

Faculty of Arts and Humanities

**General
Study and Examination Regulation
for the Master's Programmes**

of 29 July 2016

amended on 30 June 2021

This English version is only intended to aid your understanding and does not have legal force. Only the German text, as published in the official law gazette, is legally binding. In the event of discrepancies between the English and German wording, the German wording shall prevail.

**General Study and Examination Regulation
for the Master's Programmes
of the Faculty of Arts and Humanities
at the University of Passau**

of 29 July 2016

amended on 30 June 2021

On the basis of Art. 13(1) sentence 2 in conjunction with Art. 43(5) sentence 2, Art. 58(1) sentence 1 and Art. 61(2) sentence 1 of *Bayerisches Hochschulgesetz* (BayHSchG; Bavarian higher education act), the University of Passau lays down the following statute:

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§ 1 Scope

(1) This general study and examination regulation contains the general rules of procedure which apply to studies and all examinations forming part of the master's programmes offered by the Faculty of Arts and Humanities of the University of Passau as well as general information on studying these programmes.

(2) The subject-specific study and examination regulations for the individual degree programmes govern the degree-programme-specific examination requirements and the sequence of studies, and are supplemented by the respective module catalogues.

(3) In the event that a provision of a subject-specific study and examination regulation is incompatible with this statute, the provision of the present statute shall prevail over the provisions of the subject-specific study and examination regulation.

§ 2 Aim of the degree programme and examination objectives

(1) Upon successful completion of a master's degree programme of the Faculty of Arts and Humanities of the University of Passau, graduates obtain an internationally comparable academic degree that, furthermore, represents a further level of professional qualification.

(2) The master's examination is designed to ascertain that candidates have acquired further scientific competencies and the additional rigorous knowledge deemed necessary for professional practice; it also establishes whether they have grasped of the interdependencies within the subject and possess the ability to work autonomously according to scientific principles.

§ 3 Academic degree awarded

¹Students who successfully complete the master's examination of a master's degree programme of the Faculty of Arts and Humanities are awarded the degree of Master of Arts (short form: 'M.A.'). ²The academic degree may be stated with the University addendum of '(Univ. Passau)' or '(University of Passau)'; this does not form part of the academic degree.

§ 4 Entry qualification

(1) ¹The entry requirement for this master's degree programme is a first degree (a bachelor's degree or a German *Magister*, *Diplom*, *Staatsexamen* or equivalent degree), earned in a programme of study with a standard period of three years' full-time study. ²The individual subject-specific study and examination regulations specify:

- in which degree programmes the degree has been obtained or which subject components it must contain,
- any minimum average grade to be achieved or to which quantile of the best graduates the applicant must belong,
- any required language skills or other requirements.

(2) The final decision on whether applicants have the requisite entry qualifications rests with the Board of Examiners, in application of Art. 63 subsections 1 and 2 BayHSchG.

(3) ¹In exceptional cases, study may commence before the admission conditions as per subsection 1 have been met, provided that evidence can be provided that they have been met at the latest by the tenth week of lectures following commencement of study. All of the study requirements and

coursework required for the first degree must already have been completed at the commencement of lectures. ²The Board of Examiners shall decide on admission in accordance with sentence 1. ³In the subject-specific study and examination regulations, admission pursuant to sentence 1 may be made dependent on the attainment of a minimum average grade in the already graded assessments of the degree. ⁴Applicants who are admitted in accordance with sentence 1 are enrolled provisionally on the master's programme. ⁵Applicants who do not provide the documents required by subsection 1 before the deadline due to circumstances within their control are automatically de-registered from the programme. ⁶The Board of Examiners may set a grace period upon request. ⁷If the average grade on the submitted transcript does not at least correspond to the average mark required in the relevant subject-specific study and examination regulation and if the student does is not ranked within the specified quantile of the best in his or her cohort, he or she shall be de-registered from the master's programme.

§ 5 Standard period of study; scope and start of studies

(1) ¹The standard period of study (including the time for the examinations and the master's thesis) is four semesters. ²The courses completed and the other coursework (e.g. internships and excursions) and the master's thesis must amount to a total of 120 ECTS credits for successful completion of the programme.

(2) ¹Studies may commence in either the winter or the summer semester. ²The subject-specific study and examination regulations may stipulate that study can commence in the winter semester only.

§ 6 Structure and content of the degree programmes

(1) ¹The degree programme has a modular structure. ²A module is a self-contained unit of study, consisting of one or several courses which exhaustively treat a defined subject matter. ³A module may comprise the taught content of a single semester or an academic year; in exceptional, justified cases, a module may carry on for more than two semesters. ⁴Modules may be comprised of individual or multiple different teaching and learning formats, specifically lectures, introductory courses, exercise courses, tutorials, seminars, colloquiums, reading courses, survey courses, workshops, practical courses, practice teaching, internships and/or excursions. ⁵Modules with related content can be combined into module groups, module groups classified into module areas. ⁶Modules may, in particular, be designated as core modules (introduction), main modules (forming the main areas of study in the subject area), profile modules (broadening or extension of a main area), skills modules (acquisition of key skills) and language modules (foreign language acquisition).

(2) ¹Every module carries a specific credit value which reflects the amount of time deemed necessary for successful completion. ²The credit value for each module is determined in accordance with the European Credit Transfer and Accumulation System (ECTS) ³One ECTS credit corresponds to a workload of 30 hours.

(3) ¹A module typically concludes with an assessment conducted in the same semester; these assessments are either graded using the German marking scale (graded module) or assessed on a pass/fail basis (ungraded module). ²The module catalogues for the respective degree programmes specify for each module whether it is graded or ungraded and whether and in what form the graded modules are included in the final grade for the degree ('examination modules').

(4) ¹The material covered in the modules and their learning objectives, the examination, its form and scope, the ECTS credits to be awarded for the module, the workload for students associated with the module and the composition of the module areas and module groups are specified in the respective subject-specific study and examination regulations, in conjunction with the module catalogues for the

individual degree programmes. ²The module catalogues are approved by the Board of Examiners and published on the University's website. ³In the event of amendments made to the module catalogues, the protection of students' legitimate expectations shall be given due consideration. ⁴Appropriate resit opportunities shall be ensured.

(5) ¹In addition to modules that must be completed (compulsory modules), the subject-specific study and examination regulation may provide for compulsory elective modules. ²A specific number of ECTS credits must be accrued by completing compulsory elective modules; students should choose their modules at their own discretion within the scope set by the subject-specific study and examination regulation. ³In accordance with the requirements stipulated in the subject-specific study and examination regulation, students who have failed one compulsory elective module may switch to a different compulsory elective module.

§ 7 ECTS account

¹At the start of the degree programme, the Examinations Office issues each candidate with a credit point balance, to which the ECTS credits attained from modules marked at least *ausreichend* (sufficient [4.0]) or *bestanden* (pass) are credited. ²On request, students are informed of their ECTS credit balance if they are unable to query the balance of their ECTS account electronically themselves. ³Examiners may only view a student's credit point balance with the student's consent.

§ 8 Acceptance for credit of periods of study and assessments completed elsewhere

(1) ¹As a rule, relevant study times and assessments completed at other state or state-recognised higher education institutions in the Federal Republic of Germany, successful participation in a correspondence study unit forming part of a degree programme at a state or state-recognised higher education institution in the Federal Republic of Germany or in degree programmes at foreign universities or in another degree programme at the University of Passau also qualify as proof for having completed the study periods and assessments required by this general regulation or the relevant subject-specific study and examination regulation, unless there are substantial differences in the competences acquired (learning outcomes achieved). ²The same applies for study times and assessments completed at a state or state-recognised higher education institution within the scope of other degree programmes pursuant to Art. 56(6) nos. 1 and 2 BayHSchG, in special degree programmes pursuant to Art. 47(3) sentence 1 BayHSchG, at the Bavarian Virtual University (BVU) or in accordance with Art. 42(3) BayHSchG.

(2) ¹To identify any substantial differences in the competences acquired on account of the study times and the assessments completed at foreign higher education institutions, equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs as well as the German Rectors' Conference must be consulted in addition to subsection 1 sentence 1. ²Where equivalence is uncertain, the Central Office for Foreign Education may be consulted.

(3) ¹Competences acquired within the scope of other advanced study courses pursuant to Art. 56(6)(3) BayHSchG or outside of higher education institutions may be counted towards the degree, if they are equivalent. ²Any competences acquired outside of higher education institutions must not constitute more than half of the competences for which proof is required.

(4) ¹The marks attained on assessments approved pursuant to subsections 1 and 3 are shown on the transcript – where necessary, after conversion to the marking scale used at the University of Passau – and included in the calculation of the final grade. ²Such accepted marks are labelled and the act of acceptance is indicated in the transcript. ³In the event of incomparable marking scales, the comment 'pass' is recorded. ⁴Binding specifications concerning the conversion of grades/marks to the

grading/marking scale used at the University of Passau for the master's programmes of the Faculty of Arts and Humanities are to be decided by the faculty council.

(5) ¹Applications for the acceptance of study times, coursework and assessments require the written form and must be submitted to the Examinations Office along with supporting documentation. ²The application may be submitted as long as the corresponding assessment has not yet been completed successfully and provided that the assessment has not been given a final fail mark. ³Such applications must be submitted no later than upon registration pursuant to § 19(1) sentence 1. ⁴Decisions shall be made by the Board of Examiners pursuant to subsections 1 to 4, in agreement with the competent faculty representative. ⁵In the event that acceptance is rejected, Art. 63(3) sentence 1 BayHSchG shall apply. ⁶If ECTS credits are awarded by credit transfer from one or more semesters, the subject semester is increased by one retrospectively for every 25 ECTS credits accrued.

§ 9 Master's examination; examination deadlines; fail grade and resits

(1) The master's examination consists of:

1. module assessments completed as the degree programme progresses, in the modules stipulated by the subject-specific study and examination regulation and
2. the master's thesis.

(2) Candidates will have passed the master's examination when the compulsory modules and compulsory elective modules, as stipulated by the respective subject-specific study and examination regulation, have been successfully completed, the master's thesis has been awarded a pass and a total of 120 ECTS credits have been accrued.

(3) ¹Students are given at least one resit opportunity for any module given a mark of *nicht ausreichend* (insufficient [any mark above 4.0]) or *nicht bestanden* (fail). ²The first resit must be taken within one year after notification of the examination result, unless a grace period has been set for the candidate due to circumstances outside his or her control. ³Organisational measures are to be put in place to ensure that any resit is possible, as a rule, within six months. ⁴If the candidate fails to resit the examination due to circumstances within their control, the assessment shall be awarded a fail. ⁵Subsection 5 is not affected. ⁶Repetition of assessments that have not been passed is also possible in a leave semester; however, a voluntary retake of an assessment that has already been passed in order to improve the mark pursuant to subsection 8 is not.

(4) ¹The relevant subject-specific study and examination regulation may allow for further resits of all or a certain number of modules with a mark of 'insufficient' or 'fail' and specify certain requirements for this. ²Each resit shall, in principle, take place within one year of notification of the preceding resit examination result. ³Subsection 3 sentences 4 and 5 apply accordingly. ⁴A module graded as 'insufficient' or 'fail' is a final fail when no further resit is possible.

(5) ¹The prerequisites stipulated in subsection 2 to pass the master's examination should be fulfilled by the end of the fourth semester. ²If the candidate has not fulfilled these requirements by the end of the sixth semester and submitted proof thereof to the Examinations Office, the master's examination shall initially be awarded a fail. ³Candidates may resit the master's examination if they have completed all required assessments listed in subsection 2 by the end of the eighth semester. ⁴A leave of absence or termination of enrolment does not suspend the time limit under sentence 3. ⁵Subsections 3 and 4 as well as § 21(9) sentence 1 remain unaffected within the period pursuant to sentence 3.

(6) Candidates are considered to have finally failed the master's examination if:

1. a final fail is awarded for a compulsory module
2. the master's thesis is awarded a final fail
- or
3. the master's examination has been failed on the second attempt (subsection 5 sentence 3)

(7) ¹If a candidate exceeds the deadlines set out in subsections 3 to 5 for reasons beyond his or her control, the Board of Examiners shall grant an appropriate grace period upon application. ²The request must be submitted without undue delay as soon as such circumstances arise.

(8) ¹The subject-specific study and examination regulations may specify that a certain number of assessed modules or individual assessment components of them may be repeated once voluntarily to improve the mark. ²Only the better mark achieved is then entered in the transcript and counts towards the final grade. ³If a candidate repeats individual assessments within a module and achieves better results, the final mark for the respective module is determined by the average of the improved marks and the marks obtained for the assessments that he or she completed previously before the resit, pursuant to § 22(3). ⁴Candidates have only until the semester after the last assessment they completed to make use of this possibility for mark improvement.

§ 10 Board of Examiners

(1) ¹A Board of Examiners shall be established for every degree programme, which is responsible for preparing and carrying out the assessments for the programme, unless the present study and examination regulation assigns certain tasks and powers to the chairperson; this also applies to action in accordance with the *Mutterschutzgesetz* (MuSchG, protection of working mothers act). ²The Examinations Office provides organisational and administrative support to the Board of Examiners. ³The Board of Examiners shall ensure that the provisions of this study and examination regulation and the relevant subject-specific study and examination regulation are observed; furthermore, it is responsible for drawing up and amending the module catalogue. ⁴The Board of Examiners sends regular reports to the faculty council of the Faculty of Arts and Humanities, detailing the development of assessments and study durations; it makes recommendations on changes to the study and examination regulations when and as appropriate.

(2) ¹A Board of Examiners consists of authorised examiners of the University of Passau, of whom at least three must be university lecturers; the precise composition is governed by the subject-specific study and examination regulations. ²The subject-specific study and examination regulations may specify that a certain number of members must be from a specific subject area and that a certain number of members from certain other faculties or bodies are proposed. ³The chairperson, deputy chairperson and other members of the Board of Examiners are elected by the Faculty Council of the Faculty of Arts and Humanities for a period of two years. ⁴Members may be re-appointed upon completion of their term.

(3) ¹The Board of Examiners is quorate if all members have received an invitation at least three days prior to the relevant meeting and the majority of members is present and eligible to vote. ²Resolutions are passed by simple majority. ³Abstention from voting, secret ballot and transfer of voting rights are excluded. ⁴In the event of a tie, the chairperson's vote shall decide.

(4) ¹The chairperson convenes the meetings of the Board of Examiners. ²He or she has the authority to take urgent decisions on behalf of the Board of Examiners and shall inform the Board of Examiners of this promptly. ³Unless stipulated otherwise in this study and examination regulation, the Board of Examiners may delegate specific tasks to the chairperson; this authorisation then stands until it is revoked.

(5) ¹Official notices issued by the Board of Examiners or its chairperson which may infringe upon an individual's rights must be communicated in writing; the communication should set out the reasons for the decision and provide advice on the legal remedies available. ²Candidates must be heard before a negative decision is handed to them. ³Without prejudice to the right to commence an immediate suit before a court of law, candidates may lodge an appeal with the president of the University against a negative decision regarding their examination. ⁴The president issues the appeal notice following the decision of the Board of Examiners.

(6) ¹The chairperson of the Board of Examiners may invite external guests to facilitate decision-making on individual items on the agenda. ²Such guests are obliged to maintain confidentiality in the same way as the members of the Board and have the right to speak but not to submit motions or vote.

§ 11 Examining committee and observers

(1) The chairperson of the Board of Examiners for the degree programme shall appoint the examiners and observers at the beginning of the academic year.

(2) ¹Authorised examiners may be appointed in accordance with the *Bayerisches Hochschulgesetz* (BayHschG, Bavarian higher education act) and the *Hochschulprüferverordnung* (HschPrüferV, higher education examiners ordinance), as last amended. ²If a member of the University with the authority to act as examiner leaves, he or she shall retain the right to fulfil the role of examiner for up to one year. ³The faculty council shall decide on any exceptions from sentence 2. ⁴If examiners belonging to another faculty or the Language Centre are to be appointed, the code of conduct is to be agreed with the dean of the relevant faculty or the head of the Language Centre respectively.

(3) The role of observer in oral examinations may be fulfilled by competent individuals who have successfully completed a higher education degree and are employed at the University of Passau.

(4) ¹The appointment of examiners is announced in an appropriate form. ²Examiners may be substituted shortly before the start of an examination if there are compelling reasons to do so.

§ 12 Exclusion due to personal involvement; obligation of confidentiality

(1) Article 41(2) BayHSchG in conjunction with Articles 20 and 21 *Bayerisches Verwaltungsverfahrensgesetz* (BayVwVfG, Bavarian administrative procedures act) govern the exclusion of members from consultations and voting within the Board of Examiners and from examining assessments due to personal involvement.

(2) The obligation of confidentiality for the members of the Board of Examiners, the examiners, the observers and other persons tasked with managing examination matters is laid down in Art. 18(2) BayHSchG.

§ 13 Failure to appear; withdrawal; cheating; breach of rules; inability to take part in an examination

(1) ¹An assessment shall be marked *nicht ausreichend* (insufficient [5.0]) or *nicht bestanden* (fail) respectively if the candidate does not appear for the examination for which he or she has registered or withdraws after the start of the examination without good reason. ²The same applies if a written assessment is not completed within the designated time.

(2) ¹The Board of Examiners must be notified of the withdrawal or failure to appear and justification must be provided. ²If the reasons are accepted, the Board of Examiners shall set a new examination date; this is, as a rule, the next available examination date, insofar as the recognised reasons do not prohibit this. ³If a module examination is broken down into several partial examinations, any examination results already achieved shall be credited if the candidate's withdrawal or failure to appear is accepted.

(3) ¹If the candidate attempts to influence the results of an assessment by cheating, which includes using prohibited aids, the affected assessment shall be marked *nicht ausreichend* (insufficient [5.0]) or *nicht bestanden* (fail) respectively. ²Plagiarism is deemed to have been committed where the intellectual property of others is violated intentionally or through gross negligence with serious implications for scientific research by making unauthorised use, under the pretence of authorship, of a work created and copyrighted by someone else or of material research findings, hypotheses, teachings or research methods originating from someone else; the decision is always taken on account of the individual circumstances of each case. ³In written examinations, an attempt to cheat shall be deemed to have occurred if an invigilator finds prohibited aids on or near the candidate's desk. ⁴If, in the course of his or her studies, significant engagement in or attempts to engage in unfair practice are shown to have occurred repeatedly in particularly serious circumstances, the Board of Examiners may definitively withdraw the right of the candidate to take the Master's examination for the programme concerned. ⁵A candidate who disrupts orderly examination proceedings can be excluded from continuing with their assessment by the respective examiner or observer, in which case the affected assessment shall be awarded the mark of *nicht ausreichend* (insufficient [5.0]) or *nicht bestanden* (fail) respectively.

(4) ¹Where a candidate's inability to attend an examination occurs prior to or during the examination, the chairperson of the Board of Examiners must be notified without undue delay. ²Candidates who claim inability to participate in an assessment due to illness must submit a medical certificate, which must always be based on a medical examination carried out before or on the day for which inability to participate in the assessment is claimed and which provides a medical reason for the candidate's inability to participate. ³Where there is reasonable doubt, the chairperson of the Board of Examiners may additionally request a certificate issued by a public health officer (*Amtsarzt*).

§ 14 Examination irregularities

(1) ¹Where irregularities are identified in the conduct of the examination that affect the result of the examination, all or selected candidates will be ordered, at a candidate's request or ex officio, to resit the examination or parts thereof. ²Deficiencies must be notified to the chairperson of the Board of Examiners or to the examiners present during the assessment. ³It is the responsibility of the Board of Examiners to decide about appeals and their consequences.

(2) Orders pursuant to subsection 1 may not be issued ex officio more than six months after completion of the examination.

§ 15 Invalidity of examination results

(1) Where candidates are found to have cheated in an examination and this becomes known only after presentation of the transcript, the Board of Examiners can change the respective mark accordingly at a later date and declare the candidates to have failed or partly failed the examination.

(2) ¹Where candidates have completed an examination, achieving a pass mark, and are subsequently found not to have met the requirements for admission to that examination although they had no

intention to deceive, and this fact does not become known until after presentation of the transcript, the mark/grade and credits earned in the examination stand and are not changed retroactively. ²Where candidates wrongfully obtain admission by wilful deceit, it is for the Board of Examiners to decide on the cancellation of unlawful administrative acts in compliance with the general principles of administrative law.

(3) Candidates must be heard before a decision is handed to them.

(4) ¹The incorrect examination transcript must be revoked and, if necessary, a new transcript issued. ²Decisions pursuant to subsections 1 and 2 sentence 2 may only be taken within a five-year period from the date of the examination transcript.

§ 16 Written and oral examinations

(1) ¹The modules in which assessed coursework is to be completed in written and/or in oral and/or in practical form, are stipulated by the respective subject-specific study and examination regulation. ²Assessments may include written exams, seminar papers, essays, colloquia, papers, presentations, reports, portfolios, project work, project documentation, oral examinations or similar, including practical work. ³Written assessments may also take the form of multiple choice questions (§ 17). ⁴A portfolio is a module examination comprising several partial assessments of a mutually dependent and related nature, through which a unified assessment is implemented. ⁵When working in groups, any contribution must be both assessable and clearly attributable to individual students. ⁶As a rule, every assessment relates to one module. ⁷The individual examinations take place during or at the end of the semester in which the respective module is completed. ⁸For the successful conclusion of all studies and assessments required for the module, ECTS credits are awarded by the respective examiners in line with the provisions of the respective subject-specific study and examination regulation; marks for graded modules are awarded pursuant to § 22 subsection 1 sentences 1 and 2, while, in the case of ungraded modules, a *bestanden* (pass) or *nicht bestanden* (fail) is awarded in line with § 22(1) sentence 3. ⁹The duplicate allocation of ECTS credits for identical units of study is not permitted. ¹⁰The Board of Examiners shall determine which units of study are to be considered identical following an official hearing with the relevant lecturers.

(2) ¹The subject-specific study and examination regulations may specify that a certain level of knowledge of a foreign language is required for individual compulsory elective modules. ²If courses are held in a modern foreign language, the associated examinations are also held in that language, provided that this is specified in the module catalogue. ³In the case referred to in sentence 2, an oral examination shall be held in the German language if so requested by the candidate. ⁴Sentence 3 does not apply to examinations in a module which forms part of subject-specific foreign language training. ⁵In the subject-specific study and examination regulations, completion of assessments in a language other than German may be permitted.

(3) ¹The minimum duration of written examinations is 30 minutes; the maximum duration is 180 minutes. ²The amount of time allocated for essays and seminar papers may not exceed twelve weeks. ³§ 21(5) sentence 2 and (6) sentences 2, 4 and 5 apply accordingly to written work within the meaning of subsection 1 sentence 2.

(4) ¹As a rule, written assessments are issued and assessed by the lecturing staff responsible for teaching the corresponding courses, who are appointed to the role of examiner pursuant to § 11(1); written exams are assessed by 30 April (winter semester exams) or 31 October (summer semester exams), unless the relevant subject-specific study and examination regulation provides for a shorter marking period; § 17(1) sentence 4 is unaffected by this. ²Written assessments marked *nicht ausreichend* (insufficient) or *nicht bestanden* (fail) are, insofar as they do not involve assessments in

the form of multiple-choice examinations pursuant to § 17, to be assessed by two examiners. ³For graded courses, the overall mark is calculated as the arithmetic mean of the two marks given, taking into account the first digit after the decimal point and disregarding any further digits without rounding up or down. ⁴If the average mark arrived at in this way does not correspond to a mark that is possible under § 22(1), the possible mark that is closest to the average mark is awarded. ⁵If the interval between the average mark and two possible marks under § 22(1) is the same, the better mark is awarded. ⁶Any deviations from sentence 1 require a decision by the Board of Examiners. ⁷The rationale for the grade awarded for a written assessment must be explained in a written comment.

(5) ¹Examination candidates must present their student ID card when requested to identify themselves. ²If the candidate cannot present a student ID card or if the photograph is of insufficient quality, an official photographic ID should be presented instead.

(6) ¹Oral examinations are, as a rule, to be conducted by the lecturer for the corresponding unit of study appointed as examiner pursuant to § 11(1), and in the presence of a competent observer. ²The duration of an oral examination per candidate is between 10 and 60 minutes. ³A maximum of four candidates may be assessed simultaneously.

(7) ¹Minutes should be kept for oral examinations: these should state the time, place and duration of the examination, the object and result of the examination, the name of the examiner, observer and candidate as well as any special incidents. ²The minutes are to be produced by the observer and signed by both the observer and the examiner. ³The rationale for the mark/result awarded for oral examinations must be set out in writing.

(8) Decisions on alternative forms of examination to meet the requirements of the *Mutterschutzgesetz* (MuSchG, protection of working mothers act) shall be taken by the chairperson of the Board of Examiners in consultation with the examiners.

(9) The permitted examination aids are determined and announced by the relevant examiner.

§ 17 Written multiple-choice tests

(1) ¹In a written assessment involving a multiple-choice examination the student must answer questions under invigilation. ²He or she must indicate which of the multiple choice statements listed under each question he or she believes to be exclusively correct, or whether he or she believes a given statement to be right or wrong. ³One point is awarded for a correct answer; zero points for an incorrect answer. ⁴The examination questions must be set by two examiners pursuant to § 11(1).

(2) ¹If it becomes evident, when assessing a written examination, that reliable results are not possible for individual examination questions, the maximum number of attainable points (i.e. the reference value for the pass threshold) is reduced by the maximum amount of points allocated to this question. ²When evaluating a written examination in accordance with subsection 3, the corrected reference value should be used. ³The reduction in the number of examination questions must not be to a student's detriment.

(3) ¹An assessment receives a pass mark if the student achieves a minimum of 65% of the maximum number of points (absolute pass threshold) or if the number of points attained amounts to at least 50% of the attainable points and the number of points attained by the student does not fall below 22% of the average assessment mark achieved by students who have taken part in this examination for the first time (relative pass threshold). ²The relative pass threshold must only be taken into account when it is below the absolute pass threshold. ³A non-integer threshold value shall be rounded up in favour of the candidate. ⁴If the student has achieved the necessary minimum number of points required to pass the examination pursuant to sentence 1, the mark shall be as follows:

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| 1.0 ('very good') | if at least an additional 90%, |
| 1.3 ('very good') | if at least an additional 80% but less than 90%, |
| 1.7 ('good') | if at least an additional 70% but less than 80%, |
| 2.0 ('good') | if at least an additional 60% but less than 70%, |
| 2.3 ('good') | if at least an additional 50% but less than 60%, |
| 2.7 ('satisfactory') | if at least an additional 40% but less than 50%, |
| 3.0 ('satisfactory') | if at least an additional 30% but less than 40%, |
| 3.3 ('satisfactory') | if at least an additional 20% but less than 30%, |
| 3.7 ('sufficient') | if at least an additional 10% but less than 20%, |
| 4.0 ('sufficient') | if no additional points (or less than 10%) |

of the available points are attained in excess of the minimum possible number of points. ⁵If the minimum number of points (pass threshold) has not been reached, a mark of 5.0 (*nicht ausreichend*; insufficient) is awarded. [NB: In the German notation, the comma serves as the decimal separator: marks/grades shown in the final transcript will therefore be written as 1,0...5,0].

(4) ¹The examination result is determined by one of the examiners and notified to the student. ²The following information must be provided:

1. the examination mark
2. the pass threshold
3. the number of questions listed and the total number of questions answered by the examination candidate
4. the average assessment of all candidates, i.e. the reference value in subsection 3 sentence 1.

³Notification pursuant to sentences 1 and 2 may be done by announcement on the noticeboards or by electronic means.

§ 18 Compulsory attendance

(1) ¹For individual units of study where compulsory attendance is deemed necessary in order to achieve the desired learning outcome and for which an assessment is conducted during the unit of study, for example, in the form of an oral presentation, respectively in units of study where no assessments take place, the Board of Examiners may stipulate comprehensive compulsory attendance in the module catalogue, whereby individual absences by students due to circumstances beyond their control must not be taken into consideration by the lecturer. ²If compulsory attendance is not fulfilled pursuant to sentence 1, students will not have met the requirements set.

(2) ¹When prescribing compulsory attendance pursuant to subsection 1 sentence 1, the Board of Examiners shall take into account Art. 3(4) sentence 1 BayHSchG as well as other statutory provisions, and in particular should consider the reasonableness of this measure. ²Compulsory attendance cannot be prescribed for lectures. ³Where prescribed, the rationale for imposing compulsory attendance is to be laid out in the relevant module catalogue.

§ 19 Registration for and admission to the master's examination

(1) ¹Candidates must register for every assessment in electronic form (or in exceptional cases in paper-based form) with the chairperson of the Board of Examiners, via the Examinations Office, within the published deadlines. ²Students may not sit examinations for which they have not previously

registered. ³Registration for the first examination is simultaneously an application for admission to the master's examination. ⁴Admission to the programme is subject to the following requirements:

1. The applicant must be enrolled as a student in the respective master's programme,
2. the registrant must not have lost his/her right to study the degree programme concerned or to complete the corresponding master's examination, for which he or she is registering, at the University of Passau or another higher education institution in Germany. [NB: At German higher education institutions the status *endgültig nicht bestanden* (final fail) is assigned if the candidate has unsuccessfully exhausted all exam resit opportunities or if he or she has been de-registered from this degree programme at any German university or higher education institution and the status *endgültig nicht bestanden* is indicated on the relevant de-registration notice, barring the student from taking up the same degree programme elsewhere.]

(2) Admission shall be refused if the candidate does not fulfil one or more of the admission requirements listed in subsection 1 sentence 4 nos. 1 and 2.

§ 20 Requirements and procedure for admission to the master's thesis

(1) ¹Admission to the master's thesis is subject to the following requirements:

1. The applicant must be enrolled as a student in the master's programme for which the master's thesis is to be completed, and
2. furnish proof of having acquired at least 60 ECTS credits in the degree programme according to no. 1.

²The subject-specific study and examination regulations may specify other enrolment requirements, in particular deviations from sentence 1 no. 2.

(2) ¹The request for permission to write a master's thesis must be submitted to the chairperson of the Board of Examiners. ²The application for admission to the master's thesis must include:

1. Evidence pursuant to subsection 1;
2. details of the provisional topic of the master's thesis and the preferred supervisor;
3. clarification of whether the applicant has previously received an *endgültig nicht bestanden* (final fail) mark on his or her master's thesis from the University of Passau or another higher education institution while studying in the same degree programme, or whether he or she is subject to a pending examination procedure, or whether he or she has been de-registered from said degree programme, resulting in the loss of his or her right to sit the examination.

³The Board of Examiners may allow for the delayed submission of required documents if submission is possible within a determined grace period and if the applicant has compelling reasons for not being able to provide the documents within the normal deadline. ⁴If a candidate is unable to submit the necessary documents as prescribed due to circumstances beyond their control, the Board of Examiners may permit the submission of proof by other means.

(3) Admission to the master's thesis must be denied if:

1. the candidate does not fulfil the prescribed enrolment requirements pursuant to subsection 1 or
2. the requested documents pursuant to subsection 2 are incomplete.

(4) ¹The decision on admission to the master's thesis rests with the chairperson of the Board of Examiners. ²The candidate shall be notified of the decision in writing and without delay.

§ 21 Master's thesis

(1) ¹A candidate should demonstrate in the master's thesis that he or she is capable of producing scientific work and that he or she is able to apply scientific methods to a set topic unaided. ²The area in which the master's thesis is to be completed may be restricted by the subject-specific study and examination regulations.

(2) ¹The master's thesis can be set, supervised and evaluated by any university teacher who is a member of the Faculty of Arts and Humanities and is entitled to take an examination. ²The candidate shall be notified in writing by the chairperson of the Board of Examiners of the supervisor appointed by the Board of Examiners. ³The master's thesis topic shall be set by the supervisor in writing and the candidate shall be informed. ⁴The date on which the topic is assigned to the candidate as well as the thesis topic itself are to be placed on record with the Examinations Office and the Board of Examiners is to be informed.

(3) ¹At the candidate's request, other persons authorised to take up the role of examiner may be appointed as supervisors or examiners respectively pursuant to § 11(2). ²Upon submission of a reasoned application by the candidate, the master's thesis may, with the approval of the chairperson of the Board of Examiners, be completed in another subject or at another faculty of the University of Passau, if it can be supervised there by a representative of the subject who is authorised to take up the role of examiner.

(4) ¹The master's thesis should be completed by no later than the fourth semester. ²If a candidate is unable to find a supervisor for his or her thesis by the beginning of the fourth semester, he or she may submit an application to the chairperson of the Board of Examiners requesting that he or she be issued a topic for the master's thesis, if he or she has been admitted to the master's thesis. ³The appointment of a supervisor and the issuance of a topic shall then be conducted by the chairperson of the Board of Examiners subsequent to a consultation with the intended supervisor. ⁴Subsection 2 sentence 4 applies accordingly.

(5) ¹The master's thesis shall be completed in German or in a foreign language appropriate to the subject of the thesis. ²The master's thesis shall be completed in accordance with the Rules of the University of Passau for the Ascertainment of Good Research Practice and for the Investigation of Alleged Academic Misconduct of 31 July 2008 (vABIUP page 283) as amended. ³The following shall be appended to the master's thesis:

- a) confirmation that the written work has been completed independently and without prohibited assistance
- b) a declaration confirming that all assistance, sources and passages from other works included word-for-word or as a paraphrase have been marked accordingly
- c) a written confirmation that the University of Passau is granted a simple right of use for the purposes of checking the work using plagiarism software in anonymised form.

(6) ¹The completion time for the master's thesis from the date of issue of the supervisor's declaration of consent to submission is specified in the subject-specific study and examination regulation. ²The topic, scope and length should be set by the supervisor in such a way that the submission deadline can be met; uniform provisions on this may be made in the subject-specific study and examination regulation or in the module catalogue. ³The topic of the master's thesis may be rejected only once, and only for good reasons, with the permission of the chairperson of the Board of Examiners within one month from the time the topic is assigned. ⁴In justified exceptional cases, the chairperson of the Board

of Examiners may, after hearing the supervisor, extend the time for delivery by a maximum of two weeks at the candidate's request. ⁵If a candidate proves, by way of a doctor's certificate, that he or she is suffering from an illness which prevents him or her from working on the master's thesis, the amount of time allotted shall be extended accordingly.

(7) ¹Two copies of the thesis and a copy in the standard electronic form specified by the supervisor shall be submitted to the Examinations Office within the deadline. ²The submission date must be recorded. ³The master's thesis shall include a synopsis; if it is written in another language, it shall include a synopsis in German or in English for programmes taught in English. ⁴If the master's thesis is not submitted within the deadline, it is given the mark of *nicht ausreichend* (insufficient [5.0], a fail).

(8) ¹The master's thesis is to be corrected by the supervisor within three months of submission at the latest and evaluated in accordance with § 22(1). ²The candidate shall be notified of the mark in writing and without delay. ³If the thesis is given the mark 'insufficient', it must be marked pursuant to § 22(1) by a second examiner appointed by the chairperson of the Board of Examiners. ⁴In the event of a discrepancy in the marks awarded by the examiners, the marks are averaged; marks are calculated to one decimal place and all other places are eliminated without rounding. ⁵Section 22(4) sentence 4 shall apply accordingly. ⁶If the master's thesis is marked *nicht ausreichend* (insufficient), the master's thesis shall be deemed a fail. ⁷The candidate is to be notified of the mark in writing and without delay by the chairperson of the Board of Examiners.

(9) ¹A master's thesis may be re-attempted once if failed. ²A master's thesis on the same topic cannot be resubmitted. ³The candidate must accept a new topic for the master's thesis within three months of being notified of his or her initial fail, unless he or she was given a grace period for reasons outside the candidate's control. ⁴Leave of absence or termination of enrolment shall not lead to suspension of the deadline within which to retake the master's thesis. ⁵If the candidate exceeds the deadline stipulated in sentence 3 for reasons for which he or she is responsible, the master's thesis shall be awarded a fail grade on the repeat attempt; section 9(7) applies accordingly. ⁶If the candidate fails to obtain a pass for the master's thesis on the repeat attempt, it shall be awarded a final fail. ⁷A voluntary repeat of a master's thesis awarded a mark of 4.0 or better is not possible. ⁸§ 9(5) remains unaffected.

(10) The ECTS credits to be awarded for passing the master's thesis shall be specified in the subject-specific study and examination regulation.

§ 22 Marking of assessments; marking/grading scales; pass marks

(1) ¹The respective examiners award marks for the individual assessments. ²The marking scheme used is as follows:

| | | |
|---------------|--|--|
| 1.0; 1.3 | = <i>sehr gut</i> (very good) | an outstanding piece of work |
| 1.7; 2.0; 2.3 | = <i>gut</i> (good) | the work is significantly above the average requirements |
| 2.7; 3.0; 3.3 | = <i>befriedigend</i> (satisfactory) | the work fulfils the average requirements |
| 3.7; 4.0 | = <i>ausreichend</i> (sufficient) | the work fulfils the requirements set despite a number of deficiencies; |
| 4.3; 4.7; 5.0 | = <i>nicht ausreichend</i> (insufficient) | the work falls short of the requirements as it exhibits a number of serious deficiencies |

³A 'pass' or 'fail' is awarded for ungraded courses.

(2) A module is passed if the student achieves a module grade of 4.0 or better or if the module is awarded a 'pass'.

(3) ¹Only the present regulation or the subject-specific study and examination regulation may specify that a module examination may consist of several assessments to be marked separately (assessment components), and may do so only in exceptional circumstances. ²Unless stipulated otherwise in the module catalogue, the mark for a module is calculated as the arithmetic mean of a candidate's marks, whereby, in accordance with § 8(4) sentence 3, any assessments marked using an incompatible marking system and assessments not subject to marking are not taken into account pursuant to subsection 1 sentence 3. ³Subsection 4 sentences 4 and 5 apply accordingly.

(4) ¹Once the candidate has passed the master's examination, his or her final grade is calculated on the basis of the marks attained for all examination modules and the master's thesis. The final grade is the ECTS-weighted average of marks attained for the examination modules and the master's thesis. ²The subject-specific study and examination regulations may stipulate a calculation of the overall grade deviating from sentence 1, in particular a special weighting of the master's thesis. ³If modules are not given a mark in accordance with subsection 1 sentence 2 or if assessments marked under a non-comparable grading system are credited in accordance with § 8, they shall not be included in the calculation of the final grade. ⁴The final grade is awarded by the chairperson of the Board of Examiners as follows:

| | |
|--------------------------------------|--------------------------------------|
| average mark up to 1.5 inclusive | = <i>sehr gut</i> (very good) |
| average mark of 1.6 to 2.5 inclusive | = <i>gut</i> (good) |
| average mark of 2.6 to 3.5 inclusive | = <i>befriedigend</i> (satisfactory) |
| average mark of 3.6 to 4.0 inclusive | = <i>ausreichend</i> (sufficient) |

⁵In calculating this average, only one digit after the decimal point is taken into account; all further digits are disregarded without rounding up or down.

§ 23 Viewing of exam scripts and records

(1) On request, candidates are given an opportunity to view their examination scripts, the examiners' marking sheets and the examination records, following the announcement of the mark awarded for the examination.

(2) ¹The request shall be submitted to the examiner within one month of release of the examination result. ²If the candidate was prevented from meeting the deadline due to circumstances beyond his or her control, Art. 32 BayVwVfG shall apply accordingly. ³The examiner shall determine the location and time for viewing the exam scripts. ⁴Article 29 BayVwVfG applies accordingly.

§ 24 Final transcript, degree certificate and diploma supplement

(1) ¹A final transcript, degree certificate and diploma supplement are issued upon request following the successful completion of the master's examination; students should provide proof of the successful completion of all modules required by the respective subject-specific study and examination regulation, the successful completion of the master's thesis as well as the attainment of at least 120 ECTS credits. ²The final transcript, degree certificate and diploma supplement should be issued within a period of four weeks of the student's request.

(2) ¹The transcript lists the module titles, the module marks as well as the topic and mark awarded for the master's thesis. ²The subject-specific study and examination regulations may stipulate that the transcript must include other content.

(3) ¹With the transcript, the candidate shall be given a certificate which includes the final grade for the master's examination and in which the award of the academic qualification is certified pursuant to § 3.

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²The degree certificate does not list any marks or grades. ³It is issued with the seal of the university.

⁴On presentation of the certificate, candidates are conferred the right to use the academic degree.

(4) The diploma supplement states the student's relative mark within his or her cohort, insofar as a cohort of sufficient size is available to allow for a conclusive calculation.

(5) The final transcript, degree certificate and diploma supplement are signed by the dean and/or the chairperson of the Board of Examiners and bear the date of the last examination.

§ 25 Notice of final fail of the master's examination

If the candidate incurs an *endgültig nicht bestanden* (final fail) for the master's examination, he or she shall be issued – upon request and upon presentation of a de-registration certificate – a certificate confirming the final fail awarded for the master's examination, the examinations taken in the individual modules, their marks and any the remaining missing assessments.

§ 26 Additional qualifications

¹Upon prior request, the Board of Examiners should grant the candidate permission to complete assessments in addition to those required by the relevant subject-specific study and examination regulation while studying for their degree; a prior request is not required if the student wishes to complete additional compulsory elective modules. ²A separate transcript is issued listing the additional qualifications gained. ³These marks not count towards the final grade of the master's examination. ⁴If a student wishes to complete additional assessments from other programmes, an application shall be made to the Director of the course concerned; an outright rejection may be given without justification.

§ 27 Access arrangements for students with a disability or chronic illness

(1) ¹If a student is able to demonstrate that he or she is unable to complete assessments under the specified conditions in their entirety or in part due to a disability or owing to a lengthy serious or chronic illness, or that he or she is unable to complete them within the time limits given in the present regulation, the chairperson of the Board of Examiners shall, in consultation with the examiner and upon receiving a request to do so, take reasonable action to compensate for any resulting disadvantages. ²In particular, such action includes the modification of external examination conditions, the extension of time limits given to complete assessments and the completion of equivalent assessments. ³The student is obliged to provide reasons to justify the exam access arrangement applied for. ⁴For purposes of verification, suitable proof and, if there is reasonable doubt, a certificate issued by a public health officer (*Amtsarzt*) may be requested.

(2) ¹Pursuant to § 19(1) sentence 1, the written request under subsection 1 sentence 1 must be submitted along with the registration for the examination. ²The student must be informed of the decision in writing.

§ 28 Protective provisions and calculation of time limits during periods of maternity protection and parental leave

¹The protective provisions of the *Mutterschutzgesetz* (MuSchG, protection of working mothers act), as amended, shall apply mutatis mutandis to mothers in university education. ²The protection time limits stated in the *Mutterschutzgesetz* must be taken into account when calculating all time limits stated in

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this general study and examination regulation or in the respective subject-specific study and examination regulation. ³Sentence 2 also applies to parental leave within the meaning of *Bundeselterngeld- und Elternzeitgesetz* (BEEG; federal parental benefit and parental leave act), as last amended.

§ 29 Language modules

¹In the subject-specific study and examination regulations, Language Centre courses may be offered in the form of language modules in the following languages only:

German as a foreign language
 Chinese
 Czech
 French
 English
 Indonesian
 Italian
 Polish
 Portuguese
 Russian
 Spanish
 Thai
 Vietnamese

²The language modules shall have the following structure:

| | | hrs/wk | ECTS credits | Partial exams |
|---------|----------------|--------|--------------|---|
| Level 1 | Foundation 1.1 | 4 | 10 | Written examination (120 minutes) |
| | Foundation 1.2 | 4 | | |
| Level 2 | Foundation 2.1 | 4 | 10 | Written exam (120 minutes) and oral exam (approx. 15 minutes) |
| | Foundation 2.2 | 4 | | |
| Level 3 | Intermediate 1 | 4 | 10 | Written exam (120 minutes) and oral exam (approx. 20 minutes) |
| | Intermediate 2 | 4 | | |
| Level 4 | Advanced 1.1 | 4 | 10 | Written exam (150 minutes) and oral exam (approx. 30 minutes) |
| | Advanced 1.2 | 4 | | |
| Level 5 | Advanced 2.1 | 4 | 10 | Written exam (150 minutes) and oral exam (approx. 30 minutes) |
| | Advanced 2.2 | 4 | | |

³A module shall consist only of one level and cover two semesters. ⁴The subject-specific study and examination regulations shall specify which languages and which levels are available as language modules. ⁵The student shall select the language modules according to his or her previous knowledge (established by placement test or certificate). ⁶If an assessed module is to be specified by the students of a language, all language modules above the level of the assessed module are deemed to be supplementary assessments. ⁷Stipulation of the assessed module cannot be changed.

§ 30 Effective date, superseded regulation and transitional provisions

¹This statute shall take effect on the day after its announcement and apply to all master's programmes of the Faculty of Arts and Humanities governed by a subject-specific study and examination regulation.

²Transitional provisions may be specified in the relevant subject-specific study and examination regulation.

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Issued as per the resolution of the Senate of the University of Passau of 22 June 2016 and as approved by the President of the University of Passau on 27 July 2016, file ref.: VII/2.I-10.3940/2016

Passau, 29 July 2016

UNIVERSITY OF PASSAU
The President

Professor Carola Jungwirth

This statute was issued by the University on 29 July 2016 and announced on 29 July 2016 by posting on the noticeboards of the University.

The date of promulgation is 29 July 2016.