



Universität Hamburg

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OFFICIAL TRANSLATION OF Prüfungsordnung der Fakultät für Wirtschafts- und Sozialwissenschaften für Studiengänge mit dem Abschluss „Master of Science“ (M.Sc.)

(Amtliche Bekanntmachung Nr. 85 vom 26. September 2024)

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ONLY THE GERMAN VERSION SHALL BE LEGALLY VALID AND
ENFORCEABLE!**

Examination Regulations for the Master of Science (MSc) Degree Programs in the Faculty of Business, Economics and Social Sciences

dated 8 May 2024

On 16 July 2024 in accordance with Section 108 subsection 1 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG) dated 18 July 2001 (HmbGVBl. p. 171), as amended 11 July 2023 (HmbGVBl. p. 250, 254), the Executive University Board of the University of Hamburg ratified the revised Examination Regulations for the Master of Science Degree Programs in the Faculty of Business, Economics and Social Sciences adopted by the Faculty of Business, Economics and Social Sciences on 8 May 2024 in accordance with Section 91 subsection 2 no. 1 HmbHG.

Preamble

These Examination Regulations govern the general structure and examination procedure for all consecutive Master of Science degree programs in the Faculty of Business, Economics and Social Sciences and is 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 the University of Hamburg as amended. In addition, master's degree programs aim to provide solid specialist knowledge and enable students to acquire a qualification demonstrating 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 details of organizing and implementing the various degree programs are governed in the subject-specific provisions.
- (5) The selection criteria and special conditions of admission for the master's degree program are governed by separate bylaws for the respective degree programs.
- (6) Subsequent to admission, the Faculty of Business, Economics and Social Sciences at the University of 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 the University of Hamburg are set forth in the Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at the University of Hamburg issued by the Academic Senate on 15 May 2014, as amended.

Section 2

Regular period of study

The regular period of study is two or four semesters respectively, including all exams, the master's thesis, any internships which may be made part of the degree curriculum, and field trips. The subject-specific provisions govern this in more detail. 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 and the master's thesis can be completed within the regular period of study.

Section 3

Subject advising

- (1) (Upon commencement of the program, students must meet with a subject advisor from their chosen program.
- (2) Students who have exceeded the regular period of study pursuant to Section 2 herein must meet with a subject advisor within two semesters after the end of the regular period of study, unless they have already registered to take all outstanding examinations by the end of this time period. 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.

Section 4

Program and examination organization, modules, and ECTS credits

- (1) The basic structure of a master of science degree program in the Faculty of Business, Economics and Social Sciences consists of subject-specific modules and an elective area. The subject-specific provisions govern this in more detail.
- (2) The master's degree is a modular program; the number, scope, and content of the modules and any module prerequisites forth in the subject-specific provisions. 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.
- (3) Modules are self-contained educational units generally comprised of several content-related courses. Modules are designed to convey a portion of the overall information established for the respective degree program. A module generally concludes with an examination (module examination). The subject-specific provisions may stipulate that modules can also be completed by successfully completing coursework. 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 either 60 or 120 ECTS credits inclusive of the master's thesis must be earned in order to complete a degree program. The subject-specific provisions govern this in more detail. Successful completion of a module earns ECTS credits.
- (4) The examination for the master's degree program is comprised of module examinations and the master's thesis. The subject-specific provisions may also regulate the master's thesis in a final module and provide for further module components for the final module.
- (5) A degree program may be completed on a part-time basis. Students can apply for part-time status via STiNE. The decision about whether to grant an application to enroll as a part-time student is made in accordance with the legal specifications set forth in the enrollment regulations of the University of Hamburg as amended. Part-time students must create an individualized study plan together with a subject advisor on consultation with the chairperson of the examinations board. Part-time study does not result in an extension of the completion period for the master's thesis.
- (6) Generally, the master's degree program must be commenced immediately upon admission.

Section 5

Courses

- (1) Course types include the following:
 - a) lectures
 - b) practical courses
 - c) seminars
 - d) advanced language courses
 - e) projects/project studies/project seminars
 - f) internships
 - g) colloquia

The subject-specific provisions may provide for other types of courses or combinations of course types.

- (2) Courses are usually conducted in German or in English. Courses may be held physically in class requiring attendance or as blended learning or eLearning classes. The subject-specific provisions govern this in more detail.
- (3) Compulsory attendance may be apply to courses. The subject-specific provisions govern this in more detail. The provisions must also specify whether compulsory attendance is required for admission to repeat examinations.
- (4) Courses must be registered for in advance. The academic office will announce registration times and procedures in an appropriate manner.
- (5) If module descriptions in the subject-specific provisions specify that a fully or partially completed module is a prerequisite for a subsequent module, then this must be completed before a student may be admitted to courses in the module. If a student has taken the examinations for a module that is a prerequisite for another module and the exams have not yet been graded, the student may be provisionally admitted to the module courses. Admission is subject to the condition that the student passes the examinations.

Section 6

Limiting attendance for specific courses and areas of concentration

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 selecting participants must be published in an appropriate manner.

Section 7

Examinations board

- (1) Examinations boards will be created to organize examinations, ensure compliance with these regulations, and perform other duties established by these examination regulations. The examinations board is comprised of three members from among the teachers or members of the University who have completed a *Habilitation* (postdoctoral qualification), one member of the academic faculty, which includes lecturers who have not completed a *Habilitation*, and one student. Members of the examinations board should ideally be part of the relevant degree program. A proxy must be appointed for each member of the doctoral committee. Moreover, a member of the staff from the Academic Office may attend meetings and have an advisory vote.

- (2) The members of an examinations board and their substitutes are elected by the competent faculty body on nomination by the respective group. Members and their deputies have a two-year term of office. The student member has a term of one year. Members may be reelected. If a member retires before the end of their term, a successor must be elected for the remaining term of office. The examinations board must elect a chairperson and vice chairperson from the group of University teachers and University members who have completed a *Habilitation*.
- (3) Meetings of the examinations board are not open to the public. The public may be allowed to attend a meeting provided that discussion does not touch on matters of staff, examinations, or course evaluations for specific individuals. The board has a quorum when at least three members are present, of which the chairperson or vice chairperson and another member from the group of University teachers and University members who have completed a *Habilitation* are present. In case of a tied vote, the chair has the deciding vote. Student members may not participate in the recognition of study and internship periods, completed coursework, or examinations. Decisions made by the examinations board must be documented.
- (4) 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.
- (5) 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.
- (6) 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.
- (7) Students disadvantaged by decisions made by the examinations board must be informed without undue delay in writing or electronically, and provided reasons and legal basis. Administrative notices for decisions must contain information about the legal rights and remedies available to the persons affected.
- (8) The chair of the examinations board may appropriately publicize rules, dates, and other decisions that the board has been charged with deciding pursuant to these regulations, especially registration and examination dates and examination results. These are binding and must be in accordance with data protection and privacy regulations.
- (9) 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.

Section 8
Recognition of study and internship periods;
Coursework and examinations

- (1) Periods of study, completed coursework and 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 will be recognized on application by the student, provided there is no material difference between the skills and knowledge learned and the skills and knowledge needed to be learned pursuant to the subject-specific provisions for the degree program. Conditional recognition may also be granted.

- (2) For the recognition of periods of study, coursework, and examinations completed outside Germany, equivalency agreements that have been approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference as well as arrangements between the University of 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 acquired by means other than university study required to successfully complete a degree program 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, successful examinations will be recorded as a "pass."
- (5) Examinations that have been previously passed or definitively failed will not be recognized.
- (6) The chairperson of the examinations board for the respective degree program decides on recognition pursuant to subsections 1 through 5 herein. Students must submit their applications to the chairperson of the examinations board. The requisite supporting documents must be attached to the application for recognition. If work is not recognized, the chairperson of the examinations board must clarify which material differences exist between the skills and knowledge acquired and the skills and knowledge needed to be acquired pursuant to the degree program subject-specific provisions pursuant to subsection 1 herein or why the skills and knowledge acquired by means other than university study in accordance with subsection 3 herein are not equivalent.

Section 9

Admission to module examinations

- (1) Students must register for examinations in STiNE to take part in module examinations. Registration for a module examination becomes binding once the registration deadline expires. The academic office will announce registration times and procedures in an appropriate manner.
- (2) If subject-specific provisions require compulsory attendance in courses (see Section 5 subsection 4), regular attendance of module courses may be prerequisite for admission to a module examination. Regular attendance is generally deemed to have taken place if no more than 15% of the course dates for which the attendance requirement applies have been missed. If the absence is excused, students may be conditionally allowed to take an exam. Excused absences must be substantiated—in the event of illness with a doctor's note. Students who have children under twelve years of age who must be cared for because they have become ill will be excused from attendance upon presentation of appropriate verification. The course instructor in question sets the work required to make up for the absence. This must be appropriate to demonstrate the student has satisfied the educational objectives of classes missed. The chair of the examinations board decides on exceptions to this rule. The subject-specific provisions govern this in more detail. Compulsory attendance does not apply to admission to repeat examinations.

- (3) Generally, students must be enrolled in the respective degree program to register for module examinations and the master's thesis. Enrollment also applies to taking courses in elective and required elective modules offered by other degree programs.
- (4) Admission to an examination may be denied if
 - 1. the prerequisites set forth in subsection 1 have not been satisfied
 - 2. the prerequisites or 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 student has taken all examinations for the previous modules but not all of the examinations have been graded. In such cases, the student may be admitted to the subsequent examination.

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

Section 10

Number of attempts to pass an examination

- (1) Students have a maximum of three attempts to pass each examination required for their studies. Once an examination has been passed, it may not be retaken.
- (2) For each module examination, there are generally two possibilities for examination at the end of the course. The subject-specific provisions may set forth exceptions for special types of courses, certain modules, or particular kinds of examinations. Failed module examinations should be repeated at the next possible examination date. If courses are offered at multiple times, students may only take the examination scheduled for their respective course.
- (3) Elective and required elective modules may be changed. If an elective or required elective module is changed or no longer offered because of organizational reasons, examination attempts in other modules will not be counted.

Section 11

Reasonable accommodations 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 accommodations 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 equivalent examination performance. This also applies to coursework.
- (2) The disability representative must be consulted pursuant to Section 88 subsection 3 HmbHG if the chairperson of the examinations board must render a decision pursuant to subsection 1.
- (3) The student must set forth the reasons for any requested reasonable accommodations. Appropriate proof may be requested to substantiate the legitimacy of any such requests.

Section 12

Examiners

- (1) The examinations board appoints the examiners in accordance with the provisions of the HmbHG as amended, unless this task is transferred to the chairperson of the examinations board in the subject-specific provisions.
- (2) In principle, the course lecturers for the respective module are the examiners for the module examinations. If there is one examination and several instructors, the examinations board may appoint an instructor to be responsible for the examination. In deviation from sentence 2, the subject-specific provisions may stipulate that the chairperson of the examination board decides on exceptions and, in the case of several lecturers, determines the lecturer responsible for the examination.
- (3) Non-University personnel may 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 will be given at the scheduled times in the form specified by the examiners. The admissions and examinations board may, in justified exceptional cases, establish a different type of examination for a repeat examination.
- (3) Module examinations may be implemented as a general examination (module final examination) or as course examinations. 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 will be earned after either all course examinations or the module final examination have been passed. If passing a module is dependent on completion of coursework, then all ECTS credits for a module are awarded once the coursework set forth in the subject-specific provisions has been successfully completed.
- (4) The module descriptions 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 45 minutes and no more than 180 minutes. Selecting answers from a list of choices (multiple choice) may also be given as a written examination. The subject-specific provisions may provide for additional provisions to govern this type of 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 student and subject must be at least 15 minutes and no more than 45 minutes long. Oral

examinations must be given by an examiner in the presence of an assistant examiner who must have a qualified master's degree within the meaning of Section 1 herein or such equivalent. The essential subject matter and results of the oral examination must be documented. The record must be signed by the examiner and assistant examiner and placed in the student's examination file. University members—especially other students in the same degree program—must be allowed to attend oral examinations as an audience, unless the student being examined requests that 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 discussed within the scope of the respective module. The term paper must be submitted to the examiner in electronic form. The examiner may also request the submission of a written copy. Within the scope of grading term papers, an external institution may be employed to check for plagiarism using a computer-assisted plagiarism detection system. Compliance with the applicable data protection regulations must be ensured.
- d) **Presentations**
A presentation is an oral lecture on an assigned topic. A report of the oral presentation may also be required. The thesis must always be submitted to the examiner in electronic form. The examiners may also request a written copy of the thesis upon submission.
- e) **Field experiments**
Field experiments are considered successfully completed once students have conducted the experimental work assigned by the responsible instructor and substantiated their findings in experiment colloquia or written reports. Deadlines for written reports must be set before the beginning of the course.
- f) **Projects**
Projects are deemed successfully completed when solutions to the selected topic are presented in an oral presentation and/or a written final project report.
- g) **Completing practical courses**
Practical courses require continual active student participation. Written reports or other individual practical exercises may be used for practical courses.
- h) **Field trips and internships**
Field trips and internships are deemed successfully completed once a report has been prepared covering the objectives and findings.
- i) **Take-home examination**
A take-home examination consists of a written response to a specific question that the student works on for a short period of time at home, using permitted aids. Working time can range from 60 to 240 minutes. The examiner will announce the specific duration of the examination at the beginning of the course. 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. In this case, the exact type of examination is announced before the course begins. 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 listed. 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. Compliance with the applicable data protection regulations must be ensured.

j) Electronic examination

In an electronic examination, 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). Examination settings can also 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 additional 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., identity card or passport), which must be shown on request. Pursuant to subsection 5, where more than one person is taking part in the examination, the authentication is carried out in accordance with privacy laws (e.g., 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 in a manner that does not impose upon the privacy of the individuals more than is 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 ex-

aminers and student(s) may jointly agree to continue and complete the examination via another suitable format, particularly by telephone or by use of a videoconference 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 with video supervision is voluntary; this does not apply for online examinations conducted on the premises of the University, and using University technical equipment.
- (10) If the subject-specific provisions provide for alternative types of examinations for a module, then the respective method(s) of examination will be announced at the beginning of course registration. The same applies to the alternatives or optional portions of the individual examination types set forth in subsection 4. Examinations may be given in either the German or English language. The subject-specific provisions govern this in more detail.
- (11) 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 identified equivalent examinations and coursework must be suited to attaining the skills-oriented qualifications defined for the final module.

Section 14 **Master's thesis**

- (1) The master's thesis is a demonstration of the student's ability to independently address a problem from the respective field of study in accordance with academic methods within a set period of time. The master's thesis may also include a presentation for evaluation as part of the thesis.
- (2) A request to commence work on the master's thesis must be submitted once all requisite modules set forth in the subject-specific provisions have been successfully completed and the number of semesters required to study this subject have been exceeded for this module.
- (3) Section 9 applies mutatis mutandis for permission to commence work on the master's thesis or admission to the examinations for the final module.
- (4) Students propose topics for the master's thesis and their desired supervisor with their admission application. The suggested recommendations are to be implemented to the extent tenable and possible. The examinations board must procure a supervisor upon request.
- (5) The supervisor (primary reviewer) assigns the thesis topic to the student. The topic, date of its assignment, and names of both examiners (first assessor and second assessor) must be recorded in the student's file. An assigned topic may be justifiably rejected only once after it has been assigned, and this must be done within the first 2 weeks. The student may make a reasoned application for the supervisor to withdraw the master's thesis topic, if for subject-related reasons treatment of the topic is no longer possible. In cases of doubt, the chairperson of the examinations board renders a decision on the matter. A new topic must be assigned without undue delay and no later than four weeks thereafter.
- (6) Generally, a master's thesis is written in either German or English. The subject-specific provisions govern this in more detail.

- (7) The subject-specific provisions 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 chairperson of the examinations board may approve a one-time extension to complete the thesis of no more than three weeks upon submission of a reasoned application prior to expiration of the deadline for completion. Reasons for an extension must not be attributable to the student and must be communicated without undue delay in order to be approved. A comprehensive, written justification for the need for an extension of time must be submitted in hard copy or in electronic form and substantiated, in the case of illness by submitting a medical certificate in accordance with Section 16 subsection 2. In exception cases of hardship, the examinations board may grant an extension on a case by case basis.
- (8) The master's thesis must be submitted to the academic office in electronic form. The academic office may establish more detailed specifics with respect to the requisite digital form and method of transmission. The student 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 a declaration of authorship with their thesis affirming that they have written the thesis entirely on their own. In addition, the students must declare they have not used any aids other than those specified or any other sources than those listed in the bibliography and that they have not previously submitted the thesis in another examination procedure. If the thesis is not submitted by the deadline for reasons unattributable to the student, the chairperson of the examinations board decides how to further 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*. Section 16 subsection 1 apply if the thesis is not submitted by the deadline for reasons attributable to the candidate.
- (9) The master's thesis must be evaluated in writing by the supervisor and another examiner from the group of authorized examiners (Section 12). The evaluation reports are submitted to the responsible academic office in electronic form. Both examiners must be a University teacher or a member of the University of Hamburg who has completed a *Habilitation*. Within the scope of evaluating master theses, an external institution may be employed to check for plagiarism using a computer-assisted plagiarism detection system. Compliance with the applicable data protection regulations must be ensured.
- (10) Both examiners must promptly evaluate the master's thesis, no later than three months 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 4. 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 3 grades awarded in accordance with Section 15 subsection 4 and no less than the grade of "sufficient" (4.0). If the third assessor evaluates the work as "insufficient" (5.0), then it must be awarded an aggregate grade of "insufficient" (5.0).
- (11) 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 6 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.

Section 15 **Evaluation of examinations**

- (1) Examinations must be graded promptly—no later than four weeks after the examination is taken; Section 14 subsection 10 sentence 2 applies accordingly. Examination grades will be assigned by the responsible examiners. The subject-specific provisions set forth how examinations will be graded in accordance with subsection 2 herein and which examinations are graded “pass”/“fail” and thus not be taken into account for the calculation of the overall final grade.
- (2) Grades for examinations are assigned as follows:

1 = Excellent	Outstanding performance
2 = Good	Performance materially exceeds standard expectations
3 = Satisfactory	Performance meets standard expectations
4 = Sufficient	Performance satisfies requirements despite deficiencies
5 = Insufficient	Performance that does not meet required minimum performance due to significant deficiencies
- (3) The evaluation of 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.
- (4) 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. The grades for the components of the final module may be weighted independently of the ECTS credit allocation. The first two positions behind the decimal point will be used to calculate the grade. All subsequent values will be ignored and not used as a rounding function.

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

- (5) An overall final grade is calculated for the master's degree. Subsection 4 sentence 3 applies *mutatis mutandis*. The subject-specific provisions set forth how module grades and the grade for the master's thesis will be weighted for the calculation of the overall final grade. Furthermore, the subject-specific provisions may specify that certain examination grades may not be used to calculate the overall final grade. The overall final grades for the successful completion of a master's degree program are:

for an average of up to and including 1.50	very good
for an average from 1.51 and up to and including 2.50	good
for an average from 2.51 and up to and including 3.50	satisfactory
for an average from 3.51 and 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.

- (6) In addition to this grade, a percentile rank must be reported in the final transcript of records in accordance with the standards set forth in the European Transfer and Accumulation System (ECTS grade).

Section 16

Nonperformance and withdrawal

- (1) An examination will be graded as "insufficient" (5.0), if a student fails to take an examination for reasons that are attributable to the student on the date scheduled as set forth in these regulations, or withdraws after an examination (or a component part of an examination) has already begun, or does not begin or render performance during the time scheduled for a written examination.
- (2) The chairperson of the examinations board must be notified and provided proof of the reason advanced for the withdrawal or nonperformance in writing promptly, that is without negligent undue delay. A student must submit a medical certificate 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. (Section 15 MuSchG). The pre- and post-birth periods of employment prohibition set out by Section 3 MuSchG apply. The student is exempt from academic and examination requirements during this period, unless fulfillment has been expressly agreed. The student may withdraw the agreement pursuant to sentence 5 at any time. A student who is nursing an infant should inform the relevant University office of that fact as soon as possible. Pursuant to Section 7 MuSchG, nursing mothers have the right to be excused from class for up to one hour per day. Similarly, students may be excused to attend required medical examinations. As soon as the student has informed the relevant office of pregnancy, the office must complete a risk assessment stating the extent study conditions may pose a risk to the health of the pregnant/nursing student and the child and how these risks can be avoided where possible to prevent irresponsible endangerment. The student must be informed about the results of the specific assessment.

- (4) 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 4 weeks before the date from which parental leave is to commence. As an exception, less notification may be required in urgent cases. 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 students 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) Permissible aids and resources will be announced before the beginning of an examination. 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.” 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 will not be excluded from continuing the examination if caught cheating or using unauthorized aids or resources as defined in subsection 1 herein during the examination and after an examination has been handed out. The respective proctor must prepare a brief report about the incident and after the examination is finished promptly submit it to the chair of the examinations board. A note will also be drawn up and submitted to the chairperson of the examination board if it is established during the correction that cheating has taken place during the examination; the student will be informed immediately of the accusation. The student must be afforded due process and given an opportunity to be heard on the matter. The chairperson of the examinations board judges whether or not the student attempted to cheat,
- (3) If an student has 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 handed back in together with the examination certificate if the student has been declared to have failed the degree program because of cheating. A decision in accordance with sentence 1 above is barred after 5 years from the date of issuance of the examination certificate.
- (4) Students who are repeatedly guilty of academic misconduct or guilty of particularly egregious academic misconduct in a written examination or academic activity may be expelled pursuant to Section 42 subsection 3 no. 5 HmbHG.
- (5) A student 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 student from taking any further examinations.

Section 18

Conclusively failing the master's degree program

- (1) A student has conclusively failed a master degree program if:
 - a) a module examination has been graded or allocated the grade of "insufficient" (5.0) and no further attempts at retaking the examination are permissible.
 - b) a module examination in a compulsory elective module was also assessed as "insufficient" (5.0) in its last repetition or is deemed to have been assessed as "insufficient" (5.0) and a change to an alternative compulsory elective module is no longer possible;
 - c) the master's thesis has been graded or allocated the grade of "insufficient" (5.0) and no further submissions are permissible.
- (2) If a student has failed the master's degree program, the chairperson of the examinations board issues an administrative decision notice 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 can submit objections to the examination procedure and examination decisions in writing or in electronic form in accordance with Section 3a subsection 2 of the Hamburg administrative procedures act (Hamburgisches Verwaltungsverfahrensgesetz, HmbVwVfG) or for the record. An application for reconsideration must be submitted 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 after the date of notification of the decision to submit an application. 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 academic transcript contains information about the modules completed, the grades received, the topic and grade of the master's thesis, the overall final grade, the number of ECTS credits earned, and the date the last examination was taken. The examination certificate must be signed and dated by the chair of the examinations board and affixed with the seal of the University of Hamburg. The student will also receive an English translation of the transcript.
- (2) In addition to the examination certificate, the student also receives a diploma dated the same date as the examination certificate. The diploma confers the academic degree master of science. The diploma must be signed by the dean and affixed with the seal of the University of Hamburg. The student will also receive an English translation of the diploma.
- (3) Moreover, the chairperson of the examinations board issues a diploma supplement and a transcript of records in both 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 student, and these facts become known only after the examination certificate has been issued, then passing the examination rectifies any deficiencies. If the student 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. The student must be afforded due process and given an opportunity to be heard on the matter. Section 17 subsection 3 sentences 2 and 3 apply *mutatis mutandis*.

Section 22

Inspection of the examination file

Within one year after the completion of the individual module examinations and upon written request from the student, the chairperson of the examinations board will grant, within a reasonable amount of time, permission to inspect their written examinations, written assessments, and record of examination to the extent that these have not already been given to the student.

Section 23

Effective date

- (1) These examination regulations become effective on the day following official publication by the University.
- (2) They first apply to students commencing their studies in Winter Semester 2024/2025. As of Winter Semester 2024/25, they also apply to students who began a degree program before the effective date of these Regulations.
- (3) If subject-specific provisions that became effective before Winter Semester 2024/25 have provisions that deviate from these Regulations, these no longer apply for students who began studying in a degree program at the Faculty of Business, Economics and Social Sciences in Winter Semester 2024/25 or for students who began their studies in a degree program at the Faculty of Business, Economics and Social Sciences before the effective date of these Regulations.

Hamburg, 26 September 2024
University of Hamburg