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**Examination Procedure Regulations
at Christian-Albrechts-Universität zu Kiel (Kiel University) for Students of
Bachelor's and Master's Degree Programmes (Rules)
of 21 February 2008**

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On the basis of Section 52 (1) Clause 2 of the Schleswig-Holstein Higher Education Act (HSG) of 28 February 2007 (GVOBl. Schl.-H. 2007, page 184), the following rules were issued in accordance with the resolutions adopted by the University Academic Council of Kiel University on 12 June 2007, 10 October 2007, 21 November 2007 and 13 February 2008:

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§ 1

Scope of application

- (1) These Examination Procedure Regulations apply to all Bachelor's and Master's degree programmes of Kiel University. They are supplemented by the degree-specific examination regulations and the joint examination regulations of Kiel University for students enrolled in the double-subject Bachelor's and Master's degree programmes (Double-Subject Examination Regulations – Zwei-Fächer-Prüfungsordnung).
- (2) Admission to modules offered by other faculties or other institutes of the same faculty and the respective module examinations are subject to the examination regulations of the respective faculties or institutes.

§ 2

Structure of curriculum, modules and ECTS credits

- (1) In general the following applies with regard to the standard period of study and number of ECTS credits to be obtained:
 1. at least three and at most four years of study and a minimum of 180 and a maximum of 240 ECTS credits for a Bachelor's degree programme;
 2. at least one and at most two years of study and a minimum of 60 and a maximum of 120 ECTS credits for a Master's degree programme.
- (2) 300 ECTS credits are required in order to obtain a Master's degree taking into account a previous undergraduate degree. The standard period of study for consecutive Bachelor's and Master's degree programmes at Kiel University, where the content of the Master's programme builds on the knowledge obtained in the course of the Bachelor's programme in accordance with the study and examination regulations, may not exceed a period of five years in total.
- (3) Bachelor's and Master's degree programmes are organised in modules. Modules combine subjects in self-contained units that comprehensively treat a certain topic for a certain period of time. A certain number of ECTS credits is allocated to each module and the knowledge acquired in a module may be tested in an examination. In general a module extends over a maximum of two semesters. Modules and examinations may only be credited once in a degree programme. ECTS credits are assigned to each module based on the requirements of the European Credit Transfer and Accumulation System (ECTS).
- (4) Students have to fulfil certain conditions in order to be admitted to a Master's degree programme. These are laid down in detail in the Double-Subject Examination Regulations and the degree-specific examination regulations. If the Double-subject Examination Regulations or any degree-specific examination regulations require a minimum grade for admission to the Master's programme and such a grade has not been obtained, an applicant will be admitted, if:

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- the applicant provides evidence that he/she was part of the first cohort of the Bachelor's degree programme or at least parts thereof at the respective institution of higher education; and
- the applicant missed the minimum grade for admission to the Master's programme by a maximum of 0.7.

§ 3 Examination Board

- (1) The individual faculties establish examination boards for the organisation of the examinations and the tasks assigned under these Examination Procedure Regulations in accordance with the following provisions, unless the degree-specific examination regulations provide otherwise.
- (2) The Examination Board consists of three members who are university professors, one member of the scientific personnel and one student. The members and their substitutes are elected by the Faculty Convention. The members of the Examination Board elect one Chair and one Deputy Chair from the university professors who are members of the Examination Board. A Vice Dean or the Faculty representative for teaching, study and examinations is a member of the Examination Board in an advisory capacity.
- (3) The term of office for university professors and the member of the scientific personnel is two years, that of the student one year. Members may be re-elected. The Faculty Convention may elect a new member to replace a member of the Examination Board for the remaining term to be served by the member replaced.
- (4) The Examination Board is responsible for the proper conduct of examinations and passes on this task to the Chair of the Examination Board in all normal cases. In particular, the Examination Board ensures compliance with the provisions of the examination regulations. The Examination Board is responsible for the final decision whether the student has passed or failed the Bachelor's or Master's examination as well as for appeals against examination decisions. The Board also makes suggestions concerning improvements to the examination regulations. The Chair of the Examination Board reports to the Faculty Convention as it deems appropriate on the development of examination and study periods as well as the time needed to prepare a Bachelor's or Master's thesis and the distribution of subject and grades. The student member is not involved in the evaluation and recognition of coursework and examinations.
- (5) The Examination Board has a quorum if the majority of its members and at least two of the university professors are present. All matters of the Board are decided by a simple majority of votes cast. In the event of a tie vote the application is deemed to be rejected.
- (6) The meetings of the Examination Board are not open to the public. The members of the Examination Board and their substitutes are subject to official secrecy. If they are not public servants, they are to undertake to the Chair of the Examination Board to maintain such secrecy. The members of the Examination Board are entitled to attend examinations.

§ 4

Appointment of examiners

- (1) The respective Examination Board appoints examiners. The Examination Board may transfer the task of appointing examiners to the Chair.
- (2) As a general rule, only university professors and non-faculty lecturers shall be appointed as examiners. The Examination Board may also appoint other persons as examiners, provided they hold at least a Bachelor's degree in the case of Bachelor's degree programmes or a Master's degree in the case of Master's degree programmes or at least a comparable qualification in each case. Persons are eligible to act as assistant examiners if they have passed the final examination in the respective degree programme or a similar examination.
- (3) Persons where there is reason to believe that they will not be impartial may not be appointed as examiners.
- (4) If, from the perspective of the examination candidate, there are any grounds for bias with regard to an examiner appointed for a specific examination, the candidate immediately has to inform the responsible Examination Board of such circumstances. The provisions of the Schleswig-Holstein Administration Act (LVerwG) remain unaffected.

§ 5

Teaching and examination language

The language for courses and examinations will be German, unless the degree-specific examination regulations provide otherwise.

§ 6

Recognition of degrees, coursework and examinations

The Recognition Rules (*Anerkennungssatzung*) govern in detail the recognition of degrees, coursework and examination.

§ 7

Type and structure of the examination

The Bachelor's or Master's examination consists of module examinations required under the respective curriculum and the Bachelor's or Master's thesis. The degree-specific examination regulations for Master's degree programmes may provide for an additional final oral examination, to which an according number of ECTS credits is assigned. The number of ECTS credits available for the degree-specific modules is to be reduced accordingly, taking the work load of the student into account.

§ 8

Module examinations - registration and admission; examination periods

- (1) The University Senate determines the examination periods and an individual registration period for each examination period in consultation with the faculties. No courses are held during the examination periods.

The dates for

- registration periods;
- the subsequent periods for the admission review by the students;
- examination periods;
- periods for the marking of the examination papers; and

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- periods for the review of the results of the previous examination period by the students

are published on the website of Kiel University. Students are required to check in the admission review period whether they are admitted to all examinations for which they are registered and to take note of their examination results in the period set for the review of examination results. An online tool for students ('Studierenden-Online-Funktion') is available for this purpose. On expiry of the review period the results are deemed to have been communicated and the period for academic appeals in accordance with § 25 (1) commences.

- (2) The responsible Examination Board sets the dates for written and oral examinations which usually take place during the examination periods. If necessary, the Examination Board may set dates for individual written and oral examinations as well as other types of examinations outside the examination period. The Examination Office communicates the examination dates at the latest at the beginning of the registration period in an appropriate manner. Examination dates outside of examination periods are announced additionally by the teaching staff at the beginning of the respective module courses.
- (3) At least two opportunities to sit examinations have to be offered within a period of two semesters. Regardless of Clause 1, in cases where sitting the examination is contingent on attending the underlying course again for reasons relating to the specific subject or examination legislation, the second examination opportunity must be offered at the latest when the course is held again. The exact examination arrangements are announced by the lecturer at the beginning of the course.
- (4) The responsible Examination Board has to ensure that when there are several examinations in its remit which are to be passed in one semester in accordance with the programme schedule, these are distributed evenly over the examination period. In principle, these examinations are not to be held on the same day or on two consecutive days.
- (5) The examination candidate registers with the responsible Examination Office for each examination during the respective registration period. Details concerning the registration procedure are published by the Examination Office at the start of the lecturing period in an appropriate manner.
- (6) Only students who have registered for the respective degree programme at Kiel University and have not lost their entitlement to be examined for the respective examination in this degree programme will be admitted. Furthermore, admission to an examination, including the Bachelor's or Master's thesis, requires that the additional conditions of the degree-specific examination regulations and – in the event of double-subject degree programmes – the Double-Subject Examination Regulations are met. Evidence of attendance at lectures (the content of which is subject of an examination) does not have to be provided unless the lecture is, as an exception, a comparable lecture within the meaning of Section 8 (7). Students registered for another degree programme at Kiel University may be admitted to individual examinations if all other conditions are met and there is spare capacity.
- (7) Regular attendance can be demanded in the degree-specific examination regulations as a requirement for admission to examinations for excursions, work experience, practical exercises and language courses. Regular attendance as a requirement for admission to examinations can also be demanded in "comparable lectures" within the meaning of Section 52 (12) of the Schleswig-Holstein Higher

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Education Act (HSG). A lecture is particularly comparable to those listed in Sentence 1 if

- the individual students can not achieve the qualification objective without regular attendance,
- attendance is necessary in order to grasp the basic subject-specific methods,
- acquisition of the skills depends on attendance by the other participants (e.g. orchestra, ensemble, team sports, safety or equipment briefings), or
- the skills can only be acquired by being present at a specific place.

If this is the case, these lectures must be specified in the respective degree-specific examination regulations or the double-subject examination regulations with a corresponding explanation and individually marked in the annex. Regular attendance is not mandatory for all other lectures. Please refer to the degree-specific examination regulations or the double-subject examination regulations for more details.

- (8) An application for admission needs to be accompanied by a declaration that the examination candidate has not lost the examination entitlement and is not currently in an examination procedure for the same or a comparable degree programme at another institution of higher education. Furthermore, in the case of oral examinations, the examination candidate has to make a declaration as to whether he or she objects to the admission of an audience to the examination.
- (9) The Chair of the Examination Board or another person charged with this task by the Chair decides whether the student is admitted to the examination. Admission must be refused if the conditions under Para 6 have not fully been met or if the application was incomplete or was not completed in due time despite an appropriate request being made.

§ 9

Module examinations and module grades

- (1) The module examination serves to determine whether the student has reached the learning targets of the module.
- (2) Module examinations take place alongside the course of studies and shall only consist of one examination.
- (3) The type and number of examinations is governed by the degree-specific examination regulations and – in the event of double-subject degree programmes – by the Double-Subject Examination Regulations. A written examination or parts thereof may be multiple choice. In exceptional cases, the Examination Board may replace a written examination with an oral examination, in particular if it would not be possible to resit the examination promptly and any extension to the study time resulting from this would lead to an unreasonable burden in the individual case.
- (4) If the module is assessed by means of a single graded examination, the grade obtained in the module corresponds to the grade obtained in the examination. Modules not graded are marked as “passed” or “failed. If the module examination is composed of several examinations the module grade is the weighted arithmetic mean of the grades obtained. How the examinations are weighted is determined by the degree-specific examination regulations. If they do not contain any rules on this issue the arithmetic mean is used. If an

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examination is designed jointly by several examiners, they also jointly determine the grade in accordance with the provisions of § 13 (2) and (3).

- (5) If an examination candidate has passed more than the number of examinations required under the curriculum those examination results in which the candidate obtained the best grades are taken into account for the completion of the module and the composition of the module grade. The degree-specific examination regulations may contain differing provisions.
- (6) A section grade may be derived from several module grades. Para 4 Clauses 5 and 6 apply accordingly.
- (7) Immediately prior to sitting the examination, the examination candidate must declare that he/she is fit to sit the examination. If the examinations consists of an assignment, a seminar paper, a Bachelor's thesis, Master's thesis or similar paper, the candidate has to affirm in writing when handing the paper in, that he/she wrote the paper independently and that he/she did not use any other than the references and aids quoted and that he/she has not handed in the paper in the course of any other examination procedure.
- (8) A module examination is passed if the grade "sufficient" (4.0) or "passed" is awarded. Module examinations consisting of several examinations are passed, if each of the required examinations is passed.
- (9) If the student has passed all the required examinations for one module, the student is awarded the ECTS credits allocated to the module.
- (10) An examiner or competent assistant examiner has to take minutes of the oral examination. The minutes have to contain at least the following information:
 1. Formalities of the oral examination (name of examination candidate, examination subject, date of examination, start and end time of the oral examination),
 2. the topics of the examination
 3. the results of the individual examination topics and the overall result of the oral examination, if applicable,
 4. any potential irregularities during the course of the examination.The minutes have to be signed by all examiners involved in the examination and a competent assistant examiner, if appointed.
- (11) Students who wish to sit the same examination in the near future may be admitted to listen to the examination if the candidate does not raise any objections to this on registering for the examination or the public is not barred due to the particular nature of the examination. Consultation and announcement of the examination results are not for the public.

§ 10

Module examinations resits and examinations failed

- (1) Failed examinations can be repeated twice. Examinations passed must not be repeated.
- (2) Students will be granted a third resit attempt after a written application has been made for up to two module examinations. Any third resit attempts on a previous Bachelor's or Master's degree programme at this University will be recognised.
- (3) The third resit attempts replace cases of hardship regulations and reviews.

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- (4) The application for a third resit attempt must be submitted within one month after the end of the review period in accordance with § 8 Paragraph 1 to the Chair of the Examination Board.
- (5) A module examination is failed if one of the required examinations was marked as "insufficient" (4.1 or worse) or "failed" or is deemed to be marked as such.

§ 11

Bachelor's and Master's thesis

- (1) The Bachelor's or Master's thesis is intended to prove that the candidate has achieved the targets and fulfils the requirements of the degree programme chosen. The candidate has to show that he/she is able to independently solve a subject-related problem under the direction of a supervisor within a given period of time defined in the degree-specific examination regulations or – in the event of double-subject degree programmes – the Double-Subject Examination Regulations. The candidate has to be able to present the results in an appropriate scientific form. For details please refer to the supplementary examination regulations in accordance with § 1 Clause 2.
- (2) The application for admission to the Bachelor's or Master's thesis must be made in writing and, after being signed by the first examiner, has to be filed with the Examination Office. The person designated as the supervisor sets the topic of the Bachelor's or Master's thesis. The Examination Board is informed accordingly. If the examination candidate is unable to find a supervisor, the Chair of the Examination Board will ensure that the candidate is assigned a topic and a supervisor for his/her thesis.
- (3) The thesis topic is issued by the Chair of the Examination Board. The topic and issue date must be recorded in the files. The degree-specific examination regulations may stipulate that the examination candidate can propose examiners and a topic for his or her thesis, without this giving rise to any claim for the proposal to be considered. When the topic is being issued, the Chair of the Examination Board will appoint two examiners. The first examiner must be
 - a university professor or non-faculty lecturer for a Master's thesis; or
 - a person holding a doctoral degree for a Bachelor's thesis.In accordance with § 4 (2) of these Examination Procedure Regulations, the second examiner must be an appointed examiner.

As a general rule, the examiners are members of the responsible faculty. For its appointment of one of the examiners, the Examination Board may disregard the requirement of membership of the respective faculty if there is good reason to do so. The thesis is supervised by the first examiner, unless the degree-specific examination regulations provide otherwise. With the consent of the examiner, the thesis may be prepared at an institution of Kiel University or an institution outside the University, provided that appropriate supervision of the candidate is ensured there. Please refer to the degree-specific examination regulations for more details.
- (4) Topic, task and scope of the thesis must be defined in such a way that the deadline for preparation can be adhered to. The degree-specific examination regulations may limit the quantitative scope of the thesis. The thesis topic may only be returned once within the period stipulated in the degree-specific examination regulations or – in the event of double-subject degree programmes – in the Double-Subject Examination Regulations. The Chair of the Examination Board ensures that the examination candidate receives the new topic at the latest

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three months following the return of the first topic. The Chair of the Examination Board may extend the deadline for preparing the thesis upon request of the candidate on a case-by-case basis, if the underlying data for the thesis cannot be collected in due time or the thesis cannot be prepared in due time for technical or other reasons for which the candidate cannot be held responsible. Notwithstanding the foregoing, § 52 (4) applies accordingly. The extension period should not be longer than half of the preparation period.

- (5) The degree-specific examination regulations may provide for a thesis to be prepared in a foreign language; these regulations can be supplemented to include the requirement that an abstract has to be provided in the German language. If such a rule is not included in the degree-specific examination regulations, a thesis may only be prepared in a foreign language with the approval of the Examination Board. Such an approval may be granted under the provision that an abstract written in German is added.
- (6) The thesis has to be submitted in due time in writing in duplicate to the responsible Examination office. The degree-specific examination regulations may require that additional copies and a version saved on a data carrier suitable for electronic data procession has to be submitted. The time the thesis was submitted must be recorded in the files. In addition to the declaration under § 9 (7) the candidate must affirm in writing that the written version of the thesis submitted is the same as the version stored on the data carrier.
- (7) The degree-specific examination regulations or – in the event of double-subject degree programmes – the Double-Subject Examination Regulations stipulate the evaluation period commencing from the date the thesis was submitted. The stipulated evaluation period may not exceed six weeks. If this period is exceeded the Chair of the Examination Board will take the measures necessary to avoid any disadvantages for the examination candidate.
- (8) The grade for the thesis is the arithmetic mean of the grades awarded by the examiners. If the difference between the grades awarded by the individual examiners is greater than 1.0 the Chair of the Examination Board will appoint a third examiner. The grade awarded by the third examiner will be decisive. The degree-specific examination regulations may provide otherwise.
- (9) The failed thesis can be repeated once. The new thesis topic will be set in due time, in general within a period of three months following the evaluation of the first thesis. In the case a second thesis is written the topic may only be returned, if the student has not made use of this option when writing the first thesis.

§ 12

Disadvantage compensation for students with a disability / chronic illness

- (1) If a candidate provides credible evidence that, owing to a chronic illness or a disability, he or she is not in a position to meet all or some of the examination requirements in the prescribed form or within the examination deadlines provided for in these Regulations, the Chairperson of the Examination Board may extend the time of examinations or the deadlines for sitting an examination or permit equivalent examinations in a form appropriate to the candidate's needs. The same applies for examination prerequisites.
- (2) If a candidate provides credible evidence that he or she is not in a position to fulfil additional admission requirements as described in Section 8 (6) on account of the

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reasons given in paragraph 1, the Chairperson of the Examination Board can permit him or her to provide equivalent substitute achievements, upon application.

- (3) Upon application, alternative examination dates can be offered to the candidate in paragraph 1, if the candidate asserts and provides credible evidence that participation on an allocated date is not possible or not reasonable on account of the chronic illness or disability.
- (4) If a course is offered on different dates, the candidate in paragraph 1 should apply to the Chairperson of the Examination Board to enable participation on a preferred date, if the candidate asserts and provides credible evidence that participation on an allocated date is not possible or not reasonable on account of the chronic illness or disability.
- (5) If it can be assumed, in the individual case, that the requirements in accordance with paragraphs 1 to 4 will also be fulfilled in the future, the Chairperson of the Examination Board can also make the decision for comparable future situations. If the actual requirements disappear, such a decision that has been made for the future becomes invalid. Any change to the actual conditions that influence entitlement to compensation for a disadvantage must be reported to the Chairperson of the Examination Board immediately.
- (6) The university's Officer for issues of students with disabilities/chronic illnesses can be involved when the Chairperson of the Examination Board makes decisions pursuant to paragraphs 1 to 4.
- (7) Suitable documentation shall be submitted as credible evidence of a chronic illness or a disability.

§ 12a

Disadvantage compensation for students in particular circumstances

- (1) If a candidate asserts and provides credible evidence that, owing to pregnancy-related restrictions, she is not in a position to meet all or some of the examination requirements in the prescribed form or within the examination deadlines provided for in these Regulations, the Chairperson of the Examination Board may, upon application, extend the time of examinations or the deadlines for sitting an examination or permit equivalent examinations in a form appropriate to the candidate's needs. The same applies for examination prerequisites.
If a candidate asserts and provides credible evidence that she is not in a position to fulfil additional admission requirements as described in Section 8 (6) on account of the reasons given in paragraph 1, the Chairperson of the Examination Board can permit her to provide equivalent substitute achievements, upon application.
If examination dates collide with maternity leave, the Chairperson of the Examination Board should, upon application, check whether an examination date before the start of maternity leave could be made possible.
A doctor's note is necessary to prove pregnancy-related restrictions. The start of maternity leave can be proven by showing the maternity health passport (Mutterpass).
- (2) Students raising children under the age of 14, or caring for family members, can apply for the preparation period for the Bachelor's or Master's thesis to be extended within the framework of Section 11 (4). Section 11 (4) Sentences 6 and 7 apply accordingly when extending the preparation period for assignments and

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other study achievements extending over a longer time period. Applications to extend preparation periods must include suitable evidence.

If a course is offered on different dates, the candidate in paragraph 1 should apply to enable participation on a preferred date, if the candidate asserts and provides credible evidence that participation on an allocated date is not possible or not reasonable on account of reasons related to childcare or caring for family members.

If a candidate provides credible evidence that he or she is not in a position to fulfil additional admission requirements as described in Section 8 (6) for reasons related to childcare or caring for family members, the Chairperson of the Examination Board can permit him or her to provide equivalent substitute achievements, upon application.

§ 12b Top athletes

- (1) Upon application, the Chairperson of the Examination Board can permit top athletes as described in Section 5 (1) no. 7 HZG (Hochschulzulassungsgesetz - Law on Admission to Higher Education) to provide equivalent substitute achievements instead of the prescribed admission requirements –as well as– extend preparation periods for theses which last several weeks, or deadlines for completing examinations, if the athlete can prove that the prescribed dates and periods collide with competitions or preparation for competitions.
- (2) If a course is offered on different dates, the top athlete should apply to enable participation on a preferred date, if the candidate asserts and provides credible evidence that participation on an allocated date is not possible or not reasonable on account of competitions or preparation for competitions.
Top athletes can, in exceptional cases, apply for alternative examination dates to be offered, if the candidate asserts and provides credible evidence that participation on an allocated date is not possible or not reasonable on account of competitions or preparation for competitions.

§ 13 Assessment of examinations

- (1) Written examinations may be marked by one examiner. The same applies for oral and practical degree-specific individual or group examinations provided that they take place during a course in the form of a seminar paper presented orally, a practical task or a similar contribution in front of the other course participants. Other oral individual or group examinations take place in front of two examiners or one examiner and a competent assistant examiner. The last possible resit is assessed by two examiners.
- (2) For the assessment of the examinations of the Bachelor's or Master's degree programmes the following grades apply:
 - 1 = Very Good (*Sehr gut*) = an exceptional achievement
 - 2 = Good (*Gut*) = an achievement that is well above average
 - 3 = Satisfactory = an average achievement
 - 4 = Sufficient = an achievement that is sufficient despite certain deficiencies

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5 = Insufficient = an achievement that is insufficient due to serious deficiencies.

(3) For a differentiated assessment of examinations individual grades may be increased or decreased by 0.3. The grades 0.7; 4.3; 4.7 and 5.3 are excluded.

(4) If the module grade is the mean value of several individual grades, only the first decimal is considered. All other decimal places are deleted without being rounded. This grade is:

up to 1.5	=	Very Good (<i>Sehr gut</i>)
from 1.6 up to and incl. 2.5	=	Good (<i>Gut</i>)
from 2.6 up to and incl. 3.5	=	Satisfactory
from 3.6 up to and incl. 4.0	=	Sufficient
from 4.1	=	Insufficient.

(5) Paragraph 4 applies accordingly for grades derived from several module grades.

(6) The final grade is supplemented by an ECTS grade. The allocation of the ECTS grade to a concrete final grade is based on the final grades of a peer group obtained in the two examination semesters preceding the examination semester that lies immediately before the examination semester in which the last examination was taken. If this does not lead to a group of final grades of at least 50 graduate students, additional examination semesters are to be included in the calculation. A graduate student obtains:

- grade A, if less than 10% of graduates have achieved a better final grade,
- grade B, if at least 10% but less than 35% of graduates have achieved a better final grade,
- grade C, if at least 35% but less than 65% of graduates have achieved a better final grade,
- grade D, if at least 65% but less than 90% of graduates have achieved a better final grade,
- grade E, if at least 90% of graduates have achieved a better final grade.
-

(7) The written examination is evaluated in good time prior to the next opportunity to resit the examination, however at the latest at the end of the evaluation period published for the respective examination period. The result is to be communicated to the student at the latest at the beginning of the results review period via the online tool for students ('Studierenden-Online-Funktion'). The examination candidate is informed of the results of an oral examination immediately following the examination. If this deadline is exceeded the Chair of the Examination Board will take the measures necessary to avoid any disadvantages for the examination candidate.

§ 14

Passing the Bachelor's or Master's examination and composition of final grade

(1) The student has passed the Bachelor's or Master's examination if all module examinations required under the degree-specific examination regulations and – in the event of double-subject degree programmes – the module examinations additionally required in the Double-Subject Examination Regulations as well as

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the thesis are passed and the student has therefore acquired the necessary number of ECTS credits.

- (2) The degree-specific examination regulations and – in the event of double-subject degree programmes – the Double-Subject Examination Regulations define which grades form the final grade and how they are weighted. At least two thirds of the ECTS credits must be allocated to the modules for which the respective grades were obtained. Module examinations that are not graded but are only marked as “passed” are not included in the final grade. The weighted mean is adjusted accordingly. If the grades composing the final grade are weighted by ECTS credits, section grades are weighted with the number of credits allocated to the section in accordance with the applicable examination regulations. Additional ECTS credits are not taken into account.
- (3) If an examination candidate has passed more optional modules than required under the curriculum those modules where the candidate obtained the best grades are used when determining the number of ECTS credits obtained and calculating the final grade. The degree-specific examination regulations may contain differing provisions.

§ 15

Irrevocable failure of the Bachelor's or Master's examination

- (1) The student has irrevocably failed the Bachelor's or Master's examination if one of the required module examinations or the Bachelor's or Master's thesis are marked or deemed to be marked as “insufficient” (4.1) or “failed” after having made use of all options to resit this examination or to write a new thesis, or if one of the cases under § 16 (2) Clause 2 and (3) Clause 3 applies.
- (2) If the student has irrevocably failed the Bachelor's or Master's examination the Chair of the Examination Board responsible for the respective degree programme immediately issues a written notification listing all examination results and stating the reasons why the student has failed. This notification needs to be accompanied by instructions on the legal remedies available to the candidate.

§ 16

Failed because standard period of study is significantly exceeded

- (1) The aim of the compulsory academic study advice session is to provide supportive advice, to enable studies to be completed successfully and in the foreseeable future.
- (2) If a student has exceeded the standard period of study by at least 50%, and there is no longer evidence of academic progress, the Examination Board will invite the student to attend a compulsory academic study advice session. In particular, a lack of progress is assumed if the student has acquired no ECTS credits in the last two semesters.

In the case of double-subject degree programmes, the two parts of the programme are considered independently of each other.
- (3) In order to participate in the compulsory academic study advice session, the student is invited to an appointment with appropriate notice of at least one month. The invitation becomes invalid if the student proves, before the date of the session, that - due to one of the reasons stipulated in Section 52 (4) HSG - they have been prevented from normal completion of their studies as defined in

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Paragraph 1. In these cases, the deadline for a further invitation will be extended accordingly.

The Bachelor's or Master's examination is regarded as irrevocably failed if the student does not attend the advice session without immediately providing proof of an important reason for their absence. The person concerned must be made aware of these consequences in the invitation to the compulsory academic study advice session.

- (4) The Examination Board is responsible for the procedure set out in these regulations. It can allocate individual tasks to the chairperson or other people, in particular to academic advisors, or faculty staff responsible for teaching, study and examination matters. If tasks have been transferred to individual people in accordance with Sentence 2, the student member must be included in this process.

If the student has attended the compulsory academic study advice session, he or she will be given a new appropriate deadline taking due account of the result of the advice session for completing the full Bachelor's or Master's examination. Alternatively, a reasonable deadline can be set for completing specific examinations. In both cases, the deadline is only appropriate if at least one resit of the relevant examinations is possible within the period set. Section 20 (4) applies accordingly. If a justified application is submitted by a student, the Examination Board can also extend the deadline for a reasonable period, due to other important reasons; it is not permissible to transfer this decision to the chairperson of the Examination Board or other people. If the result of the advice session indicates that it would be unreasonable to set a deadline at the present time, then this should initially not be done. In such a case, the student should be invited again within a reasonable period of time (Paragraph 2).

If the deadline in accordance with Sentence 4 lapses without the student having completed the full Bachelor's or Master's examination, he/she is deemed to have irrevocably failed the examination. The same applies if the deadline referred to in Sentence 5 lapses without results, and therefore completion cannot be expected within an appropriate time period. The person concerned must be made aware of these consequences at the time the deadline is set.

- (5) All deadlines referred to in Section 16 are impeded upon removal from the university register.

§ 17 Degree Certificate

- (1) If the examination candidate has passed the Bachelor's or Master's examination, a degree certificate is issued at the latest four weeks after the determination of the final grade.
- (2) The following information is included in the degree certificate:
1. name of the degree programme or of the subjects composing the degree programmes;
 2. the final grade in words and figures to one decimal;
 3. the final grade as an ECTS grade, provided there is the required number of final grades in accordance with § 13 (6), stating the size of the comparison group and the first year included in the group;
 4. the names of the modules required in order to pass the Bachelor's or Master's examination as well as the module grade as a figure to one

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decimal or, in the case of modules passed without a grade, the note “not graded”;

5. the topic of the Bachelor's or Master's thesis, the grade obtained for the thesis in figures to one decimal and in the case of a double-subject study programme the subject in which the thesis was prepared, and the names of the first and second examiner;
 6. the total number of ECTS credits required to pass the Bachelor's or Master's examination;
 7. and in the case of double-subject degree programmes the subject grades and the grade for the third area of studies (“Profil”), given as a figure to one decimal, if the Double-Subject Examination Regulations provide a grade for this.
- (3) The degree certificate bears the date of the day on which it was issued. In addition, the date of the last part of the examination is recorded on the degree certificate.
- The degree certificate is signed by the Chair of the Examination Board responsible for the respective subject. In the event that an academic title is awarded in accordance with the Double-Subject Examination Regulations, the certificates for the double-subject degree programmes awarded by
- the Faculty of Arts and Humanities are signed by the Chair of the Examination Board of the Faculty for Arts and Humanities,
 - the Faculty of Business, Economics and Social Sciences are signed by the Chair of the Examination Board for Business Sciences,
 - the Faculty of Mathematics and Natural Sciences are signed by the Chair of the Examination Board responsible for the subjects belonging to the Faculty of Mathematics and Natural Sciences. If both subjects belong to the Faculty of Mathematics and Natural Sciences, the responsibility for signing the certificate depends on the subject for which the Bachelor's or Master's thesis was prepared.
- (4) At the student's request, the degree certificate is accompanied by a Transcript of Records.
- (5) The degree certificate also includes a Diploma Supplement on the international classification of the degree in accordance with the requirements of the European Commission, the Standing Conference of the Ministers of Education and Cultural Affairs (Kultusministerkonferenz) and the German Rectors' Conference (Hochschulrektorenkonferenz) that is drafted in English.

§ 18

Academic Title Diploma

- (1) Together with the degree certificate the examination candidate receives an academic title diploma bearing the same date as the degree certificate.
- (2) The diploma is signed by the Dean or a Vice Dean of the faculty awarding the degree and bears the seal of the faculty.

§ 19

Transcript of Records

If a student changes the degree programme, leaves the University prior to completing the Bachelor's or Master's examination or for any other duly justified reasons a

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Transcript of Records is prepared upon request concerning all study achievements, and completed module examinations the ECTS credits assigned and the grades obtained. If the student has irrevocably failed an examination, this will be documented in the Transcript of Records.

§ 20

Non-attendance and withdrawal; extension of submission date

- (1) An examination is deemed to be assessed as “insufficient” if the examination candidate does not attend an examination for which he/she registered, if the candidate withdraws from an examination once it has already started or a candidate does not complete the examination within the scheduled deadline or the extended deadline unless there are valid reasons for this.
- (2) The reasons asserted for withdrawal or non-attendance must be notified to the Examination Board in writing without delay, supported by credible evidence. In case of illness, the illness must be confirmed by a doctor’s report or, in exceptional cases, by a report prepared by a public health officer. The illness of a child whom the candidate has to look after and actually did is treated in the same way as an illness of the candidate.
- (3) A candidate may not subsequently rely on reasons for withdrawal that he/she was already aware of at the time the examination started.
- (4) If according to the respective degree-specific rules and regulations an examination must be taken within a set period of time, this period is extended by a maximum of two semesters, if the ability of the examination candidate to perform is impaired for reasons stipulated in § 52 (4) of the Schleswig-Holstein Higher Education Act (HSG). In justified exceptional cases, in particular in the cases as defined in § 52 (4) No. 1 and 2 of the Higher Education Act, the period may be extended even further. The reasons submitted for such extension must be notified to the Examination Board in writing without delay, supported by credible evidence.
- (5) The Chair of the Examination Board will decide within a period of four weeks whether the withdrawal or extension is accepted. The examination candidate shall be immediately informed in writing of any negative decisions, stating the reasons for the decision and accompanied by instructions on the legal remedies available. The existing examination results must be accepted.

§ 21

Violation of examination rules

- (1) Should an examination candidate try to influence the result of an examination by means of cheating or use of unauthorised aids the examination concerned is marked as “insufficient” or “failed”. Cheating is deemed to exist in particular, if in a written examination texts from other papers are copied or basically quoted or translated without stating the reference and are therefore used, pretending that such were an own achievement (plagiarism). At the beginning of an examination the candidate is informed of the permitted aids and, if applicable, they are handed out to him/her. If the candidate has obtained admission to the examination or an extension of the deadline by means of false pretences, examinations held or examination papers produced under these conditions are deemed to be assessed as “insufficient” or “failed”. The same shall apply if the cheating becomes known after the fact. In serious cases the Examination Board may decide that the student has irrevocably failed the examination. For example, a serious case is deemed to

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exist where the candidate has already cheated on a previous occasion or the plagiarism or cheating is of a large-scale nature.

- (2) A candidate who disrupts the examination may be excluded from the examination by the respective examiner or person supervising the examination. The examination concerned is assessed as "insufficient". In serious cases the Examination Board may exclude the candidate from further examinations.
- (3) The Examination Board decides within the period of one month in accordance with para (1) and (2). In simple cases the Examination Board may transfer the task of deciding on the assessment of the respective examination or the exclusion to the Chair. The examination candidate must be given an opportunity to present his/her case in written form. The examination candidate shall be immediately informed in writing of any negative decision, stating the reasons for the decision and accompanied by instructions on the legal remedies available.

§ 22

Invalidity of the Bachelor's or Master's examination

- (1) If the examination candidate has cheated in an examination and this fact only becomes known after the degree certificate was issued, the examination grade may be corrected. The examination may be declared "insufficient" and the Bachelor's or Master's examination "failed".
- (2) If the preconditions for admission to an examination were not met without any deliberate deception on the part of the candidate vis-à-vis the Examination Office and this fact only becomes known after the degree certificate was issued, this deficiency is remedied with the candidate passing the examination.
- (3) The candidate must be given the opportunity to present his/her case prior to a decision being made.
- (4) The incorrect degree certificate must be collected and, if applicable, a new degree certificate issued. The Bachelor's or Master's Diploma as well as an English translation issued has to be collected together with the incorrect degree certificate, if the Bachelor's or Master's examination was declared to be "failed" due to cheating. A decision under Para 1 is excluded after a period of five years.

§ 23

Complaints regarding procedural errors

Any complaints regarding disruptions and interference to the examination procedure must be raised immediately by the candidate and substantiated in writing. The candidate must be made aware of the possibility to complain and the requirement to do so immediately in a suitable manner prior to the beginning of the first examination.

§ 24

Review of examination papers

- (1) The examination candidate is granted access to the written examination papers within one year following the completion of a module examination or the Bachelor's or Master's thesis, as well as to the reports of the examiners related to these and the examination minutes. If a module examination consists of several examinations, Clause 1 applies to each examination accordingly.
- (2) The files may be inspected at the office responsible for maintaining the files.

§ 25

Academic appeal procedures

- (1) The examination candidate may appeal against decisions in the examination procedure within the period of one month following the announcement of the decision. This appeal must be filed in writing with the responsible Examination Board. The appeal must state the concrete objections to the decision.
- (2) In the academic appeal procedure decisions must be reconsidered by the examiners who have made these original decisions. The examiners have to prepare a written statement concerning the academic appeal and submit this to the office responsible for the appeal procedure.

§ 26

Data collection

- (1) For the purpose of admission of students to courses and examinations, for the preparation of degree certificates, diplomas and other certificates in accordance with § 19, for the purpose of study advice, teaching and examinations and for the purpose of university reporting, the responsible Examination Office may collect and process the following personal data:
 1. first name(s) and family name, registration number;
 2. date of birth;
 3. place of residence and secondary residence, if applicable, as well as postal address and e-mail address;
 4. degree programme, subject and intended degree;
 5. type and number of university- and degree-specific semesters (as well as type of university degree);
 6. information relating to current or past studies at institutions of higher education (name of the institution of higher education, degree programme, number of university semesters, degree-specific semesters, practical semesters, holiday semesters, semesters abroad, type, result, final grade, date and degree-specific semesters of interim and final examinations passed and of examinations accompanying the studies, number of ECTS credits obtained, proof of exmatriculation, topics or tasks of previous assignments, non-attendance, withdrawals).
- (2) As soon as the intended purpose permits, the data collected must be deleted.

§ 27

Transitional provisions

- (1) These Examination Procedure Regulations apply to all degree-specific examination regulations for Bachelor's and Master's degree programmes issued after the entry into force of such Examination Procedure Regulations.
- (2) Degree-specific examination regulations issued prior to that date must be amended in line with the provisions of these Examination Procedure Regulations within five years following the entry into force of such Examination Procedure Regulations.

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§ 28
Entry into force

These Examination Procedure Regulations enter into force on the date they are published.

The University Board at Kiel University granted its approval in accordance with § 52 (1) Clause 1 in conjunction with Article 2 § 1 (4) of the Schleswig-Holstein Higher Education Act in its letters dated 28 November 2007 and 20 February 2008.

Kiel, 21 February 2008

Der Rector of Kiel University
Prof. Dr Thomas Bauer

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Article 2 of the amendment of 17 August 2009

- (1) These Examination Procedure Regulations enter into force on the date they are published.
- (2) They will first apply to examinations offered in the examination periods of the 2009/10 winter semester.
- (3) Any conflicting provisions in the degree-specific examination regulations and the Double-Subject Examination Regulations become invalid once these Examination Procedure Regulations enter into force.
- (4) The regulations set out in § 8 and § 10 only apply to degree-specific examination regulations in accordance with § 27 (2) that were issued before 21 February 2008 and have not yet been amended in line with the provisions of the Examination Procedure Regulations. Any conflicting provisions in the degree-specific examination regulations become invalid once these Examination Procedure Regulations enter into force.
- (5) Students that are participating in an ongoing module examination procedure when these Examination Procedure Regulations enter into force may declare that they wish to be examined under the old provisions of the degree-specific examination regulations applicable to them until they participate in the next examination attempt.
- (6) The Examination Board decides regarding special cases of hardship for which the student is not responsible.

Article 2 of the amendment of 16 February 2012

These Examination Procedure Regulations enter into force on the date they are published. They will first apply to examinations offered in the summer semester 2012.

Article 2 of the amendment of 2 February 2017

These Rules enter into force on the day after the date they are published. They initially apply for admission to examinations which will be taken as from the 2017 summer semester.