

Examination Procedure Regulations
at Christian-Albrechts-Universität zu Kiel (Kiel University) for Students of
Bachelor's and Master's Degree Programmes (Rules) - 2019
Of 13 June 2019

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On the basis of Section 52 (1) Clause 2 of the Schleswig-Holstein Higher Education Act (HSG) of 5 February 2016 (GVObI. Schl.-H. 2007, page 39), last amended by the Act of 10 February 2018 (GVObI. Schl.-H. S. 68), the following rules were issued in accordance with the resolutions adopted by the University Academic Council of Kiel University on 5 June 2019:

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§ 1

Scope of application

These Examination Procedure Regulations (PVO) apply to all Bachelor's and Master's degree programmes of Kiel University. It specifies cross-faculty provisions for examinations and the examination procedure, and prevails in the event of contradictory provisions in the degree-specific examination regulations to be issued by departments for the individual degree programmes, unless these expressly permit deviating rules.

§ 2

Degree-specific examination regulations, imported modules

- (1) The degree-specific examination regulations - in the case of double-subject examination regulations, in conjunction with Kiel University's Joint Examination Regulations for students of double-subject Bachelor's and Master's degree programmes (Double-Subject Examination Regulations) - determine the contents prescribed in Section 52 (2) HSG, to the extent these are not specified in these Examination Procedure Regulations (PVO).
- (2) The examination regulations of the respective faculties or departments apply for imported modules, in particular for admission to and performance of examinations. Exceptions to Clause 1 are permissible, as long as the degree-specific examination regulations in question do not contain any conflicting provisions.

§ 3

Structure of curriculum, modules and ECTS credits and admission to the Master's programme

- (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 programmebased on the requirements of the European Credit Transfer and Accumulation System (ECTS).
- (2) 300 ECTS credits are required in order to obtain a Master's degree taking into account a previous undergraduate degree. Individual cases may deviate from this if the student is sufficiently qualified. 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. Every module is allocated a certain number of ECTS credits which is dependent on the workload for the students.

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- (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.
- (5) The degree programmes should contain mobility windows. A mobility window is a designated period of time within a degree programme's curriculum which is particularly suited for completing studies and examinations at a different university or in practice (preferably abroad), without extending the time the degree programme takes beyond the standard period of study. Achievements obtained during this period are recognised or allocated in accordance with the provisions in the Recognition Rules. The exact details are organised within the departments and are announced in a suitable manner.

§ 4 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. It begins with the day of constitution of the newly-elected Examination Board. 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. The Examination Board particularly ensures that the provisions of the relevant examination regulations are adhered to. It makes decisions on objections to examination decisions and, irrespective of deviating provisions, decisions on admission to the Master's degree programme. It also specifies irrevocable failure of a Bachelor's or Master's examination and makes suggestions for reforming examination regulations. The Examination Board may transfer its tasks for all standard matters to the Chairperson of the Examination Board. Tasks may also be transferred to the Deputy Chairperson. Matters are considered as standard if the situation does not involve any particularly difficult factual or legal issues. In urgent matters, the Chairperson of the Examination Board shall decide instead of the Examination Board. He or she must immediately inform the Examination Board, which may then overrule the decisions; pre-existing third-party rights remain unaffected by this. 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 study achievements and examination results, unless

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the student member has already achieved the according qualification himself/herself. The student member is excluded from decisions about admission to the Master's degree programme.

- (5) The Examination Board has a quorum if the majority of its members and at least two of the university professors are present. The Board shall decide by a majority of votes cast. In the event of a tie vote the application is deemed to be rejected. Abstentions and invalid votes are considered as members not voting.
- (6) The meetings of the Examination Board are not open to the public. The Examination Board can admit other people (guests) to the meetings for some or all items on the agenda, if there is good reason to do so. A resolution on this must be made at the start of the meeting. Guests are entitled to speak; they are not entitled to vote or make requests. The members of the Examination Board and their substitutes are subject to official secrecy, as are guests. 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.

§ 5

Appointment of examiners

- (1) Examiners include all university lecturers and private lecturers at Kiel University for the duration of their term in office in their respective subject. It is not necessary to appoint them. University lecturers and private lecturers from other disciplines may be appointed as examiners if they are sufficiently qualified in accordance with Section 51 (3) HSG.
- (2) Other people can be appointed as examiners for Bachelor's degree programmes if they have at least a Bachelor's degree in a related discipline, or for Master's degree programmes if they have at least a Master's degree in a related discipline, or at least an equivalent university degree. Appointments are carried out by the responsible Examination Board and end when the employment relationship finishes. In all other cases the appointment ends after three years, unless otherwise specified. The Examination Board may transfer the task of appointing examiners to the Chairperson.
- (3) If an examination procedure that has already begun is still under way when the appointment expires or the examiner ceases to be employed in higher education, the examiner authorisation shall remain in place with the consent of the examiner until conclusion of the examination procedure, but for any operation of labour law or service law.
- (4) Persons are eligible to act as assistant examiners if they have passed the final examination in the respective degree programme or a similar examination.
- (5) If any reason exists to justify doubt as to the impartial exercise of an examiner's duties, the examiner affected must inform the Examination Board of this immediately. 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 shall immediately inform the Examination Board of such circumstances. Anyone failing to inform the Examination Board without delay waives the right to appeal for reasons of bias. The Examination Board decides whether the examiner shall abstain from the involvement in the examination procedure.

§ 6

Teaching and examination language

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

§ 7

Recognition of degrees, coursework and examinations

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

§ 8

Type and structure of the Bachelor's and Master's 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.

§ 9

Module examinations - registration and admission; examination periods

(1) The first examination period in a semester is usually the last week of the lecture period and the first week of the lecture-free period; the second examination period for this semester is usually the last week of the lecture-free period and the first week of the lecture period in the semester directly afterwards. The Senate may specify examination periods that deviate from this. No courses are held during the examination periods.

The dates for

1. registration periods;
2. the periods of time for admission to the registered examinations by the examiners;
3. the subsequent periods for the admission review by the students;
4. examination periods;
5. periods for the marking of the examination papers; and
6. periods for the review of the results of the previous examination period by the students

are published on the website of Kiel University.

(2) Registration for examinations is conducted by the students within the prescribed registration periods, usually online via the examination administration system. Registration is required for admission to and participation in the examinations. If the topic is issued before the official registration period, then the examination procedure begins as from this point.

(3) Only students who have registered for the respective degree programme at Kiel University and have not lost their examination entitlement for the respective examination in this degree programme can be admitted. 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. They require approval from the Chairperson of the Examination Board for this. 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. If it can be proven that the admission requirements have not been met for one of the reasons specified in Sections 13 to 15, the Chairperson of the Examination Board can decide on equivalent substitute achievements upon application by the student; please refer to the degree-specific examination regulations or the double-subject examination regulations for more details. If the student has obtained the required substitute achievements in this case, the examiner declares admission to the examination.

- (4) Regular attendance can be demanded in the degree-specific examination regulations or the double-subject examination regulations as a requirement for admission to examinations for field trips, internships, 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 Education Act (HSG). A lecture is particularly comparable to those listed in Clause 1 if
1. the individual students can not achieve the qualification objective without regular attendance,
 2. attendance is necessary in order to grasp the basic subject-specific methods,
 3. acquisition of the skills depends on attendance by the other participants (e.g. orchestra, ensemble, team sports, safety or equipment briefings), or
 4. 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.

- (5) Paragraph 4 applies accordingly if a module can be completed without an examination by way of exception, and participation in the course is envisaged as the achievement.
- (6) An application for admission needs to be accompanied by a declaration submitted by the examination candidate stating that he or she has not lost the examination entitlement and is not currently in an examination procedure for the same or a similar 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.
- (7) If the requirements for admission to examinations are met, the examiners will admit the students to the registered examinations within the prescribed periods. Admission will not be granted if the requirements are not met. The decision on this will be announced via the examination administration system. Students are required to check in the admission review period whether they are admitted to all examinations for which they are registered. The examiners are obliged to mark the examinations before the end of the respective correction period and enter the results in the examination administration system. The students must acknowledge the examination results online in the examination administration system during the

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review period. On expiry of this review period the results are deemed to have been communicated and the period for academic appeals in accordance with § 27 (1) commences. For written examinations outside of the examination periods, the correction and announcement period following the submission of the examination applies. Shorter correction periods may be specified in the degree-specific examination regulations.

- (8) 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 separately by the teaching staff in good time, usually four weeks after the beginning of the respective courses or lectures at the latest. 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.
- (9) 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.

§ 10

Module examinations and module grades

- (1) Normally, no more than one examination tests whether the learning objectives of a module have been achieved. These examinations are held in parallel to studies.
- (2) 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. In exceptional cases, the Examination Board may replace a written examination with a different type of 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.
- (3) 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 examination is designed jointly by several examiners, they also jointly determine the grade in accordance with the provisions of § 16 (2).
- (4) If an examination candidate has passed more than the number of examinations required under the curriculum those examination results in which the candidate

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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.

- (5) A section grade may be derived from several module grades. Para 3 Clauses 3 to 5 and clause 4 apply accordingly.
- (6) Immediately prior to sitting the examination, the examination candidate must declare that he/she is fit to sit the examination. If the examination 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.
- (7) In individual cases, the Chairperson of the Examination Board can, upon application by the candidate, extend the preparation time for term papers, portfolios and comparable pieces of work if there is good reason to do so. Section 52 (4) HSG applies accordingly. The extension period shall not be longer than half of the preparation period. An extension by more than double the specified preparation period in total is excluded, even if good reasons exist. The provisions for withdrawing from an examination in accordance with Section 23 remain unaffected by this.
- (8) A module examination is passed if the grade "sufficient" (4.0) or "passed" is awarded. Modules consisting of several examinations are successfully completed, if each of the required individual 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.

§ 11

Resitting examinations and irrevocable failure of examinations or modules

- (1) Failed examinations can be repeated twice. Examinations passed must not be repeated.
- (1) Students will be granted a third resit attempt after a written application has been made for up to two examinations. Any third resit attempts on a previous Bachelor's or Master's degree programme at this University will be recognised.
- (2) The third resit attempts replace cases of hardship regulations and reviews.
- (3) The application for a third resit attempt must be submitted within one month after the end of the review period in accordance with § 9 Paragraph 1 to the Chair of the Examination Board.
- (4) An examination is failed if it is marked as "insufficient" (4.1 or worse) or "failed" or is deemed to be marked as such.
- (5) If a required examination within a module is irrevocably failed, then the module is irrevocably failed.
- (6) Section 12 applies for Bachelor's and Master's theses.

§ 12

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 degree-specific examination regulations and double-subject examination regulations. In addition to the written Bachelor's and Master's thesis, you can also stipulate an oral examination, in particular a defence.
- (2) The application for admission to the Bachelor's or Master's thesis is to be made in writing to the responsible Examination Office. A first examiner should be proposed with the application for admission, without this giving rise to any claim for the proposal to be considered.

The first examiner must be

- a person holding a doctoral degree (for a Bachelor's thesis)
and
- a university professor or non-faculty lecturer (for a Master's thesis).

The degree-specific examination regulations may specify higher level qualifications.

In individual cases the Examination Board can also specify lower qualifications for good reason, and appoint other people as first examiners. These people must, however, have passed the same examination or an equivalent qualification themselves.

The thesis is supervised by the first examiner, unless the degree-specific examination regulations provide otherwise. The degree-specific examination regulations may stipulate that the examination candidate can propose a topic for the thesis, without this giving rise to any claim for the proposal to be considered. The person designated as the supervisor sets the topic of the Bachelor's or Master's thesis and informs the Examination Board accordingly. If the candidate is unable to find a supervisor despite providing evidence of appropriate effort invested in doing so, the Chairperson 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. When the topic is being issued, the Chair of the Examination Board will appoint two examiners.

The second examiner must be an appointed examiner. The degree-specific examination regulations may stipulate that the examination candidate can propose a second examiner for the thesis, without this giving rise to any claim for the proposal to be considered.

The examiners generally belong to the responsible faculty; the degree-specific examination regulations can specify additional requirements. For its determination of one of the examiners, the Examination Board may disregard the requirement of membership of a faculty if there is good reason to do so. Deviating regulations can be agreed upon in a cooperation agreement for degree programmes carried out in cooperation with another university. 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) ¹Topic, task and scope of the thesis must be defined in such a way that the deadline for preparation can be adhered to. ²The degree-specific examination regulations may limit the quantitative scope of the thesis. ³The 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. ⁴The Chair of the Examination Board ensures that the examination candidate receives the new topic at the latest three months following the return of the first topic. ⁵The 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. ⁶Notwithstanding the foregoing, § 52 (4) HSG applies accordingly. ⁷The extension period should not be longer than half of the preparation period. ⁸An extension by more than double the specified preparation period stipulated in the relevant degree-specific examination regulations or double-subject examination regulations in total is excluded, even if good reasons exist. The provisions about withdrawing from an examination in accordance with Section 23 remain unaffected by this.

- (5) In German-spoken degree programmes, the thesis is usually written in German, and in English-spoken degree programmes, the thesis is usually written in English. The degree-specific examination regulations can specify deviating or additional provisions to this. In cases from (1) Clause 3, the degree-specific examination regulations must specify which language the supplementary oral examination is held in.

- (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 § 10 (6) 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 written thesis is the arithmetic mean of the grades for the written thesis awarded by the examiners in accordance with Section 16 (2). Section 16 (3) applies accordingly for calculating the arithmetic mean. If the difference between the grades for the written thesis awarded by the individual examiners is greater than 1.0 the Chairperson of the Examination Board will appoint a third examiner. In this case, the grade is the arithmetic mean of the grades awarded by the three examiners. The degree-specific examination regulations may provide otherwise. In cases from (1) Clause 3, the degree-specific examination regulations must specify how the grades for the written thesis and the oral examination will be weighted. If there is no third examiner for the written thesis, this has no influence on the grading for the oral part of the Bachelor's or Master's thesis.
- (9) A failed thesis can only be repeated once in full. 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.
- (10) In the case of doctoral degrees with a Bachelor's degree (fast-track doctoral degrees), the Master's thesis can be replaced with an equivalent achievement. Details on this, in particular on awarding the Master's degree, on calculating the overall grade and on discontinued fast-track doctoral degrees, are to be regulated in the doctoral degree regulations in connection with the degree-specific examination regulations.

§ 13

Disadvantage compensation for students with a disability / chronic illness

- (1) If a candidate proves 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 of the degree programme offering the examination 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 proves that he or she is not in a position to fulfil additional admission requirements as described in Section 9 (3) on account of the reasons given in paragraph 1, the Chairperson of the Examination Board of the degree programme

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offering the examination 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 proves 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 of the degree programme offering the examination to enable participation on a preferred date, if the candidate asserts and proves 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.

§ 14

Disadvantage compensation for students in particular circumstances

- (1) If a candidate asserts and proves 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 of the degree programme offering the examination 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 proves that she is not in a position to fulfil additional admission requirements as described in Section 9 (3) on account of the reasons given in paragraph 1, the Chairperson of the Examination Board of the degree programme offering the examination can permit her to provide equivalent substitute achievements, upon application.

If examination dates collide with maternity leave, the Chairperson of the Examination Board of the degree programme offering the examination 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) The provisions of the German Maternity Protection Act (Mutterschutzgesetz, MuSchG) in the respectively applicable version and specifically the provisions pertaining to periods of protection prior to and following delivery remain without prejudice. Compliance with the pertinent requirements is to be substantiated

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through appropriate documentation, such as commensurate medical certificates, birth certificates, registry office certificates, etc.

- (3) 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 12 (4). Section 12 (4) Clauses 6 to 8 apply accordingly when extending the preparation period for 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 clause 1 should apply to enable participation on a preferred date, if the candidate asserts and proves 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 proves that he or she is not in a position to fulfil additional admission requirements as described in Section 9 (3) for reasons related to childcare or caring for family members, the Chairperson of the Examination Board of the degree programme offering the examination can permit him or her to provide equivalent substitute achievements, upon application.

§ 15 Top athletes

- (1) Upon application, the Chairperson of the Examination Board of the degree programme offering the examination can permit top athletes as described in Section 5 (1) no. 2 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 proves that participation on an allocated date is not possible or not reasonable on account of competitions or preparation for competitions.
- (3) Top athletes can, in exceptional cases, apply for alternative examination dates to be offered, if the candidate asserts and proves that participation on an allocated date is not possible or not reasonable on account of competitions or preparation for competitions.

§ 16 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 second and third resit attempt in accordance with Section 11 (1) and (2) and the resit attempt in accordance with Section 12 (9) are assessed by two examiners.

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- (2) For the assessment of the examinations of the Bachelor's or Master's degree programmes the following grades apply:
- | | | | | |
|---|---|-------------------------------|---|--|
| 1 | = | Very Good (<i>Sehr gut</i>) | = | an exceptional achievement |
| 2 | = | Good (<i>Gut</i>) | = | an achievement that is well above average |
| 3 | = | Satisfactory | = | an average achievement |
| 4 | = | Sufficient | = | an achievement that is sufficient despite certain deficiencies |
| 5 | = | Insufficient | = | an achievement that is insufficient due to serious deficiencies. |

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. Section 12 (8) applies in addition for the assessment of Bachelor's and Master's theses.

- (3) 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.

- (4) Paragraph 3 applies accordingly for grades derived from several module grades.
- (5) 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. For written examinations outside of the examination periods, the correction and result announcement period following the submission of the examination applies. The result is to be communicated to the student no later than at the beginning of the results review period via the examination administration system. 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.

§ 17

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 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 the Bachelor's

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and Master's 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. Modules 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.
- (4) 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.

§ 18

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 modules has been irrevocably failed or is deemed irrevocably failed, or if 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 an examination or to write a new thesis, or if one of the cases under Section 19 (3) Clause 4 and (4) Clauses 11 and 12 applies, or in the case of Section 24 (3) Clause 1 Alternative 2.
- (2) The student must be notified immediately in writing if the Bachelor's or Master's examination is irrevocably failed.

§ 19

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 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) ¹The Examination Board is responsible for the procedure set out in these regulations. ²It 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. ³If tasks have been transferred to individual people in accordance with Clause 2, the student member must be included in this process.

⁴If 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.

⁵Alternatively, a reasonable deadline can be set for completing specific examinations. ⁶In both cases, the deadline is only appropriate if at least one resit of the relevant examinations is possible within the period set. ⁷Section 10 (7) applies accordingly. ⁸If 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. ⁹If 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. ¹⁰In such a case, the student should be invited again within a reasonable period of time (Paragraph 2).

¹¹If 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. ¹²The same applies if the deadline referred to in Sentence 5 lapses without results, and therefore completion cannot be expected within an appropriate time period. ¹³The person concerned must be made aware of these consequences at the time the deadline is set.

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- (5) All deadlines referred to in Section 19 are impeded upon removal from the university register.

§ 20 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 § 17 (4), 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 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.

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- (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.

§ 21 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. In double-subject degree programmes, the provisions in the double-subject examination regulations determine which faculty awards the academic degree.

§ 22 Transcript of Records

If a student changes the degree programme, leaves the institution of higher education prior to completion of the Bachelor's or Master's degree or for any other duly justified reasons, a Transcript of Records is prepared upon request concerning all examinations taken, the grades obtained, and the ECTS credits assigned to the passed modules. If an examination has been irrevocably failed or is deemed irrevocably failed, this is marked as such on the Transcript of Records.

§ 23 Withdrawal

- (1) An examination is deemed to be marked as "insufficient" if the examination candidate does not attend an examination date for which he/she registered, if the candidate discontinues an examination he/she has already started or a candidate does not complete the examination within the designated examination period or the extended examination period without having a valid withdrawal notice. The examination is classed as not attempted if there is a valid withdrawal notice.
- (2) Withdrawal is valid if there is a good reason for it and the candidate has informed the Examination Board immediately, in writing or for record, and provided suitable evidence. In the case of illness, the illness must be confirmed by a doctor's report or, by order of the Examination Office, a specialist medical report, and 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. The Examination Board decides within one month whether the withdrawal is valid. Favourable decisions are announced via the examination administration system. Students will be made aware of this in a suitable manner. Section 28 applies for negative decisions.
- (3) A candidate may not subsequently rely on reasons for withdrawal that he/she was already aware of at the time the examination started.

§ 24

Violation of examination rules

- (1) At the beginning of an examination the candidate is informed of the permitted aids and, if applicable, they are handed out to him/her. Should an examination candidate try to influence the result of an examination by means of cheating, using or having unauthorised aids to hand, the examination concerned is marked as “insufficient” or “failed”. The same shall also apply where cheating becomes known after the fact.
- (2) 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). The examiner and the Examination Board can use relevant software or other electronic aids to identify cases of plagiarism. Cheating has also taken place if a candidate obtains registration, admission to or participation in the examination, or an extension of the deadline by means of fraudulent representations or by distorting or suppressing true facts. If the requirements for admission to an examination were not met without any deliberate deception on the part of the candidate and this fact only becomes known at a later date, this deficiency is remedied with the candidate passing the examination.
- (3) In serious cases, the Examination Board may decide that the student has irrevocably failed the respective examination or whole Bachelor’s or Master’s examination. For example, a serious case is deemed to exist where the candidate has already cheated on a previous occasion or the plagiarism or cheating is of a large-scale nature.
- (4) 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.
- (5) The Examination Board decides within the period of one month in accordance with para (1) to (4). 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 candidate must be heard before a decision is made. If final documents have already been handed out, these are to be confiscated after the negative decision has taken legal effect. If cheating is discovered after five years, confiscation of the final documents is excluded.

§ 25

Obligation to give notice of complaints

The examination candidate needs to claim procedural errors and interferences of the examination procedure immediately and the complaint needs to be substantiated in writing straight away. If no immediate complaint is made, the candidate cannot claim for the defect.

§ 26

Review of examination papers

- (1) The candidate is to be granted the right to view their files upon request within one year of conclusion of an examination or of the Bachelor’s or Master’s thesis. If a

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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. The candidates can be issued extracts and copies at their own cost or make copies themselves free of charge using a digital camera or smartphone, for example.

§ 27

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. The objection should be justified by presenting specific arguments against the decision; if no justification is given, a decision can be made based on the documents.
- (2) In the academic appeal procedure, decisions must be reconsidered by the individuals who made the original decisions. They have to prepare a written statement concerning the academic appeal and submit this to the office responsible for the appeal procedure.

§ 28

Instructions on the right to appeal

An administrative act that is subject to challenge must be substantiated and accompanied by instructions on the right to appeal.

§ 29

Data collection

- (1) For the purpose of admission of students to courses and examinations, for the preparation of degree certificates, diplomas and Transcripts of Records, for the purpose of study advice, teaching and examinations and for the purpose of university reporting, Kiel University 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

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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.

§ 30

Entry into force, expiry

- (1) These Examination Procedure Regulations enter into force on the day following their publication.
- (2) At the same time, the Examination Procedure Regulations (PVO) of Kiel University for students of Bachelor's and Master's Degree Programmes of 21 February 2008 (NBI. MWV Schl.-H. page 163), most recently amended by statute of 24 November 2017 (NBI. HS MBWK Schl.-H. page 95), cease to be in force.

The University Board at Kiel University granted its approval in accordance with § 52 (1) Clause 1 HSG in its letters dated 12 June 2019.

Kiel, 13 June 2019

Prof. Dr Lutz Kipp
President
of Kiel University