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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 08.05.2024 for the bachelor's degree programme Economics and Management of 04.07.2017. The Presidential Board approved the amendments on 10.07.2024 in accordance with section 37 paragraph 1 subparagraph 5. b) of the Lower Saxony Higher Education Act (NHG). These regulations shall take effect on 01.10.2024 following publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover.

**Amendments to the Examination Regulations for the
Bachelor's Degree Programme Economics and Management
at Gottfried Wilhelm Leibniz Universität Hannover of 04.07.2017,
as amended on 07.09.2022**

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) ¹The bachelor's degree constitutes the first academic qualification in a professional field. ²The bachelor's examination aims to establish whether the examination candidate is capable of working independently according to scientific or scientific-artistic principles, 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 bachelor's examination, Gottfried Wilhelm Leibniz Universität Hannover shall confer the academic degree "Bachelor of Science (B. Sc.)".

Section 2 Duration and Structure of the Degree Programme

¹The standard period of study is three years. ²The time required for class attendance and independent study is 180 ECTS credit points at 30 hours each. ³The degree programme is organised into six 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: Bachelor's Examination

Section 4 Structure and Content of the Examination

- (1) ¹The bachelor's examination is conducted during the course of the degree programme. ²It comprises assessments and, as appropriate, coursework in compulsory modules; and, as appropriate, compulsory elective modules, elective modules and the compulsory module "bachelor's thesis" in accordance with appendix 1. ³The 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) ¹As a rule, courses and examinations are conducted in German. ²Courses and examinations may also be conducted in English, provided that this is indicated accordingly in the module handbook. ³Examinations may be conducted in English if agreed with or determined by the examiner.

Section 5 Examiners and Observers

¹The 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. ²The 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. ³Provided 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. ⁴Observers must hold at least the qualification that is to be ascertained through the said examination or an equivalent qualification in order to be appointed. ⁵The responsible body as specified in section 3 may also delegate the appointment of observers to the examiners.

Section 6 Coursework and Assessments

- (1) ¹Coursework comprises ungraded pieces of work that may be required in a module/a course in order to practice skills. ²The 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. ³As a rule, coursework is to be completed within the scope of the relevant course.
- (2) ¹Assessments include the bachelor's thesis (BA), 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). ²Further details on assessment types are specified in appendix 2.1.
- (3) ¹If 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. ²The 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) ¹During 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). ²Student participation is voluntary. ³If 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. ⁴Minor assessments may not account for more than 20 per cent of the exam mark. ⁵The number and evaluation of minor assessments must be indicated by the examiner at the beginning of the semester. ⁶The best mark for a compulsory assessment may likewise be achieved without participating in minor assessments. ⁷If 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. ⁸The 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) ¹Practical evaluations ("Testate") may count additionally towards an assessment. ²They monitor learning progress and are only assigned to one individual assessment. ³Individual criteria such as homework assignments or short assessments (oral or written) may count towards them. ⁴Practical 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. ⁵It must also be possible to pass the assessment without a practical evaluation. ⁶Subject to the examiner's stipulations, the result of a practical evaluation may remain unaffected regardless of whether the assessment is passed. ⁷The 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.

§ 6a Digital Examination Formats

- (1) ¹At the discretion of the examiners and in agreement with the responsible body specified in section 3, examinations which by their nature are suitable for a digital format may be conducted in such a format and without the requirement that examination candidates are personally present in a particular examination room. ²This includes written, oral, practical and other examinations and assessment types which are in whole or in part made available, submitted or conducted in digital form, namely using computers or other electronic devices. ³If an examination is to be conducted in the form of a digital examination, the students must be informed of this. ⁴Section 6 paragraph 3 sentence 1 shall apply accordingly.
- (2) ¹Students must be informed at the latest four weeks before the beginning of the examination
 - a) about processing their personal data in accordance with paragraph 3 as per the form on data protection information
 - b) about the technical requirements relating to the communications equipment to be used that must be fulfilled for the examination to be duly conducted, especially the existence of suitable video and

audio for online proctoring as per paragraph 6 or for video conferencing as per paragraph 3 as well as a qualitatively sufficient internet connection and

c) about the organisational conditions for the examination to be duly conducted.

²Students should have the opportunity to test the examination situation regarding the technology, the equipment and the spatial surroundings in advance of the examination.

- (3) ¹Personal data may be processed within the context of digital examinations provided this is necessary for the examination to be conducted duly. ²This applies in particular to authentication processes as per paragraph 5 and proctoring as per paragraph 6. ³The university shall ensure that the personal data collected when conducting a digital examination shall be processed in conformity with the legal requirements for data protection, in particular with Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR). ⁴The examination candidates shall be informed in a precise, transparent, comprehensible and easily accessible form in particular about the purpose for which personal data will be processed and when the personal data will be deleted. ⁵Express reference must be made to the rights of data subjects as per articles 12 to 21 GDPR.
- (4) Learning management systems, examination platforms, video conferencing systems and other technical equipment are to be used for digital examinations in such a way that necessary installations on the students' electronic communications equipment occur only under the following conditions:
- a) the functionality of the electronic communications equipment is not compromised outside the examination and is compromised during the examination only to the extent necessary to secure authentication and to prevent acts of deceit,
 - b) the information security of the electronic communications equipment is not compromised at any time,
 - c) the confidentiality of the information on the electronic communications equipment is not compromised at any time and
 - d) complete uninstallation is possible after the electronic examination.
- (5) ¹Authentication shall occur prior to the beginning of a digital examination by means of a valid identity document that is to be presented upon request or by means of another suitable authentication or authentication procedure. ²Storage of the data processed in connection with the authentication, beyond technically necessary intermediate storage, is not permitted. ³Personal data from intermediate storage must be deleted promptly. ⁴The students are to be informed that information on the identity document that is not required for the authentication may be masked. ⁵The authentication of the examination candidates in the virtual examination room must occur individually and thus under exclusion of the other examination candidates.
- (6) ¹To prevent acts of deceit during a digital examination, the students must be required to activate the camera and microphone on the communications equipment used during the examination (online proctoring). ²Online proctoring is to be planned and designed so that the examination candidates' camera images can be seen exclusively by the persons conducting online proctoring. ³Virtual backgrounds may be prohibited. ⁴Otherwise, online proctoring is to be organised in such a way that the protection of personality rights and the privacy of those affected are not compromised more than required for the justifiable monitoring purposes (*Übersichtskontrolle*). ⁵Monitoring the room in the absence of suspicion is not permitted. ⁶In the event of a concrete suspicion of deceit, individual monitoring may be conducted, whereby the persons affected must be informed of this promptly. ⁷Individual monitoring must be conducted in breakout rooms, excluding the other examination candidates. ⁸Online proctoring is carried out by the university's supervisory staff. ⁹Automated data analysis of video or audio data from online proctoring is not permitted. ¹⁰Recording the examination or other storage of video or audio data is not permitted. ¹¹Paragraph 3 sentence 5 shall apply accordingly. ¹²Only those video conferencing systems centrally authorised at LUH may be used for online proctoring. ¹³In the case of digital examinations, students may be required to provide an affidavit confirming that they completed the assessment independently and without impermissible help from others. ¹⁴If such an affidavit is required but not submitted, the examination shall be assessed as failed. ¹⁵An examiner or observer shall take minutes of the process and the essential aspects of the examination conducted remotely via electronic devices.
- (7) ¹If, in the case of a written examination, it is technically impossible to transmit the examination questions, to complete the examination questions, to transmit the piece of assessed work or to conduct online proctoring at the time of the examination, the examination shall be terminated prematurely; in the case of premature termination, the examination shall not be assessed, and the attempt to take the examination shall be deemed not taken. ²This shall not apply in the event of a minor malfunction. ³If it can be proven that students are responsible for the malfunction, the examination board can deem the attempt to take

the examination as failed. ⁴If video or audio malfunction temporarily during an oral or practical examination, the examination shall be continued after the malfunction has been remedied. ⁵If the technical malfunction persists so that the oral or practical examination cannot be duly continued, the examination shall be conducted once again at a later point in time. ⁶Sentences 1-4 shall apply accordingly.

Section 7 Bachelor's Thesis

- (1) ¹The bachelor's thesis module comprises the bachelor's thesis and, if applicable, an oral assessment, as defined in appendix 1. ²The bachelor'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. ³10 credit points shall be awarded for the successfully completed bachelor's thesis module.
- (2) The topic of the bachelor'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) ¹The student may return the topic once within the first third of the completion period. ²Renewed registration for the bachelor's thesis module must occur within six months of returning the topic. ³If 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. ⁴Section 15 paragraphs 4 and 5 shall apply accordingly.
- (4) ¹The bachelor's thesis must be submitted both in printed and electronic form within two months from the date of assignment. ²The bachelor's thesis should be marked by the examiner within one month – within two months at the latest.
- (5) When submitting the bachelor'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) ¹The assessment process for the bachelor's thesis module can be found in the module description in the module handbook. ²If the bachelor's thesis module comprises more than one assessment, the mark shall be composed in accordance with appendix 1.
- (7) ¹The bachelor's thesis must be written in German; in accordance with appendix 1 and in agreement with the examiner it may be written in English. ²In justified individual cases, students may also be permitted to write the thesis in a different language. ³The responsible body specified in section 3 shall decide upon applications as per sentence 2, at the latest when deciding on admission (section 12).
- (8) ¹The examiner of the bachelor's thesis (BA) must be a member of the Faculty of Economics and Management.

Section 8 Passing and Failing the Bachelor's Examination

- (1) The bachelor's examination has been passed if the modules specified in section 4 in conjunction with appendix 1 have been passed and a minimum of 180 ECTS credit points have been attained.
- (2) ¹Failure of the bachelor'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 30 credit points by the end of the examination period as per appendix 3 (on 14.04. for the winter semester or on 14.10. for the summer semester) of the third semester of the degree programme. ²Written notification shall be issued in the case of irrevocable failure of the bachelor's examination.
- (3) ¹Upon 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 30 credit points by the end of the examination period as per appendix 3 (on 14.04. for the winter semester or on 14.10. for the summer semester) of the third semester of the degree programme due to valid reasons. ²The valid reasons must be stated and substantiated following the requirements of section 15 paragraph 5.

Section 9 Additional Modules and Examinations

- (1) ¹Students 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). ²The

same applies regarding completion of additional modules of this degree programme (additional modules).
³Upon 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) ¹Previous coursework and assessments can be recognised under the conditions below. ²Applications for recognition should be submitted at the beginning of the degree programme. ³Applications are to be submitted to the responsible body specified in section 3. ⁴As a rule, a decision shall be taken on the application within six weeks. ⁵The deadline for the decision shall apply from the date on which all documents required for the decision have been received. ⁶Coursework and assessments previously completed within the scope of a degree programme at Gottfried Wilhelm Leibniz Universität shall be recognised automatically.
- (2) ¹Coursework 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. ²In 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*). ³In the event of lack of equivalence or substantial differences, the burden of proof lies with Gottfried Wilhelm Leibniz Universität Hannover. ⁴The 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*). ⁵If students complete assessments while studying abroad in the third semester, general recognition 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) ¹Professional 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. ²In the event of lack of equivalence or substantial differences, the burden of proof lies with Gottfried Wilhelm Leibniz Universität Hannover. ³The 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) ¹When 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. ²Assessments completed abroad shall remain ungraded upon request; in particular this shall apply to the case specified in paragraph 3 sentence 1. ³Recognised performance shall be indicated in the final degree documents. ⁴As 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 Completion of Assessments by JuniorSTUDIUM Participants

- (1) In deviation to Section 12, persons who are enrolled in accordance with section 1 of the Regulations for JuniorSTUDIUM Participants and who have completed the requirements for admission to assessments may be admitted to assessments in the bachelor's degree programme.
- (2) ¹They may apply for passed assessments to be credited to a degree programme they enrol in later, provided equivalence has been determined. ²Section 10 shall apply accordingly.

Part Three: Examination Procedure

Section 12 Admission to Assessments

- (1) ¹Those enrolled in a bachelor's degree programme at Gottfried Wilhelm Leibniz Universität Hannover are eligible to take examinations in the relevant degree programme – taking into account paragraph 2. ²Further requirements for admission to individual assessments can be found in appendix 1.
- (2) Admission to examinations in bachelor'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

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

Section 14 Resit

- (1) ¹Students cannot resit assessments they have passed. ²Students may resit a failed assessment twice. ³The bachelor's thesis as well as independent assignments (ST) may however only be repeated once. ⁴Students 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. ⁵The first time an examination is taken or the time of assignment of the topic shall be deemed to be the beginning of the assessment. ⁶Students are not required to resit failed assessments of elective modules; they may replace them with other elective modules. ⁷In the case of failed course-accompanying examinations (VbP), all assessment components must be repeated.
- (2) ¹Assessments may be repeated as a different assessment type – selected from those specified in section 6 paragraph 2 – at the discretion of the examiner. ²The assessment type must be announced by the start of the registration period (section 13 sentence 1).
- (3) ¹For the final attempt to repeat an assessment, the mark “insufficient” (*nicht ausreichend*) – for an 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. ²As 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. ³If the supplementary assessment is conducted as an oral examination, an observer must be present at the examination in addition to the examiner. ⁴As a rule, an oral supplementary assessment should not exceed a maximum duration of 20 minutes. ⁵The supplementary assessment may be taken as another assessment type, selected from those specified in section 6 paragraph 2, but not as a written examination. ⁶If 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. ⁷A supplementary assessment shall not be permissible if section 18 applies with regard to evaluation of the written assessment. ⁸Once 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. ⁹Section 15 paragraphs 4 and 5 shall apply accordingly.

Section 15 Late Submission, Withdrawal, Deadline Extension

- (1) ¹Students 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. ²Students can deregister from an oral examination or practical sports presentation up until one calendar day before the start of the examination. ³Students can deregister from all other assessment types specified in appendix 2 up until the start of the assessment. ⁴This 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) ¹For assessments with a submission deadline, assignment of the topic shall be determined as the start of the examination. ²For VbP, starting the first assessment component shall be deemed as the start of the

examination, as per section 14 paragraph 1 sentence 5. ³Should the student deregister from the first assessment component of a VbP, this deregistration shall apply for the entire VbP. ⁴Students may deregister in accordance with paragraph 1 sentences 1 to 3 without giving a reason.

- (3) ¹Deregistration from written examinations in accordance with paragraph 1 sentence 1 must occur online via the examination system. ²For oral examinations and subject-related practical presentations, deregistration in accordance with paragraph 1 sentence 2 must occur in writing, via email or in a form determined by the examiner. ³The 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) ¹If 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) ¹However, 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. ³In 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*). ³The medical certificate must include a description of the health impairment and must state the resulting hindrance to the examination concerned. ⁴The form available on the website of Gottfried Wilhelm Leibniz Universität Hannover under Information about Examinations can be used for this purpose. ⁵The responsible body specified in section 3 shall decide upon recognition of valid reason within two weeks after the medical certificate has been submitted. ⁶Sentences 2 and 5 shall also apply with respect to illness and the resulting necessary care for a close relative. ⁷Close relatives are your children, parents, grandparents, as well as your spouse or partner and their children.
- (6) ¹If 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. ²Further extension of the deadline is only permitted in justified individual cases. ³If a further extension of the deadline is disproportionate, the responsible body specified in section 3 can decide that a new topic be issued. ⁴In this case, the assessment shall be deemed as not taken.

Section 16 Assessment Procedure in Cases of Hardship

¹The 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. ²Should other valid reasons be substantiated – particularly maternity leave and parental leave – these shall be dealt with accordingly.

Section 17 Evaluation of Assessments

- (1) ¹As a rule, assessments shall be evaluated by the examiners within one month; further details are specified in appendix 3.2. ²As a rule, assessments are graded. ³Coursework and ungraded assessments are evaluated as “passed” (*bestanden*) or “failed” (*nicht bestanden*).
- ⁴The 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.
- ⁵An assessment evaluated as “insufficient” (*nicht ausreichend*) has been failed.
- (2) ¹If 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. ²In this case, the mark is calculated as the average of the individual marks awarded by the examiners. ³Section 20 paragraph 3 sentence 4 shall apply accordingly.

- (3) ¹For 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. ²Using 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. ³A 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) ¹An 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). ²In 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. ³To calculate each examinee's results, the difference between the relative and absolute pass mark shall be added to their points. ⁴In the case of repeated assessments, the average performance of the examinees from the first possible examination date shall apply.
- (5) ¹If 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. ²Should 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) ¹Attempts to influence the outcome of an assessment or coursework through deceit shall result in evaluation of the assessment concerned as "failed" (*nicht bestanden*). ²Carrying unauthorised resources after the assessment has started shall always be considered attempted deceit. ³Electronic communication devices are also considered unauthorised resources. ⁴In 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. ⁵Sentence 4 shall also apply in the event of breach of regulations in other degree programmes at Gottfried Wilhelm Leibniz Universität Hannover.
- (2) ¹Those who breach regulations may be excluded from continuing the assessment concerned; in this case, the assessment concerned shall be evaluated as "failed" (*nicht bestanden*). ²Section 14 shall remain unaffected, except in the cases specified in section 18 paragraph 1 sentence 4.

Section 19 Credit Points for Modules

- (1) ¹The 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. ²For 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) ¹A module has been passed once all of the credit points stipulated in appendix 1 have been attained. ²A module group is considered passed if all modules relating to the examination and the examination covering multiple modules have been passed.
- (3) ¹In 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. ²Calculation of the overall mark is regulated by section 20 paragraphs 1 to 3. ³Students 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) ¹The 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. ²The other passed compulsory elective modules and elective modules shall be treated as additional modules as defined in section 9.
- (2) ¹To 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. ²If 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) ¹The overall mark for the bachelor's examination is the arithmetic mean of the marks of all graded modules as per section 17 paragraphs 1 and 2. ²The credit points listed there shall be used for weighting unless particular weightings are specified in appendix 1. ³The 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*).⁴To 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 bachelor's examination is 1.3 or better and the bachelor'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) ¹Unless stipulated otherwise in appendix 1, the arithmetic mean of all graded assessments assigned to the module shall form the mark for the module. ²The particular weightings or proportionate credit points specified in the appendices shall be used for weighting. ³If 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. ⁴In accordance with paragraph 3 sentence 4, only the first decimal place will be taken into account to form the mark for the module. ⁵All further decimal places will be omitted without rounding up or down.
- (6) ¹The 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. ²The same applies for calculating the overall mark of an area of expertise.

Section 21 Certificates of Results and Other Documents

- (1) ¹A degree certificate (*Urkunde*) featuring the awarded academic degree and final degree documents shall be issued for the successfully completed bachelor's degree. ²The final degree documents comprise a certificate of results (*Zeugnis*) and a record of passed modules (*Verzeichnis der bestandenen Module*). ³Furthermore, 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) ¹Provided 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 bachelor'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). ²The record of passed modules (*Verzeichnis der bestandenen Module*) – including the bachelor's thesis module – indicates the respective courses and credit points as well as marks or evaluations of assessments. ³All marks shall be shown as decimal numbers. ⁴The 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 bachelor's degree indicated on all documents. ⁵The issue date of all final degree documents shall be the date of printing.

- (3) ¹The 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. ²Paragraph 2 sentences 3 to 5 shall apply accordingly.
- (4) ¹Confirmation of the relative ECTS grade distribution is issued in the form of a grading table. ²The calculation is based on the ECTS Users' Guide of the European Commission, as amended. ³The 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) ¹The 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

²The equivalent grades of these assessments are used – as specified in section 20 paragraph 6 – to calculate the equivalent grades for the module marks. ³In deviation to section 20 paragraph 3, the marks shall be rounded up to the first decimal place. ⁴Using 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. ⁵When calculating the overall mark as per sentence 4, it shall be rounded up to the first decimal place.

- (6) ¹In 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. ²All marks shall be shown as decimal numbers. ³If applicable, written confirmation shall also indicate irrevocable failure of the degree programme.
- (7) ¹All documents stated in paragraph 1 shall be issued in German. ²Additionally, English versions of the documents shall be provided by the examination office.

Section 22 Access to Examination Records

¹After completing a module examination, students can submit an application to the examination office to be granted access to their complete examination records. ²The 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) ¹The 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. ²The responsible body specified in section 3 shall make a decision regarding the objection.
- (3) ¹Should 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. ²If the evaluation is changed by the examiner(s) in accordance with the request, the examination board shall remedy the objection. ³Otherwise, 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 2024 after approval by the Presidential Board and publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover.
- (2) ¹Students who have enrolled in the bachelor's degree programme Economics and Management at Gottfried Wilhelm Leibniz Universität shall be subject to these examination regulations from their entry into force. ²The 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. ³Any general transition rules that may be necessary shall be resolved by the responsible body specified in section 3 in supplement to these examination regulations.

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Appendix 1: Areas of Expertise in the Bachelor's Degree Programme Economics and Management

The degree programme is organised into an area of compulsory modules in semesters 1 to 4 (120 credit points) and an area of elective modules in semesters 5 and 6 (50 credit points) as well as the bachelor's thesis (10 credit points).

"K x" means a written examination (K) of x minutes duration.

Students must complete 30 credit points by the end of the examination period as per appendix 3 (on 14.04. for the winter semester or on 14.10. for the summer semester) of the third course semester. If students fail to meet the deadline, Section 8 paragraph 2 shall apply.

Appendix 1.1: Area of Expertise in Business Administration**Appendix 1.1.a): Compulsory Modules**

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Business Administration I: Introduction to Management & Business Administration	Introduction to Business Administration Introduction to Management	1			K 60 or KA 60	6
Business Administration II: Marketing & Human Resource Management	Marketing Human Resource Management	2			K 60 or KA 60	8
Business Administration III: Finance & Capital Markets	Investment and Finance Capital Market Theory	3			K 60 or KA 60	8
Business Administration IV: Financial and Advanced Cost Accounting & Business Taxation	Basics of Financial Accounting Advanced Cost Accounting Business Taxation	4			K 90 or KA 90	12
Business Administration V: Information & Operations Management	Operations Management Information Management	4			K 60 or KA 60	8
Total:						42

Appendix 1.1.b): Compulsory Elective Modules**Appendix 1.1.c): Elective Modules**

Students complete at least 20 credit points in elective modules. The elective modules, their quantity and allocation to the area of expertise in Business Administration in the 5th and 6th semesters and the credit points of the elective 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. In the elective modules, students must complete exactly 5 credit points in a course-accompanying examination (VbP) (seminar assignment (SE)).

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	5 to 6			K 60 or MP or HA	5
Elective module	Lecture or colloquium	5 to 6			K 60 or MP or HA	10
Elective module	Seminar	5 or 6			VbP	5
Total:						min. 20

Appendix 1.2: Area of Expertise in Economics

Appendix 1.2.a): Compulsory Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Economics I: Introduction	Introduction to Economics	1			K 60 or KA 60	6
Economics II: Microeconomic Theory	Microeconomic Theory	2			K 60 or KA 60	8
Economics III: Macroeconomics	Macroeconomic Theory	3			K 60 or KA 60	8
Economics IV: Economics of Development and Environment & Money, Exchange Rates and Financial Markets	Money, Exchange Rates and Financial Markets Economics of Development and Environment	3			K 60 or KA 60	8
Economics V: Labour Economics & Public Finance	Public Finance Labour Economics	4			K 60 or KA 60	8
Total:						38

Appendix 1.2.b): Compulsory Elective Modules – not applicable

Appendix 1.2.c): Elective Modules

Students complete at least 20 credit points in elective modules. The elective modules, their quantity and allocation to the area of expertise in Economics in the 5th and 6th semesters and the credit points of the elective 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. In the elective modules, students must complete exactly 5 credit points in a course-accompanying examination (VbP) (seminar assignment (SE)).

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Elective module	Lecture or colloquium	5 to 6			K 60 or MP or HA	5
Elective module	Lecture or colloquium	5 to 6			K 60 or MP or HA	10
Elective module	Seminar	5 or 6			VbP	5
Total:						min. 20

Appendix 1.3: Area of Expertise in Mathematics

Appendix 1.3.a): Compulsory Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Mathematics for Economics and Management 1	Mathematics for Economics and Management 1	1			K 120	8
Mathematics for Economics and Management 2	Mathematics for Economics and Management 2	2			K 60	4
Total:						12

Appendix 1.3.b): Compulsory Elective Modules – not applicable

Appendix 1.3.c): Elective Modules – not applicable

Appendix 1.4: Area of Expertise in Law

Appendix 1.4.a): Compulsory Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Public Law	Public Law	1			K 60	4
Private Law	Private Law	2			K 120	4
Total:						8

Appendix 1.4.b): Compulsory Elective Modules – not applicable

Appendix 1.4.c): Elective Modules – not applicable

Appendix 1.5: Area of Expertise in Statistics

Appendix 1.5.a): Compulsory Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Descriptive Statistics	Descriptive Statistics	1			K 90	6
Inductive Statistics	Inductive Statistics	2			K 90	6
Total:						12

Appendix 1.5.b): Compulsory Elective Modules – not applicable

Appendix 1.5.c): Elective Modules – not applicable

Appendix 1.6: Area of Expertise in Empirical Economics

Appendix 1.6.a): Compulsory Modules

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Empirical Economics	Empirical Economics	3			K 60	8
Total:						8

Appendix 1.6.b): Compulsory Elective Modules – not applicable

Appendix 1.6.c): Elective Modules – not applicable

Appendix 1.7: Key Skills/General Studies

Students complete at least 10 credit points in the area Key Skills/General Studies. They may freely select the modules from all the courses offered at Gottfried Wilhelm Leibniz Universität Hannover and may select them without submitting an application.

Module	Semester	Credit points
Elective modules from the Area Key Skills/General Studies	5 to 6	min. 10

Appendix 1.8: Bachelor's Thesis

Module	Courses	Semester	Prerequisites (if applicable)	Pieces of course-work	Assessment	Credit points
Bachelor's Thesis		6			BA	10
Total:						10

The Bachelor'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)

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

¹Oral examinations are conducted privately in the presence of an observer who holds the qualification to be ascertained through said examination or an equivalent qualification. ²The essential topics of the examination shall be recorded in the minutes of the assessment. ³Students 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. ⁴This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. ⁵At the request of the examination candidate or candidates, the guests specified in sentence 3 must be excluded.

Placement report (PB)

¹A 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. ²Topics include, for example, preparing and performing the placement as well as critical reflection on a predetermined subject.

Project-related examination (PJ)

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

Practical sports presentation (SP)

¹A practical sports presentation comprises one or more assignments to prove the demonstration and movement skills of examination candidates in the subject of sports. ²Skills 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. ³The type of presentation in a particular case is determined by agreement. ⁴The practical sports presentation is conducted before one examiner and one proficient observer. ⁵The essential topics of the examination shall be recorded in the minutes of the assessment. ⁶Students 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. ⁷This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. ⁸At the request of the examination candidate or candidates, the guests specified in sentence 6 must be excluded.

Independent assignment (ST)

¹In 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. ²The scope of the work (in months or hours) specified in appendix 1 is binding. ³The stipulations in section 5 of these examination regulations shall apply. ⁴The topic of the independent assignment shall be determined by the examiner after hearing the examination candidate. ⁵The 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. ⁶The 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. ⁷During 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. ⁸The period from assignment of the topic to submission of the independent assignment is six months. ⁹The 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. ¹⁰Two 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. ¹¹Evaluation of the independent assignment may also include consideration of the process of its preparation.

Course-accompanying examination (VbP)

¹A course-accompanying examination (VbP) addresses a topic relating to a specific course and is conducted continuously during the semester. ²A VbP may comprise multiple examination components, which shall not exceed four components. ³The 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. ⁴For 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. ⁵The relevant registration and examination periods for the VbP examinations can be found in appendix 3.1 of the examination regulations.

⁶A VbP may comprise the following assessment types:

Written assignment (AA)

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

Documentation (DO)

¹A documentation comprises the analysis and presentation of an artistic, cognitive or action-oriented process. ²Documentations can take the form of reports and plans that correspond to those used in professional practice. ³Conditions 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. ⁴Further materials may be appended to the report.

Essay (ES)

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

Colloquium (KO)

¹A colloquium comprises an oral presentation with a subsequent discussion of the topic, methods and results of the paper. ²The 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. ³The essential topics of the assessment shall be recorded in the minutes of the assessment. ⁴Students 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. ⁵This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. ⁶At the request of the examination candidate or candidates, the guests specified in sentence 4 must be excluded.

In-class test (KU)

¹An 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)

¹An 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. ²The 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. ³An artistic academic presentation is conducted as an individual examination before an examiner and a proficient observer. ⁴The essential topics of the examination shall be recorded in the minutes of the assessment. ⁵Students 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. ⁶This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. ⁷At the request of the examination candidate or candidates, the guests specified in sentence 5 must be excluded.

Lab exercise (LÜ)

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

Model (MO)

¹Models are extensions of two-dimensional designs or plans and serve to illustrate a plan's spatial layout and to clarify planning issues. ²They 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)

¹The VbP component "musical performance" is conducted as an individual examination before two examiners or one examiner and one proficient observer. ²The essential topics of the examination shall be recorded in the minutes of the assessment. ³Students 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. ⁴This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. ⁵At 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)

¹A portfolio documents the learning process concerning certain topics or assignments set by the examiners at the start of the course. ²Students 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. ³An optional supplementary interview may be conducted to discuss the portfolio. ⁴Like the portfolio itself, the interview is competence-oriented.

Concert with an educational focus (PK)

¹The 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. ²As a rule, it is presented in a school learning group.

Presentation (PR)

¹A presentation is an independent and in-depth analysis of a predetermined topic within the context of the course. ²The work and results are presented orally and/or using electronic and other media, as well as in the subsequent discussion. ³The examiner may require a written assignment. ⁴The 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)

¹A practical examination comprises one or more assignments to prove students' movement skills in the subject of sports. ²Skills 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. ³The type of presentation in a particular case is determined by agreement. ⁴The ungraded practical examination is conducted by one examiner over the course of the semester.

Project assignment (P)

¹A project assignment involves addressing a predefined subject-specific or interdisciplinary topic in a theoretical, empirical, experimental, constructive, conceptual, applied artistic or documentary manner. ²The results are presented in the form of a written and/or planning and/or artistic and/or electronic assignment. ³The 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)

¹A theatrical performance is the presentation of practical theatrical work before an audience, either in a process-oriented or product-oriented form. ²The essential topics of the examination shall be recorded in the minutes of the assessment. ³Students 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. ⁴This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. ⁵At the request of the examination candidate or candidates, the guests specified in sentence 3 must be excluded.

Practical assessment (Ü)

¹A practical assessment is an assessment conducted under supervision during a set time within the course schedule. ²Following 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)

¹As 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. ²The lesson is reviewed and evaluated by a mentor and the seminar coordinator of the preparation seminar.

Graphic representation (ZD)

¹Graphic representations explain, clarify and present design and planning work. ²Depending 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**

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

³In 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. ⁴Students may register for the bachelor's thesis, master's thesis and independent assignments (ST) outside of the periods stated. ⁵Placement 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.

⁶Students 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
Variant 1				
<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.
Variant 2				
<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

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



	Summer Semester	Winter Semester
Variant 1		
<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.
Variant 2		
<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.

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

Appendix 3.3: Deviating Stipulations Concerning Variant 2 Assessment Types

In variant 2, term papers must be registered 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.