<sup>1</sup>A practical assessment is an assessment conducted under supervision during a set time within the course schedule. <sup>2</sup>Following the requirements of the examiner, students must successfully complete a certain proportion of the practical assessment assignments in order to pass.

### **Lesson preparation and implementation (U)**

<sup>1</sup>As an assessment type, lesson preparation and implementation entails independent planning and implementation of a lesson as part of a teaching placement at a school for children with special needs or in an inclusive environment. <sup>2</sup>The lesson is reviewed and evaluated by a mentor and the seminar coordinator of the preparation seminar.

### **Graphic representation (ZD)**

<sup>1</sup>Graphic representations explain, clarify and present design and planning work. <sup>2</sup>Depending on the task and thematic focus, they are prepared at different scales and using different techniques.

Appendix 2.2: Glossary of Assessment Types

BA	Bachelor's thesis
HA	Term paper
K	Written examination
KA	Multiple-choice examination
MA	Master's thesis
MP	Oral examination
PB	Placement report
PJ	Project-related examination
SP	Practical sports presentation
ST	Independent assignment
VbP	Course-accompanying examination
AA	Written assignment
DO	Documentation
ES	Essay
KO	Colloquium
KU	In-class test
KW	Artistic academic presentation
LÜ	Lab exercise
MO	Model
ME	Teaching a group to play music
MU	Musical performance
MK	Musical performance by pupils
PF	Portfolio
PK	Concert with an educational focus
PR	Presentation
PP	Practical examination
P	Project assignment
SE	Seminar assignment
TP	Theatrical performance
Ü	Tutorial
U	Lesson preparation and implementation
ZD	Graphic representation

### **Appendix 3: Supplementary Provisions**

#### **Appendix 3.1: Registration and Examination Periods**

<sup>1</sup>The responsible body specified in section 3 shall determine the variant for this degree programme and for the subjects in this degree programme. <sup>2</sup>It shall decide either on variant 1 (one registration period/one examination period) or on variant 2 (two registration periods/two examination periods).

<sup>3</sup>In the case of modules that are exported to other degree programmes or made available to them, the degree programme or the responsible body of the faculty as specified in section 3 offering the module shall determine the variant; as a result, modules in this degree programme offered by other degree programmes (imported modules) may be assigned to a different variant. <sup>4</sup>Students may register for the bachelor's thesis, master's thesis and independent assignments (ST) outside of the periods stated. <sup>5</sup>Placement reports shall be registered in the registration period corresponding to the specified variant, but can be completed outside of the applicable examination periods and during the subsequent semester.

<sup>6</sup>Students must be notified of examination dates for oral examinations at least 14 days in advance via appropriate means of communication.

	Registration Period Summer Semester	Examination Period Summer Semester	Registration Period Winter Semester	Examination Period Winter Semester
<b>Variant 1</b>				
<i>Period for all assessment types except VbP</i>	15.05. – 31.05.	15.06. – 14.10.	15.11. – 30.11.	15.12. – 14.04.
<i>Period for VbP assessment types</i>	15.04. – 30.04.	01.05. – 31.08.	15.10. – 31.10.	01.11. – 28.02.
<b>Variant 2</b>				
<i>Period I for all assessment types except VbP</i>	15.05. – 31.05.	15.06. – 31.08.	15.11. – 30.11.	15.12. – 28.02.
<i>Period II for all assessment types except VbP</i>	16.09. – 23.09.	24.09. – 14.10.	16.03. – 23.03.	24.03. – 14.04.
<i>Period for VbP assessment types</i>	15.04. – 30.04.	01.05. – 31.08.	15.10. – 31.10.	01.11. – 28.02.

#### **Appendix 3.2: Deadlines for Evaluation of Assessments**

<sup>1</sup>Depending on the variant selected, as specified in appendix 3.1, examiners shall submit marks as follows:

	Summer Semester	Winter Semester
<b>Variant 1</b>		
<i>Period for all assessment types except VbP</i>	by 26.10.	by 26.04.
<i>Period for VbP assessment types</i>	by 15.09.	by 15.03.
<b>Variant 2</b>		
<i>Period I for all assessment types except VbP</i>	by 12.09.	by 12.03.
<i>Period II for all assessment types except VbP</i>	by 26.10.	by 26.04.
<i>Period for VbP assessment types</i>	by 15.09.	by 15.03.

<sup>2</sup>Examiners shall evaluate assessments and submit marks within the deadline in accordance with section 17 paragraph 1. <sup>3</sup>Assessments that occur at the end of the examination period shall be subject to a shorter deadline for evaluation of at least 12 days. <sup>4</sup>The same shall apply for VbP.

#### Appendix 3.3: Deviating Stipulations Concerning Variant 2 Assessment Types

In variant 2, the term paper must be registered as an assessment during registration period I. In these cases, the assessment must be completed at the latest at the end of examination period II, as determined by the examiner.

**Anlage 4: Nachweis der Prüfungsunfähigkeit**  
Proof of Incapacity to Take an Examination



**Anlage 4 a: Rücktritt wegen Krankheit: Nachweis der Prüfungsunfähigkeit zur Vorlage beim Prüfungsausschuss (Prüfungen mit Prüfungstermin)**

*Withdrawal due to illness: proof of incapacity to take an examination for submission to the examination board (examinations with an exam date)*

**Rücktrittserklärung wegen krankheitsbedingter Prüfungsunfähigkeit und ärztliches Attest**  
*Declaration of withdrawal because of incapacity to take an examination due to illness and medical certificate*

**Angaben der/des Studierenden:**

*Student's details:*

Nachname: <i>Surname:</i>	Vorname: <i>First name:</i>
Geburtsdatum: <i>Date of birth:</i>	E-Mail-Adresse: <i>Email address:</i>
Telefonnummer: <i>Telephone number:</i>	Matrikelnummer: <i>Enrolment number:</i>
Studiengang: <i>Degree programme:</i>	

**Betroffene Prüfung:**

*Examination concerned:*

Modul/Prüfung: <i>Module/examination:</i>	Form der Prüfung: <input type="checkbox"/> Klausur <i>Written examination</i> <input type="checkbox"/> mündliche Prüfung <i>Oral examination</i> <input type="checkbox"/> _____
Prüferin/Prüfer: <i>Examiner:</i>	Prüfungstermin: <i>Date of examination</i>

**Erläuterungen der/des Studierenden zur Prüfungsunfähigkeit:**

*Additional information (to be completed by the student):*

Es wird empfohlen, zusätzlich zu den Angaben der/des behandelnden Ärztin/Arztes nähere Ausführungen zur Einschränkung zu machen. Bedenken Sie bitte, dass der Prüfungsausschuss nur anhand dieses Formulars in der Lage sein muss, eine Entscheidung zu treffen. \*

*We recommend that you provide a more detailed explanation of the limitations in addition to the information provided by your doctor.*

*It is important to note that the examination board must be able to make a decision solely on the basis of this form. \**



\*Sollte der Platz für Ihre Ausführungen nicht ausreichen, fügen Sie bitte ein weiteres Blatt als Anlage bei.

*\* If the space provided for your additional information is insufficient, please attach an additional sheet of paper.*

**Erklärung der/des Studierenden:**

*Declaration (to be completed by the student):*

1. Hiermit erkläre ich meinen Rücktritt von der o.g. Prüfung.
2. Die Datenschutzhinweise im Anhang habe ich zur Kenntnis genommen und auch meiner behandelnden Ärztin/meinem behandelnden Arzt zur Kenntnis gegeben.
3. Meine behandelnde Ärztin/mein behandelnder Arzt wird hiermit von der ärztlichen Schweigepflicht entbunden und ermächtigt, relevante Informationen im Zusammenhang dieses Antrags an die Leibniz Universität weiterzugeben.  
*1. I confirm my withdrawal from the abovementioned examination.*  
*2. I acknowledge the enclosed data protection information and confirm that I have disclosed this information to my doctor.*  
*3. I hereby release my doctor from the obligation to maintain medical confidentiality and authorise my doctor to disclose relevant information to Leibniz University Hannover in connection with this application.*

\_\_\_\_\_  
Ort, Datum

*Place, date*

\_\_\_\_\_  
Unterschrift

*Signature*

**Erläuterung für die behandelnde Ärztin/den behandelnden Arzt:**

Wenn Studierende aus gesundheitlichen Gründen eine Prüfung versäumen oder von ihr zurücktreten, haben sie ihre krankheitsbedingte Prüfungsunfähigkeit glaubhaft zu machen. Dazu benötigen die Studierenden ein ärztliches Attest, das dem Prüfungsausschuss ermöglicht, aufgrund Ihrer Angaben als medizinischer Sachverständiger die Rechtsfrage zu beantworten, ob eine krankheitsbedingte Prüfungsunfähigkeit vorliegt. Dies erfordert Aussagen zu folgenden Punkten in dem ärztlichen Attest:

1. Den gesundheitlichen Beeinträchtigungen des Prüflings und
2. den sich daraus ergebenden Einschränkungen des Prüflings im Hinblick auf die betroffene Prüfung.

Bitte beachten:

Eine Diagnose wird explizit nicht abgefragt!

Die pauschale Bescheinigung von Arbeitsunfähigkeit oder Prüfungsunfähigkeit ist nicht ausreichend.

Studierende sind auf Grund ihrer Mitwirkungspflicht grundsätzlich dazu verpflichtet, zur Feststellung der Prüfungsunfähigkeit ihre Beschwerden offenzulegen und hierzu erforderlichenfalls den behandelnden Arzt von der Schweigepflicht zu entbinden. Im Rahmen der Aufgabenerfüllung notwendige personenbezogene Daten dürfen für diese Zwecke erhoben werden. (Anhang: Datenschutzhinweise nach Art. 13, 14 und 21 DSGVO)

Hinweis: Dieses Formular ist ein Muster. Das Attest kann auch formlos erstellt werden, soweit es die beiden oben genannten Punkte erhält.

**Erklärung der Ärztin/des Arztes:**

1. Meine heutige Untersuchung der Patientin/des Patienten \_\_\_\_\_ hat aus ärztlicher Sicht ergeben, dass folgende gesundheitliche Beeinträchtigungen (z. B. eingeschränkte Motorik der Hand – die Diagnose selbst braucht nicht genannt zu werden) und sich daraus ergebende Einschränkungen im Hinblick auf die betroffene Prüfung vorliegen:

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1. Die Gesundheitsstörung ist (bitte ankreuzen!)

auf Prüfungsstress zurückzuführen     dauerhaft, d.h. auf nicht absehbare Zeit     vorübergehend

*(Hinweis: Examensängste und Prüfungsstress sind grundsätzlich keine Beeinträchtigung mit Krankheitswert, es sei denn, dass sie den Grad einer psychischen Erkrankung erreichen.)*

2. Dauer der Krankheit:

von: \_\_\_\_\_ bis: \_\_\_\_\_

3.  Die nachstehenden Datenschutzhinweise habe ich zur Kenntnis genommen. (Bitte ankreuzen!)

5. Datum, Unterschrift: \_\_\_\_\_

Praxisstempel



**Anlage 4 b: Verlängerung der Bearbeitungszeit:**

**Nachweis der Prüfungsunfähigkeit wegen Krankheit zur Vorlage beim Prüfungsausschuss**

*Appendix 4 b: Submission deadline extension:*

*proof of incapacity to take an examination due to illness for submission to the examination board*

**Verlängerung der Bearbeitungszeit wegen krankheitsbedingter Prüfungsunfähigkeit und ärztliches Attest**  
*Submission deadline extension because of incapacity to take an examination due to illness and medical certificate*

**Angaben der/des Studierenden:**

*Student's details:*

Nachname: <i>Surname:</i>	Vorname: <i>First name:</i>
Geburtsdatum: <i>Date of birth:</i>	E-Mail-Adresse: <i>Email address:</i>
Telefonnummer: <i>Telephone number:</i>	Matrikelnummer: <i>Enrolment number:</i>
Studiengang: <i>Degree programme:</i>	

**Betroffene Prüfung:**

*Examination concerned:*

Modul/Prüfung: <i>Module/examination:</i>	Form der Prüfung: <i>Assessment type:</i> <input type="checkbox"/> Bachelorarbeit <i>Bachelor's thesis</i> <input type="checkbox"/> Masterarbeit <i>Master's thesis</i> <input type="checkbox"/> _____
Prüferin/Prüfer: <i>Examiner:</i>	Aktueller Abgabetermin: <i>Current submission deadline:</i> Gab es bereits eine Verlängerung? <i>Was the deadline extended previously?</i> <input type="checkbox"/> ja <input type="checkbox"/> nein <i>Yes No</i> Falls ja, ursprünglicher Abgabetermin: <i>If yes, original submission deadline:</i>

**Erläuterungen der/des Studierenden zur Prüfungsunfähigkeit:**

*Additional information (to be completed by the student):*

Es wird empfohlen, zusätzlich zu den Angaben der/des behandelnden Ärztin/Arztes nähere Ausführungen zur Einschränkung zu machen. Bedenken Sie bitte, dass der Prüfungsausschuss nur anhand dieses Formulars in der Lage sein muss, eine Entscheidung zu treffen. \*

We recommend that you provide a more detailed explanation of the limitations in addition to the information provided by your doctor.

It is important to note that the examination board must be able to make a decision solely on the basis of this form. \*

\*Sollte der Platz für Ihre Ausführungen nicht ausreichen, fügen Sie bitte ein weiteres Blatt als Anlage bei.

*\* If the space provided for your additional information is insufficient, please attach an additional sheet of paper.*

**Erklärung der/des Studierenden:**

*Declaration (to be completed by the student):*

1. Hiermit beantrage ich die Verlängerung der Bearbeitungszeit der o.g. Arbeit.
2. Die Datenschutzhinweise im Anhang habe ich zur Kenntnis genommen und auch meiner behandelnden Ärztin/meinem behandelnden Arzt zur Kenntnis gegeben.
3. Meine behandelnde Ärztin/mein behandelnder Arzt wird hiermit von der ärztlichen Schweigepflicht entbunden und ermächtigt, relevante Informationen im Zusammenhang dieses Antrags an die Leibniz Universität weiterzugeben.

*1. I request an extension of the submission deadline for the abovementioned component.*

*2. I acknowledge the enclosed data protection information and confirm that I have disclosed this information to my doctor.*

*3. I hereby release my doctor from the obligation to maintain medical confidentiality and authorise my doctor to disclose relevant information to Leibniz University Hannover in connection with this application.*

\_\_\_\_\_  
Ort, Datum

*Place, date*

\_\_\_\_\_  
Unterschrift

*Signature*

**Erläuterung für die behandelnde Ärztin/den behandelnden Arzt:**

Wenn Studierende aus gesundheitlichen Gründen eine Prüfung versäumen oder von ihr zurücktreten, haben sie ihre krankheitsbedingte Prüfungsunfähigkeit glaubhaft zu machen. Dazu benötigen die Studierenden ein ärztliches Attest, das dem Prüfungsausschuss ermöglicht, aufgrund Ihrer Angaben als medizinischer Sachverständiger die Rechtsfrage zu beantworten, ob eine krankheitsbedingte Prüfungsunfähigkeit vorliegt. Dies erfordert Aussagen zu folgenden Punkten in dem ärztlichen Attest:

1. Den gesundheitlichen Beeinträchtigungen des Prüflings und
2. den sich daraus ergebenden Einschränkungen des Prüflings im Hinblick auf die betroffene Prüfung.

Bitte beachten:

Eine Diagnose wird explizit nicht abgefragt!

Die pauschale Bescheinigung von Arbeitsunfähigkeit oder Prüfungsunfähigkeit ist nicht ausreichend.

Studierende sind auf Grund ihrer Mitwirkungspflicht grundsätzlich dazu verpflichtet, zur Feststellung der Prüfungsunfähigkeit ihre Beschwerden offenzulegen und hierzu erforderlichenfalls den behandelnden Arzt von der Schweigepflicht zu entbinden. Im Rahmen der Aufgabenerfüllung notwendige personenbezogene Daten dürfen für diese Zwecke erhoben werden. (Anhang: Datenschutzhinweise nach Art. 13, 14 und 21 DSGVO)

Hinweis: Dieses Formular ist nur ein Muster. Das Attest kann auch formlos erstellt werden, soweit es die beiden oben genannten Punkte erhält.

**Erklärung der Ärztin/des Arztes:**

2. Meine heutige Untersuchung der Patientin/des Patienten \_\_\_\_\_ hat aus ärztlicher Sicht ergeben, dass folgende gesundheitliche Beeinträchtigungen (z. B. eingeschränkte Motorik der Hand – die Diagnose selbst braucht nicht genannt zu werden) und sich daraus ergebende Einschränkungen im Hinblick auf die betroffene Prüfung vorliegen:

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3. Die Gesundheitsstörung ist (bitte ankreuzen!)

auf Prüfungsstress zurückzuführen     dauerhaft, d.h. auf nicht absehbare Zeit     vorübergehend

*(Hinweis: Examensängste und Prüfungsstress sind grundsätzlich keine Beeinträchtigung mit Krankheitswert, es sei denn, dass sie den Grad einer psychischen Erkrankung erreichen.)*

4. Dauer der Krankheit:

von: \_\_\_\_\_ bis: \_\_\_\_\_

5.  Die nachstehenden Datenschutzhinweise habe ich zur Kenntnis genommen. (Bitte ankreuzen!)

5. Datum, Unterschrift: \_\_\_\_\_

Praxisstempel



**Anlage 4 c: Rücktrittserklärung/Verlängerung der Bearbeitungszeit:  
Verlängerung der Bearbeitungszeit aus wichtigen Gründen (nicht krankheitsbedingt)**

*Appendix 4 c: Declaration of withdrawal/submission deadline extension:  
submission deadline extension due to valid reasons (not due to illness):*

**Rücktrittserklärung/Verlängerung der Bearbeitungszeit aus wichtigen Gründen  
(gem. § 15 Abs. 5 und 6 der Prüfungsordnung)**  
*Declaration of withdrawal/submission deadline extension due to valid reasons  
(as per section 15 (5) and (6) of the examination regulations)*

**Angaben der/des Studierenden:**

*Student's details:*

Nachname: <i>Surname:</i>	Vorname: <i>First name:</i>
Geburtsdatum: <i>Date of birth:</i>	E-Mail-Adresse: <i>Email address:</i>
Telefonnummer: <i>Telephone number:</i>	Matrikelnummer: <i>Enrolment number:</i>
Studiengang: <i>Degree programme:</i>	

**Betroffene Prüfung:**

*Examination concerned:*

<b>Modul/Prüfung:</b> <i>Module/examination:</i>	<b>Form der Prüfung:</b> <i>Assessment type:</i> <input type="checkbox"/> Klausur <i>Written examination</i> <input type="checkbox"/> mündliche Prüfung <i>Oral examination</i> <input type="checkbox"/> Bachelorarbeit <i>Bachelor's thesis</i> <input type="checkbox"/> Masterarbeit <i>Master's thesis</i> <input type="checkbox"/> _____
<b>Prüferin/Prüfer:</b> <i>Examiner:</i>	<b>Prüfungstermin/Aktueller Abgabetermin:</b> <i>Date of examination/current submission deadline:</i> <b>Gab es bereits eine Verlängerung?</b> <i>Was the deadline extended previously?</i> <input type="checkbox"/> ja <input type="checkbox"/> nein <i>Yes    No</i> <b>Falls ja, ursprünglicher Abgabetermin:</b> <i>If yes, original submission deadline:</i>



**Erklärung der/des Studierenden (Zutreffendes bitte ankreuzen):**

*Declaration (to be completed by the student) – select as applicable:*

Hiermit erkläre ich meinen Rücktritt von der o.g. Prüfung aus wichtigen Gründen.

*I confirm my withdrawal from the abovementioned examination due to valid reasons.*

Hiermit beantrage ich die Verlängerung der Bearbeitungszeit der o.g. Arbeit aus wichtigen Gründen.

*I request an extension of the submission deadline for the abovementioned component due to valid reasons.*

Die wichtigen Gründe werden auf Seite 2 ausführlich erläutert, ggf. notwendige Anlagen sind diesem Dokument beigelegt.

*A detailed explanation of the reasons can be found on page 2; any further necessary information is enclosed with this document.*

\_\_\_\_\_  
Ort, Datum

*Place, date*

\_\_\_\_\_  
Unterschrift

*Siganture*

**Ausführliche Erläuterung der für den Rücktritt/die Verlängerung geltend gemachten wichtigen Gründe:**

*Detailed explanation of the valid reasons given for withdrawal/submission deadline extension:*

**Anhang: Datenschutzhinweise nach Art. 13, 14 und 21 DSGVO**

*Annex: Data protection information in accordance with articles 13, 14 and 21 of the EU General Data Protection Regulation (GDPR)*

## Datenschutzhinweise nach Art. 13, 14 und 21 DSGVO

Wir verarbeiten Ihre personenbezogenen Daten (im Folgenden „Daten“) gemäß den gesetzlichen Vorgaben und möchten dies in transparenter Weise gestalten. Wir informieren Sie hiermit, welche Daten wir verarbeiten, und zu welchen Zwecken und auf welcher Rechtsgrundlage dies erfolgt. Zudem erhalten Sie Auskunft über Ansprechpartner sowie Ihre Rechte in Zusammenhang mit der Datenverarbeitung.

### **Name und Kontaktdaten des Verantwortlichen:**

Gottfried Wilhelm Leibniz Universität Hannover  
vertreten durch den Präsidenten  
Welfengarten 1  
30167 Hannover

### **Kontaktdaten des Datenschutzbeauftragten:**

Gottfried Wilhelm Leibniz Universität Hannover  
- Stabsstelle Datenschutz -  
Königswohrter Platz 1  
30167 Hannover  
E-Mail: [datenschutz@uni-hannover.de](mailto:datenschutz@uni-hannover.de)

### **Zwecke und Rechtsgrundlagen der Datenverarbeitung:**

Wir verarbeiten die in diesem Formular abgefragten Daten für die Wahrnehmung unserer im öffentlichen Interesse liegenden Aufgabe, das Verfahren zur Abnahme von Hochschulprüfungen ordnungsgemäß durchzuführen. Insbesondere die Verarbeitung von Gesundheitsdaten ist für die Ausübung des Rechts der/des Studierenden zum Prüfungsrücktritt erforderlich, weil ansonsten nicht festgestellt werden kann, ob die Voraussetzungen für einen wirksamen Prüfungsrücktritt aus triftigen Gründen erfüllt sind. Die Rechtsgrundlage für diese Verarbeitung ergibt sich aus:

- § 3 S. 1 Nr. 1 Niedersächsisches Datenschutzgesetz (NDSG),
- Art. 6 Abs. 1 S. 1 Buchstabe e, Abs. 2 und 3; Art. 9 Abs. 2 Buchstabe f Datenschutzgrundverordnung (DSGVO) i. V. m.
- § 17 Abs. 1 S. 1 Niedersächsisches Hochschulgesetz (NHG) und
- der jeweils einschlägigen Prüfungsordnung der Gottfried Wilhelm Leibniz Universität Hannover.

### **Allgemeine Informationen:**

Dieses Originalformular einschließlich des beinhalteten ärztlichen Attests wird Bestandteil Ihrer geführten Prüfungsakte. Mit regulärer Aussonderung und Vernichtung Ihrer Prüfungsakte nach Abschluss Ihres Studiums wird dieses Originalformular ebenfalls vernichtet werden. Im Rahmen der weiteren Verfahrensbearbeitung erhalten nur die Angehörigen des Akademischen Prüfungsamtes, die Mitglieder der für die Entscheidung gemäß der einschlägigen Prüfungsordnung zuständigen Prüfungsorgane sowie –soweit erforderlich– Angehörige des Justitiariats der Hochschule Kenntnis von diesem Originalformular und dessen Inhalten. Die Beteiligten sind zur Verschwiegenheit und vertraulichen Behandlung verpflichtet.

Wir möchten Sie darüber informieren, dass die Bereitstellung Ihrer Daten weder gesetzlich noch vertraglich vorgeschrieben ist. Sofern die Daten nicht bereitgestellt werden, hat dies zur Folge, dass nicht festgestellt werden kann, ob die Voraussetzungen für einen wirksamen Prüfungsrücktritt aus triftigen Gründen erfüllt sind. Eine automatisierte Entscheidungsfindung einschließlich Profiling i. S. d. Art. 22 Abs. 1 und 4 DSGVO findet nicht statt.

### **Ihr Recht auf Widerspruch gem. Art. 21 DSGVO:**

Sie haben das Recht, aus Gründen, die sich aus Ihrer besonderen Situation ergeben, jederzeit gegen die Verarbeitung Sie betreffender personenbezogener Daten Widerspruch einzulegen. In diesem Fall verarbeiten wir diese Daten nicht mehr, es sei denn, wir können zwingende schutzwürdige, Ihre Interessen, Rechte und Freiheiten überwiegende Gründe für die Verarbeitung nachweisen, oder die Verarbeitung dient der Geltendmachung, Ausübung oder Verteidigung von Rechtsansprüchen.

### **Ihre weiteren Rechte:**

Sie haben das Recht, von uns Auskunft über die Verarbeitung Sie betreffender Daten zu verlangen. Dieses Auskunftsrecht umfasst neben einer Kopie der Daten auch die Zwecke der Datenverarbeitung, die Datenempfänger sowie die Speicherdauer. Sollten unrichtige Daten verarbeitet werden, können Sie von uns unverzüglich die Berichtigung dieser Daten verlangen. Liegen die gesetzlichen Voraussetzungen nach Art. 17 bzw. 18 DSGVO vor, steht Ihnen zudem grundsätzlich das Recht auf unverzügliche Löschung oder auf Einschränkung der Verarbeitung der Daten zu.

Bitte beachten Sie, dass eine eingeschränkte Verarbeitung der Daten unter Umständen nicht möglich ist.

Zur Ausübung Ihrer oben genannten Rechte wenden Sie sich bitte – vorrangig an die/den für Ihren Studiengang zuständige/n Sachbearbeiter/in im Akademischen Prüfungsamt – im Übrigen an:

Gottfried Wilhelm Leibniz Universität Hannover; Akademisches Prüfungsamt; Welfengarten 1; 30167 Hannover; E-Mail: [studium@uni-hannover.de](mailto:studium@uni-hannover.de)

Bei weiteren Fragen berät Sie gerne unser Datenschutzbeauftragter.

### **Mit datenschutzrechtlichen Beschwerden wenden Sie sich bitte an:**

Die Landesbeauftragte für den Datenschutz Niedersachsen; Prinzenstraße 5; 30159 Hannover; E-Mail: [poststelle@fd.niedersachsen.de](mailto:poststelle@fd.niedersachsen.de)

**Data protection information in accordance with articles 13, 14 and 21 of the EU General Data Protection Regulation (GDPR)**

We process your personal data (hereafter referred to as "data") in accordance with legal requirements and aim to do so in a transparent manner. In the following, we inform you what data we process for what purposes and the legal basis for doing so. We also provide information on contact persons, as well as your rights in relation to data processing.

**Name and contact details of the data controller:**

Gottfried Wilhelm Leibniz Universität Hannover  
vertreten durch den Präsidenten  
Welfengarten 1  
30167 Hannover

**Contact details of the Data Protection Officer:**

Gottfried Wilhelm Leibniz Universität Hannover  
- Stabsstelle Datenschutz -  
Königsworther Platz 1  
30167 Hannover  
Email: [datenschutz@uni-hannover.de](mailto:datenschutz@uni-hannover.de)

**Purposes and legal basis for data processing:**

We process the data requested in this form in order to perform our duty – which is in the public interest – to properly implement the procedure for conducting university examinations. Specifically, processing data on health is necessary for students to exercise their right to withdraw from an examination, as otherwise it cannot be established whether the prerequisites for withdrawing from an examination for valid reason have been met. The legal basis for processing this data is:

- Section 3 1 1 of the Lower Saxony regulations governing data protection (Niedersächsisches Datenschutzgesetz – NDSG),
- Article 6 (1) 1 (e), (2) and (3) GDPR; Article 9 (2) (f) GDPR in conjunction with
- Section 17 (1) sentence 1 of the Lower Saxony Higher Education Act (Niedersächsisches Hochschulgesetz – NHG) and
- the applicable examination regulations of Gottfried Wilhelm Leibniz Universität Hannover.

**General information:**

The original of this form – including the accompanying medical certificate – shall form part of your examination records. As part of the regular process of deleting and destroying your examination file after you have completed your degree programme, the original form will also be destroyed. With respect to the further processing of the case, only the members of the examination office, the members of the examination bodies responsible for the decision as per the relevant examination regulations and – if necessary – members of the university's legal department will be given access to this original form and its contents. Those involved are obliged to maintain secrecy and confidentiality.

Please be advised that you are not required by law or contract to provide your data. If no data is provided, consequently it will not be possible to determine whether the prerequisites for withdrawing from an examination for valid reasons have been met. An automated decision-making process, including profiling, within the meaning of Article 22 (1) and (4) GDPR shall not occur.

**Right to objection as per Article 21 GDPR:**

You have the right, for reasons resulting from your particular situation, to object to the processing of personal data concerning you at any time. In this case, we will then stop processing your data, unless legitimate grounds exist to continue that override your interests, rights and freedoms, or where processing serves to assert, exercise or defend legal claims.

**Your other rights:**

You have the right to obtain information from us about the processing of data concerning you. This comprises access to a copy of this data as well as information on the purposes of processing, the recipients and the duration of storage. If inaccurate personal data is processed, you have the right to request the rectification of this data without undue delay. If the legal requirements stipulated in Article 17 or Article 18 GDPR are met, you also have the right to erasure of data without undue delay or restriction of processing thereof.

Please note that in certain circumstances, it is not possible to restrict processing of data.

In order to exercise the abovementioned rights, please primarily contact the member of the examination office responsible for your degree programme, otherwise contact:

Gottfried Wilhelm Leibniz Universität Hannover, Akademisches Prüfungsamt, Welfengarten 1, 30167 Hannover; email: [studium@uni-hannover.de](mailto:studium@uni-hannover.de)

Our data protection officer will gladly provide advice regarding any further questions.

**For any data protection complaints, please contact:**

Landesbeauftragte für den Datenschutz Niedersachsen, Prinzenstraße 5, 30159 Hannover; email: [poststelle@lfd.niedersachsen.de](mailto:poststelle@lfd.niedersachsen.de)