

OFFICIAL TRANSLATION OF

Prüfungsordnung der Fakultät für Mathematik, Informatik und Naturwissenschaften für Studiengänge mit dem Abschluss Master of Science (M.Sc.)

**Vom 20. Oktober 2021
(Amtliche Bekanntmachung Nr. 116 vom 22. Dezember 2021)**

**THIS TRANSLATION IS FOR INFORMATION ONLY –
ONLY THE GERMAN VERSION SHALL BE LEGALLY
VALID AND ENFORCEABLE!**

Examination Regulations of the Faculty of Mathematics, Informatics and Natural Sciences for Master of Science (MSc) Degree Programs

dated 20 October 2021

On 8 November 2021 and in accordance with Section 108 subsection 1 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG) dated 18 July 2001 (HmbGVBI, p. 171) as amended on 17 June 2021 HmbGVBI, p. 468), the Executive University Board ratified the Examination Regulations for the Master of Science (Msc) Degree Programs adopted by the Faculty of Mathematics, Informatics and Natural Sciences on 20 October 2021, pursuant to Section 91 subsection 2 number 1 HmbHG, taking into consideration the General Examination Regulations for Academic Examinations at Universität Hamburg dated 25 January 2018, 22 February 2018, and 8 November 2018.

Preamble

These examination regulations govern the general structure and examination procedure for all consecutive master of science (MSc) degree programs in the Faculty of Mathematics, Informatics and Natural Sciences and are also supplemented by the subject-specific provisions for the individual degree programs.

Section 1

Program and examination objectives, academic degree, and Implementation of the degree program

- (1) The general objectives of university teaching are defined in Section 2 subsection 1 of the General Examination Regulations for Academic Examinations at Universität Hamburg as amended. In addition, master's degree programs aim to provide solid specialist knowledge and enable students to acquire a qualification evincing in-depth competency of scholarly methodologies. The subject-specific provisions set forth the specific program objectives.
- (2) Successfully passing the examinations established for a master's degree program is evidence of achieving the program objectives set forth in the respective subject-specific provisions.
- (3) Successfully passing master's degree program examinations qualifies students for the award of the graduate academic degree master of science (MSc).
- (4) The degree programs are administered by the Faculty of Mathematics, Informatics and Natural Sciences.
- (5) The selection criteria and particular admission requirements for the master's degree program are governed by separate bylaws for the respective degree programs.
- (6) Subsequent to admission to the degree program, the Faculty of Mathematics, Informatics and Natural Sciences at Universität Hamburg is authorized to communicate with students electronically for all study-related administrative matters (including the transmission of documents such as letters and notifications).
- (7) The rules for safeguarding good academic practice and the avoidance of academic misconduct at Universität Hamburg are set forth in the Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg issued by the Academic Senate on 15 May 2014, as amended.

Section 2

Regular period of study

The regular period of study is four semesters, including all exams, the master's thesis, any internships that may have been made part of the degree curriculum, and field trips. For students studying part-time, the regular period of study increases by one semester for every two semesters of part-time study. The curriculum established in the subject-specific provisions and the organization of the examination procedure

must be structured so that the master's degree program, including all exams, may be completed within the regular period of study.

Section 3 Subject advising

- (1) Subject advising is generally provided by instructors teaching in the degree program.
- (2) During the introductory phase, students must meet with a subject advisor from their chosen major.
- (3) Students who have not taken all of their examinations must meet with a subject advisor before they exceed the regular period of study by two semesters pursuant to Section 2 herein. Students who do not meet with a subject advisor after exceeding the regular period of study will be withdrawn as a student pursuant to Section 42 subsection 2 no. 7 HmbHG.
- (4) The subject-specific provisions may prescribe subject advising at an earlier point in time if it is expected that a student will exceed the regular period of study.

Section 4

Program and examination organization, modules, and ECTS credits

- (1) The degree program is a modular program. The program structure, module requirements, and the number, nature, and duration of the module examinations are regulated in the subject-specific provisions. Detailed module descriptions, including skills-oriented qualifications, are provided in the module handbooks. Modules may be the following: required modules, which are compulsory; required elective modules, which must be selected from a prescribed catalog of modules; and elective modules. Elective modules may be selected from all modules offered by Universität Hamburg, depending on the available space.
- (2) Modules constitute discrete teaching and learning units. Modules are designed to convey a portion of the overall information established for the respective degree program. The workload (attendance, independent study, and examination preparation) for each module is accounted for in ECTS credits. As a general rule, 1 ECTS credit corresponds to 30 hours of work. A total of 120 ECTS credits inclusive of the master's thesis must be earned in order to complete the degree program. ECTS credits are earned upon successfully completing a module. The subject-specific provisions set forth the criteria that must be satisfied for the successful completion of a module.

(3) The examination for the master's degree program is comprised of the master's thesis. The master's thesis is part of a final module, which may require additional examinations. Where the subject-specific provisions (FSBs) provide for additional performance that does not contribute more than 20 percent of the total grade of the final module, and this cannot be performed over a longer period of time due to force majeure, affected student(s) may request that the chairperson of the examinations board determine an alternative form of examination. This must be suited to attaining the skills-oriented qualifications defined for the final module.

(4) Generally, the degree program must be commenced immediately upon admission.

(5) A degree program may be completed on a part-time basis. Students may apply to Services for Students (SfS) to study part-time. The decision about whether to approve a part-time student enrollment application must be made in accordance with the legal provisions set forth in Universität Hamburg's enrollment regulations, as amended. Part-time students must inform the academic office without undue delay of any changes to their student status (approval notice from Services for Students required). Part-time students must create an individualized study plan together with a subject advisor upon consultation with the examinations board.

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Section 5

Course types

(1) Course types include especially the following:

1. lectures for the detailed presentation of subject matter
2. practical courses to illustrate and apply the lecture material
3. introductory seminars and seminars for the independent conveyance and development of knowledge
4. project and project studies to develop awareness of problems in subject-specific or experimental work by working on a project in a particular field
5. practical training to learn subject-specific knowledge, methods, and skills
6. internships
7. field trips / fieldwork

Courses may be held in person or as blended-learning or e-learning courses.

The subject-specific provisions may provide for other types of courses or combinations of course types. In accordance with Section 5 subsection 2 of the General Examination

Regulations for Academic Examinations at Universität Hamburg dated 25 January 2018, 22 February 2018, and 8 November 2018, the subject-specific provisions may only deem in-person attendance compulsory for courses where this is justified by the didactics of higher education. However, there is no attendance requirement for lectures. The subject-specific provisions must list those courses that have a mandatory attendance requirement and provide justification for said requirement. The subject-specific provisions also specify whether compulsory attendance is required for admission to repeat examinations. Students must register for courses in order to attend.

(2) The subject-specific provisions only require attendance for courses where the skills-oriented qualifications of the relevant module can usually only be fully achieved through regular attendance. Generally, attendance is required for the following courses:

- a) seminars and introductory seminars, as these are generally aimed at improving students' abilities to handle criticism and to hold discussions
- b) field trips, as these are designed to provide region-specific knowledge
- c) internships, as these are intended to guide students and enable them to resolve practical problems
- d) projects, as these also serve to develop social skills (e.g., the ability to work in a team).

(3) The subject-specific provisions may require attendance for practical courses if the skills-oriented qualifications of the module cannot be fully obtained without it.

Section 6

Limiting attendance for specific courses

The number of participants for specific courses may be limited, provided that this is required for proper implementation. Any limitation must set forth the criteria for the selection of the participants and must be published in an appropriate manner.

Section 7

Examinations board

(1) Examinations boards must be created to organize examinations, carry out the tasks, and ensure compliance with these examination regulations. An examinations board is comprised of three members from Universität Hamburg teaching staff, one member of the academic faculty, and a student. Moreover, a member of the staff from the academic office—as a rule, the degree program coordinator—attends meetings and has an advisory vote. Members of the examinations board should ideally be associated with the relevant degree program.

(2) The members of an examinations board and their substitutes are elected by the competent faculty body upon nomination by the respective group. Members and their substitutes have a term of office of two years, and the student member appointed for a term of one year. A member may be reelected. If a member should retire before the end of their term, a successor must be elected for the remaining term of office. The examinations board must elect a chair and vice-chair from the group of university teachers and lecturers sitting on the board.

(3) Meetings of the examinations board are not open to the public. The board has a quorum when at least three members are present, of which the chair or vice-chair and another member from the group of university teachers and lecturers are present. In case of a tied vote, the chair has the deciding vote. Decisions made by the examinations board must be documented.

(4) The examinations board and the chairperson of the examinations board may delegate duties to the Academic Office with respect to the preparation and implementation of its decisions and the organizational execution of examinations.

(5) In cooperation with the office of the dean, the examinations board must warrant that coursework and examinations can be completed within the time period set forth in these regulations. Furthermore, the examinations board must ensure that module examination dates are set and publicized well in advance.

- a) If the performance of scheduled examinations or coursework is not possible due to force majeure, the examinations board responsible must determine appropriate measures. In particular, these may include offering additional examination dates or the completion of other equivalent examinations. This also applies to coursework. The equivalent examinations and coursework identified must be suited to attaining the skills-oriented qualifications defined for the final module.
- b) Upon electronic or written application, the chairperson of the examinations board may implement reasonable compensation for disadvantages for a student if the student can substantiate that they are to any extent unable to complete an examination under the prescribed conditions or within the time periods set forth in these regulations on account of an increased risk of severe COVID-19 infection due to a health impairment afflicting the student personally or a person with whom the student resides. Such suitable measures could include altering the external examination conditions or accepting equivalent examination performance. This also applies to coursework. The application must be made without delay—at the latest, one week prior to the scheduled examination.

(6) Members of the examinations board have the right to attend examinations. This right, however, does not extend to decisions about grades or to the disclosure of grades.

(7) Members of the examinations board and their substitutes are subject to the duty of confidentiality incumbent on their office. If a board member is not a public employee, then the chairperson must obligate that member to confidentiality.

(8) Onerous decisions made by the examinations board must be provided to students without undue delay in writing or electronically, explaining the reasons and legal basis. Administrative notices for decisions must contain information about the legal rights and remedies available to the persons affected.

(9) The examinations board may publicize rules, dates, and other decisions that the board has been charged with deciding pursuant to these regulations by posting a notice in the academic office, on the internet, or in any other reasonably suitable manner—especially the publication of registration and examination dates as well as examination results. These must have binding effect and be in accordance with data protection and privacy regulations.

Section 8

Credit for periods of study, completed coursework, and examinations

(1) Periods of study, completed coursework, examinations, and internships or vocational studies integrated into the degree program completed at a university, equivalent higher education institution, state-accredited distance-learning program, other education institution (especially in programs at state or state-accredited vocational academies) and universities of applied sciences may be recognized upon application by the student provided that there is no material difference between the skills and knowledge learned and the skills and knowledge needed to be learned at the admitting higher education institution. Conditional recognition may also be granted on presentation of appropriate documentation.

(2) For the recognition of periods of study and completed coursework and examinations that were completed outside Germany, equivalency agreements that have been approved by the Standing Conference of the Ministers of Education and Cultural Affairs and the German Rectors' Conference as well as arrangements between Universität Hamburg and other higher education institutions participating in a degree program within the scope of university partnerships or cooperation agreements must be observed.

(3) Equivalent skills and knowledge required to successfully complete a degree program that have been acquired by means other than university study are recognized up to one-half of the total credit value required to fulfill coursework and examination requirements.

(4) If examinations are accepted for credit, then grades will be adopted and taken into account for the final grade provided that the grading systems are comparable. If the grading systems are not comparable, then successful examinations will be recorded as a "pass."

(5) The chair of the examinations board decides on credit in accordance with subsections 1 through 3 upon submission of a student application therefor. The requisite supporting documents must be enclosed with the application for credit. Previous examination performance may no longer be recognized once the student is required to take an examination as part of a corresponding module. This is the case, for example, once a student makes a binding registration for an examination and/or has attempted at least once to pass an examination. A binding registration for an examination arises when the general registration period and cancellation periods have ended. The examinations board may deny recognition if it can demonstrate that there are significant differences between the skills and knowledge acquired and those required by the higher education institution in accordance with subsection 1 or the skills and knowledge acquired by means other than university study in accordance with subsection 3 are not equivalent.

Section 9

Admission to module examinations

(1) Students must properly register for examinations with the relevant academic office to take module examinations. Registration for a module examination becomes binding once the registration deadline expires. The academic office must announce registration times and procedures in an appropriate manner. The examinations board may make admission to a repeat examination contingent on the student meeting with a subject advisor. Upon a student's request in justified exceptional cases, the examinations board may set up a different type of examination.

(2) If subject-specific provisions require compulsory attendance in courses (see Section 5 subsection 1 sentences 3 and 5), regular attendance of module courses may be prerequisite for admission to a module examination. In general, regular attendance means not missing more than 15 percent of the classes for courses in a module. If absence is excused, students may be conditionally allowed to take an exam. Excused

absences must be substantiated. The course instructor whose courses have been missed must set requisite conditions, where required, that must be appropriate to document that a student has caught up on subject matter missed. The subject-specific provisions may govern this in more detail.

(3) In order to register for a module examination, students must generally be enrolled in the respective degree program. Enrollment also applies to taking courses in elective and required elective modules offered by other disciplines.

(4) Admission to an examination may be denied if

1. the conditions set forth in subsection 1 have not been satisfied
2. the prerequisites set forth in subsection 2 have not been satisfied or the conditions set forth in subsection 2 have not been satisfied
3. the prerequisites set forth in subsection 3 have not been satisfied
4. the admission requirements for the module have not been satisfied
5. the coursework required in the subject-specific provisions has not been completed.

Sentence 1 number 4 does not apply if the examinee has taken all examinations for the previous modules but not all of the examinations have been graded. In such cases, the examinee may be admitted to the subsequent examination.

(5) A student must be notified without undue delay if not admitted to an examination.

Section 10

Retaking module examinations

(1) Module examinations may be retaken three times.

(2) For each module examination, there are generally two possibilities for examination at the end of the course. Students may only retake module or course examinations that they did not pass. Examinations should be taken at the earliest possible date concurrent with studies.

(3) Elective and required elective modules may be changed. If an elective or required elective module is changed or no longer offered for organizational reasons, examination attempts in other modules will not be counted.

Section 11

Compensation for disadvantages for students who have a disability or are chronically ill

(1) Upon written or electronic application, the chairperson of the admission and examinations board may implement reasonable compensation for disadvantages for a student who can substantiate they are to any extent unable to complete an examination under the prescribed conditions or within the time periods set forth in these regulations on account of a disability or persistent severe or chronic affliction. Suitable measures could include altering the physical conditions for the examination, extending the time to complete the examination, or accepting an equivalent examination performance. This also applies to coursework.

(2) The disability representative must be consulted pursuant to Section 88 subsection 3 HmbHG if the chair of the examinations board must render a decision pursuant to subsection 1.

(3) The student must set forth the reasons for any requested compensation for disadvantages. Appropriate proof may be requested to substantiate the legitimacy of any such requests.

Section 12 Examiners

(1) The examinations board appoints examiners pursuant to the provisions of the HmbHG, as amended.

(2) In principle, the course instructors for the respective module are the examiners for the module examinations. The examinations board decides on exceptions to this rule. If there is one examination and several instructors, the examinations board may appoint an instructor to be responsible for the examination.

(3) Members of other higher education institutions and academics from nonuniversity research institutions may also be appointed as examiners.

Section 13 Completed coursework and module examinations

(1) The module description may provide for the completion of coursework. Completed coursework may be graded. The subject-specific provisions may provide that coursework must be successfully completed prior to students being allowed to take a module examination.

(2) Pursuant to the subject-specific provisions, module examinations must be given at the scheduled times in the form specified by the examiners. The subject-specific provisions may prescribe module prerequisites for the module examinations.

(3) Generally, a module examination is given for the whole module (final examination). An overall general examination for several modules may be used in specific justified cases based on the type of examination and the pedagogical concept. The ECTS credits for a module are awarded to the student on successful completion of the module. Successful completion requires the student to pass the module examinations and complete the coursework as stipulated in the subject-specific provisions. In exceptional cases, the subject-specific provisions may prescribe that not all course examinations must be passed.

(4) The subject-specific provisions may set forth the following oral, written, or practical formats for module examinations:

a) Written examinations

A written examination is supervised and specifies tasks that must be completed independently in writing using only approved resources. The duration of written examinations must be at least 30 minutes and no more than 180 minutes long. Selecting answers from a list of choices (multiple choice) may also be given as a written examination.

b) Oral examinations

An oral examination is an examination in which students should demonstrate verbally that they have mastered the subject matter being tested. Oral examinations may be conducted individually or in groups. The duration of the examination for each examinee must be at least 15 minutes and no more than 45 minutes long. Students may suggest subject matter for oral examinations. Oral examinations are given by an examiner in the presence of an assistant examiner who must have at least the qualification being examined or such equivalent. The essential subject matter and results of the oral examination must be documented. This documentation must be placed in the examination file. University members—especially students in the same degree program—must be allowed to attend oral examinations as an audience, unless the examinee requests the public be excluded. This right, however, does not extend to decisions about grades or to the disclosure of grades.

c) Term papers

A term paper is a lengthy essay about an assigned topic that was discussed within the scope of the respective module. A term paper must be at least 5 and a maximum of 30 pages long. The period for completion of the term paper is a maximum of three months. Term papers must be submitted in writing and, at the request of an examiner, also on an electronic storage device. Within the scope of grading term papers, an external institution may be employed to check for plagiarism using a computer-

assisted plagiarism detection system. Any copies of the work furnished for this purpose may not be disclosed to any third party and must be deleted once the plagiarism check has been completed.

d) Presentations

A presentation is an oral lecture on an assigned topic. A written report of the oral presentation may also be required. An oral presentation is usually between 15 and a maximum of 75 minutes long. The written report must be at least 3 and a maximum of 30 pages long. The completion time for the written report is up to 30 weeks from the assignment of the topic. Alternatively, the examiner may determine the completion time to be 6 weeks from the date of the presentation.

e) Completion of laboratory course

A laboratory course is deemed successfully completed once students have conducted the experimental work assigned by the instructor responsible and substantiated their findings in experiment colloquia or written reports. Deadlines for written reports must be set before the beginning of the course. Experiment colloquia and written reports must be based on transcripts and relevant original scientific literature and/or the students own research. Written reports must be presented in a form, structure, and scope (2–50 pages) that is consistent with the subject-specific standards. Generally, colloquia should have a duration of at least 10 and a maximum of 60 minutes. Assessment on completion of laboratory courses is generally conducted at the end of the relevant course semester. If the course is partially or completely conducted during the reading period, the examiner may extend the due date as appropriate.

f) Completion of projects

A project is deemed successfully completed when solutions to the selected topic are presented in an oral presentation and/or a written final project report. The completion time for the written report is up to 20 weeks from the assignment of the topic. When conducted as a group project, the contributions of individual students must be able to be clearly identified, distinguished, and assessed. Each student should present for at least 10 and for a maximum of 60 minutes. Assessment on completion of projects is generally conducted at the end of the relevant course semester. If the course is partially or completely conducted during the reading period, the examiner may extend the due date as appropriate.

g) Completion of practical courses

Practical courses require continual active student participation. Projects are completed through an individual or group written report. Other individual practical exercises may be used for practical courses. The individual practical exercises are

provided by the teaching staff responsible and form the basis of the written report. Between 4 and 14 written reports should be given per semester. Individual written reports should be between 2 and 15 pages in length. As a rule, the written report must be completed during the relevant course semester. If the course is partially or completely conducted during the reading period, the examiner may extend the due date as appropriate.

h) Completion of field trips

Field trips are considered successfully completed once a report has been prepared covering the objectives and findings. The report is based on contemporary notes, relevant original scientific literature and the student's own research. This field trip report must be presented in a form, structure, and scope (5–30 pages) that is consistent with the subject-specific standards. Working time is at least 2 and a maximum of 20 weeks from the assignment of the topic for the field trip / field course. As a rule, the field report must be completed during the relevant course semester. If the course is partially or completely conducted during the reading period, the examiner may extend the due date as appropriate.

i) Completion of internship

Internships are considered successfully completed once a report has been prepared covering the objectives and findings. The report should be between 5 and 30 pages long. Working time is between at least 2 and a maximum of 20 weeks from the end of the internship.

j) Take-home examination

A take-home examination consists of a specific question that the student works on for a short period of time at home, using aids. Working time can range from 60–240 minutes. The examiner generally announces the specific duration at the beginning of the course—at the latest, two weeks before the examination. The examiner may also establish guidelines for the scope of work. If the module description in the subject-specific provisions for a module or course examination provides for a written examination pursuant to Section 13 subsection 4 letter a, examiners may provide for a take-home examination as an alternative. The specific type of examination is generally announced at the beginning of the course—at the latest, two weeks before the examination. Tasks for a take-home examination will be given in person or in electronic form. Students will be informed of the distribution of the assignment and the submission deadline in advance. The period between the distribution of the assignment and the submission deadline may exceed the specified completion time. As per the examination regulations, students must confirm that they have completed the assignment on their own and without using any tools or resources beyond those

explicitly permitted. Within the scope of evaluating take-home examinations, an external institution may be employed to check for plagiarism using a computer-assisted plagiarism detection system. Any copies of the work furnished for this purpose may not be disclosed to any third party and must be deleted once the plagiarism check has been completed.

k) Electronic examination

In an electronic exam, the questions to be answered are displayed in digital and interactive settings. This might be, for example, simulations, simulation games, processing in and with modeling software, practical applications in and using software (e.g., ERP software), and development environments (e.g., programming). Examinations may also be set to include question and/or answer formats in which multimedia content is integrated or annotated with sequence accuracy as well as group-based types of examinations in which the work and division of labor are made possible and mapped by IT environments.

The subject-specific provisions may specify other types of examinations.

(5) In appropriate cases, examinations may be conducted using a digital network (online examinations).

(6) Authentication is generally carried out before the examination commences or during the examination by means of official photo identification (e.g., identify card, passport), which must be shown on request. Where, pursuant to subsection 5, more than one person is taking part in the examination, authentication is carried out in accordance with privacy laws, for example, individually in a separate breakout room.

(7) To prevent cheating during an examination conducted online pursuant to subsection 5, students are obliged to set up and activate the camera and microphone of their chosen communication equipment (supervision via video). Supervision via video must be set up to impose upon the privacy of the individuals involved only to the extent required for legitimate surveillance purposes. Supervision via video is carried out by supervisors appointed by the University. Recording and automated evaluation of image or sound data from the supervision via video is not permitted. Sections 1–4 also apply to the transmission of image, video, and sound data for oral or practical examinations conducted online pursuant to subsection 5.

(8) If transmission of the examination task, execution of the examination task, transmission of examination responses, or supervision via video during the online examination conducted pursuant to subsection 5 are not possible for technical

reasons, the examination will end at that stage, and examination performance will not be assessed. The examination attempt is considered as not having taken place. This does not apply if the student is responsible for the disruption. In the case of an oral or practical examination pursuant to subsection 5, in the event of a temporary disturbance of video or sound transmission, the examination will continue once the disruption has been rectified. If the technical disruption continues to prevent the proper conduct of the examination, the examination may be repeated at a later time. Sentences 2 and 3 apply accordingly. If the technical disruption occurs after a substantial part of the oral or practical examination has taken place, the examiner and examinee(s) may jointly agree to continue and complete the examination via another suitable format, particularly by telephone or by use of a video conference system. This does not apply to practical examinations for which visual transmission is essential for the assessment of the examination.

(9) Participation in an online examination pursuant to subsection 5 is voluntary. The voluntary nature of participation must be ensured by offering the respective type of examination in a nondigital form, ideally during the same examination period.

(10) If the subject-specific provisions provide for alternative types of examinations for a module, and these have not yet been specified in a module handbook, the respective type of examination must be announced at the beginning of the course. This is not required in the exceptional case that the student is obligated to choose the type of examination. The same applies for the options in subsection 4. Examinations may be given in either German or English. The subject-specific provisions govern this in more detail.

11) The specific scope and duration of an examination is laid out in the subject-specific provisions of the module handbook or announced by the examiner at the start of the course.

Section 14 **Master's thesis**

(1) The master's thesis is a demonstration of the candidate's ability to independently address a problem from the respective field of study in accordance with academic methods within a set period of time.

(2) Upon submitting the commencement request, the candidate may suggest topics and a supervisor. The supervisor recommendation must be honored to the extent tenable and possible. The examinations board must procure a supervisor upon request.

(3) The supervisor assigns the thesis topic to the student. The date of the assignment, topic, and names of both examiners must be recorded in the student's graduate file. An assigned topic may be justifiably rejected only once after it has been assigned, and this must be done within the first four weeks. Upon a student's reasoned request, the supervisor may withdraw the topic of the master's thesis. In cases of doubt, the chairperson of the examinations board must render a decision on the matter. A new topic must be assigned without undue delay and no later than four weeks thereafter.

(4) The master's thesis must be written in either German or English. The subject-specific provisions govern this in more detail.

(5) The subject-specific provisions must specify the time allowed to complete the master's thesis within a range of 15 to 30 ECTS credits. The supervisor must limit the topic, issue, and scope so that treatment of the topic may be completed within the prescribed period. The chair of the examinations board may approve an extension of time to complete the thesis upon submission of a reasoned application prior to expiration of the deadline for completion. As a prerequisite to extension, the reasons for the extension must not be attributable to the candidate and must have been communicated without undue delay. The justification for the need of an extension of time must be copiously explained and substantiated by the candidate in a physical or electronic letter, and in the case of illness by submitting a medical certificate. As a rule, all extensions together may not exceed more than half of the originally prescribed time for completion of the thesis.

(6) The master's thesis must be submitted to the academic office in both digital and hard copy. The chair of the examinations board may establish more detailed specifics with respect to the requisite digital form and method of transmission. The digital receipt of the thesis as specified by the chair of the examinations board before the expiry of established deadlines is sufficient to meet the submission deadline. The hard copy of the thesis must be submitted without undue delay. If mailed to the academic office, the postmark applies as the date of submission. Reviewers and examinees may mutually agree that each reviewer will receive a hard copy of the master's thesis. The candidate has the burden of proving the master's thesis was submitted. The date of submission must be recorded in the student's file. The student must submit an affidavit along with the master's thesis affirming that they have written the thesis entirely on their own and that the hard copies submitted correspond to the electronic version submitted. If, for reasons unattributable to the candidate, the thesis is not submitted by the deadline, the examinations board must decide how to proceed. Normally, a new topic is assigned, which is not regarded as a second attempt. In such

an event, subsection 5 sentence 6 applies mutatis mutandis. If, for reasons attributable to the candidate, the thesis is not submitted by the deadline, Section 16 subsection 1 applies.

(7) The supervisor and another examiner from the group of eligible examiners (Section 12) evaluate the master's thesis and submit their evaluations in either physical or digital written form. At least one examiner must have a supplemental scholarly qualification pursuant to Section 15 subsection 4 HmbHG—for example, a *Habilitation* (postdoctoral qualification). For examiners pursuant to Section 64 subsection 2 sentence 2, the examinations board must warrant that the topic of the master's thesis only covers the examination material of the examiners' courses or associated modules.

(8) Both examiners must promptly evaluate the master's thesis, no later than six weeks after its submission. The chair of the examinations board may grant an extension of time for evaluations if there is a higher than average number of theses to be graded or for other comparable substantive reasons. The grade for the master's thesis is the arithmetic mean of the grades awarded by the two examiners, taking into account Section 15 subsection 3. If the master's thesis is graded "insufficient" (5.0) by only one of the two examiners, the chair of the examinations board must appoint a third examiner. If the third reviewer assesses the work as at least "sufficient" (4.0), then the grade awarded for the master's thesis will be the mathematical average of all three grades awarded in accordance with Section 15 subsection 3 and no less than the grade of "sufficient" (4.0). If the third reviewer assesses the work as "insufficient" (5.0), then the aggregate grade for this work is "insufficient" (5.0).

(9) If the overall grade received for a master's thesis is "insufficient" (5.0), it may be redone once. A request to redo the thesis must be submitted no later than six weeks after notification of the insufficient grade. A third submission is allowed in exceptional circumstances only. A rejection of the master's thesis topic within the period set forth in subsection 5 sentence 3 is only permitted if the candidate has not previously utilized this option.

(10) Examinations for which students are already registered that cannot be held due to force majeure are deemed completed when determining the modules or ECTS credits required for admission to the final thesis. However, the module must be completed with a passing grade in order to graduate. Where examinations cannot be held or can only be held to a limited extent due to force majeure, the examinations board may determine that an exceptional case exists to permit admission to the final module with a lower number of ECTS credits.

Section 15

Evaluation of examinations

(1) Examinations must be graded promptly—no later than four weeks after the examination is taken; Section 14 subsection 8 sentence 2 applies accordingly. Examination grades are assigned by the examiners responsible. Examinations not included in the overall final grade may be graded as a pass or fail where they are not graded according to the following scale:

1 = excellent	outstanding performance
2 = good	performance that materially exceeds standard expectations
3 = satisfactory	performance that meets standard expectations
4 = sufficient	performance that meets expectations despite deficiencies
5 = insufficient	performance that does not meet expectations due to significant deficiencies

(2) Evaluating performance may be differentiated by decreasing or increasing grades by an intermediate increment of 0.3. The grades 0.7, 4.3, 4.7, and 5.3 may not be used.

(3) If the examination performance assessed in a module includes several components, the grade for the module may be calculated based on the mathematical average of the grades received for the individual components or as a weighted average of the grades received for the individual components as a function of ECTS credits. Only the first two positions behind the decimal point are included in the calculation of grades; all other values after that are ignored and not used as a rounding function. The grades for the components of the final module may be weighted independently of the ECTS credit allocation. This also applies to the evaluation of performance by more than one examiner. The subject-specific provisions set forth the manner of calculation. The grades are as follows:

from 1.0 to 1.15	1.0
over 1.15 to 1.50	1.3
over 1.50 to 1.85	1.7
over 1.85 to 2.15	2.0
over 2.15 to 2.50	2.3
over 2.50 to 2.85	2.7
over 2.85 to 3.15	3.0
over 3.15 to 3.50	3.3
over 3.50 to 3.85	3.7
over 3.85 to 4.0	4.0
over 4.0	5.0

An overall final grade must be calculated for the master's degree. Subsection 3 sentence 3 applies mutatis mutandis. Using ECTS credits as a weight function, the overall final grade is generally calculated as an average of all graded module examinations. The subject-specific provisions may set forth different provisions. Furthermore, the subject-specific provisions may specify that certain examination grades may not be used to calculate the overall final grade.

(4) The overall final grade for the successful completion of a master's degree program is:

- an average up to and including 1.50 (very good)
- an average from 1.51 up to and including 2.50 (good)
- an average from 2.51 up to and including 3.50 (satisfactory)
- an average from 3.51 up to and including 4.00 (sufficient).

For exceptional performance, an overall final grade may be supplemented with the comment "passed with distinction." The subject-specific provisions govern this in more detail.

(5) In addition to this grade, a percentile rank must be reported in the examination certificate in accordance with the standards set forth in the European Transfer and Accumulation System (ECTS grade).

Section 16 **Nonperformance and withdrawal**

(1) An examination is graded as "insufficient" (5.0) if an examinee fails to take an examination on the date or within the period scheduled therefor without a good reason as defined in these regulations, withdraws after an examination (or an examination component) has already begun, or does not begin or render performance during the time scheduled.

(2) The chair of the examinations board must be promptly notified, in writing or electronically, of the reason for the withdrawal or nonperformance and provided with supporting evidence. An examinee must submit a doctor's note if the reason is due to illness. Any course examinations that have already been fully completed may be credited. Reasons for withdrawal may not be asserted once an examination has taken place.

(3) The German protection of mothers at work and during training or studies act (Gesetz zum Schutz von Müttern bei der Arbeit, in der Ausbildung und im Studium,

MuSchG) dated 23 May 2017, as amended, applies to students who are pregnant or nursing infants. A pregnant student should notify the relevant office at the University of their pregnancy and the expected date of delivery as soon as they know they are pregnant. If requested, a medical certificate from a primary care physician, midwife, or obstetrician must be furnished as proof. A student who is nursing an infant should inform the relevant University office of that fact as soon as possible. As soon as the relevant body has been informed, it must promptly conduct a risk assessment and ascertain necessary protective measures. The student must be informed about the results of the specific assessment. Maternity protection periods suspend any deadlines provided for in these examination regulations. The period will be extended by the duration of maternity leave. Student applications for parental leave periods in accordance with the German federal parental allowance and parental leave act (Gesetz zum Elterngeld und zur Elternzeit, BEEG) must be taken into account. Students must inform the examinations board in writing or electronically, enclosing requisite proof, of the period or periods in which they are on parental leave no later than four weeks before the date from which parental leave is to commence. In urgent cases, less notice may be required as an exception to the rule. The examinations board must establish whether or not the legal conditions have been satisfied that would trigger an entitlement to parental leave for employees and must notify examinees thereof and, where applicable, about any new examination dates that are necessary. Subsection 2 sentences 3 and 4 apply mutatis mutandis.

Section 17

Cheating and violation of regulations

- (1) If a student attempts to cheat or use unauthorized aids or resources during an examination, the examination will be graded as “insufficient” (5.0) or “fail.” Unauthorized aids or resources for written and oral examinations include, for example, mobile phones. This also applies to students who allow others to copy their work during an examination, where such group work has not been explicitly permitted.
- (2) A student may not be excluded from continuing the examination if caught cheating or using unauthorized aids or resources as defined in subsection 1 herein during or after an examination has been handed out. The respective proctor must prepare a brief report about the incident and promptly submit it to the chair of the examinations board after the examination has finished. The examinee must be promptly notified of the accusation. The chair of the examinations board determines whether or not the examinee attempted to cheat. Prior to that, however, the examinee must be given an opportunity to be heard.

(3) If an examinee cheated on an examination and this is discovered only after the examination was taken, the grade may be corrected commensurate with subsection 1 herein and the student declared to have failed the master's degree program, as appropriate. The inaccurate examination certificate must be recalled and a new one issued, if appropriate. The master's degree diploma must also be recovered together with the examination certificate if the student has been declared to have failed the master's degree program because of cheating. A decision in accordance with sentence 1 above is barred after five years from the date of issuance of the examination certificate.

(4) Students who are repeatedly guilty of academic misconduct or guilty of particularly egregious misconduct in a written examination or academic activity may be expelled pursuant to Section 42 subsection 3 no. 5 HmbHG.

(5) An examinee who disrupts the proper course of an examination may be excluded from the remainder of the examination by the respective examiner or proctor and have their work on the examination graded as "insufficient." In egregious cases, the examinations board may prohibit the examinee from taking any further examinations.

(6) The examinee may request that the examinations board review any decisions taken in accordance with subsections 1, 3, 4, and/or 5 above. Any request for review must be submitted without undue delay.

Section 18 **Conclusively failing the master's degree program**

(1) A student has conclusively failed a master degree program if:

- a) the module examination has been graded or allocated the grade of "insufficient" (5.0) or is deemed to have been graded as "insufficient" (5.0) and no further attempts at retaking the examination are permissible, or
- b) the master's thesis has been graded or allocated the grade of "insufficient" (5.0) or is deemed to have been graded as "insufficient" (5.0) and no further submissions are permissible.

(2) If a student has failed the master's degree program, the chair of the examinations board must issue an administrative notice of decision listing all examination results and the reasons why the student failed the program. The administrative notice of decision must contain information about the student's legal rights and be given to the student.

Section 19

Reconsideration proceeding

Students may submit an appeal regarding examination and program decisions to the chair of the examinations board. This must be completed within one month of the respective decision if the student was given information about their legal rights and remedies; otherwise, they have up to one year from the date of notification of the decision to submit an application electronically in writing pursuant to Section 3a subsection 2 Hamburg administrative procedures act (Hamburgisches Verwaltungsverfahrensgesetz, HmbVwVfG) or in person and officially recorded. The application for reconsideration may be submitted in writing or electronically and must present justified grounds in support of the student's position. If the appeal is denied relief in whole or in part by the examinations board, the matter must be remitted to the University's appeals committee.

Section 20

Examination certificate, diploma, and diploma supplement

(1) An examination certificate for the master's degree program must be promptly issued after the last examination has been passed, if possible within four weeks. The examination certificate must contain information about the successfully completed modules relevant for the master's degree including the grades received and ECTS credits earned, the topic and grade of the master's thesis, the overall final grade, and the aggregate ECTS credits earned. The examination certificate must be signed by the chair of the examinations board and affixed with the seal of Universität Hamburg. The examination certificate must bear the date on which the last examination was taken.

(2) In addition to the examination certificate, the graduate also receives a diploma dated with the same date as the examination certificate. The diploma confers the academic degree Master of Arts. The diploma must be signed by the dean and affixed with the seal of Universität Hamburg. The office of the dean may delegate signatory authorization to the chairperson of the examinations board. The student will also receive an English translation of the diploma.

(3) Moreover, the chairperson of the examinations board will issue a diploma supplement and a transcript of records in English and German.

Section 21

Invalidity of the master's degree and rectifying prerequisite deficiencies

If the prerequisites for taking an examination were not satisfied and there was no deception on the part of the examinee, and these facts become known only after the academic transcript has been issued, then passing the examination rectifies any deficiencies. If the examinee has fraudulently registered for and completed an

examination for which they have not satisfied the prerequisite requirements, the examination must be declared as “insufficient” (5.0), and the student is deemed to have “failed” the master’s degree program. However, before any decision is taken, the examinee must be given an opportunity to be heard. Section 17 subsection 3 sentences 2 and 3 apply mutatis mutandis.

Section 22
Inspection of the examination file

On request from the examinee submitted within one year after the completion of the individual module examinations, and within a reasonable period of time, the examinee must be granted permission to inspect their written examinations, the written assessments thereof, and the record of examination where these have not already been given to the examinee.

Section 23
Effective date

These examination regulations become effective on the day following official publication by the University.

Hamburg, 22 December 2021
Universität Hamburg