

**Joint Examination Regulations
for Bachelor's and Master's degree programmes
in Faculty 6 (Natural Science and Technology Faculty I – Mathematics and
Computer Science)**

2 July 2015

Note: This translation is provided for information purposes only. In the event of any discrepancy between the translation and the original German version published in the Official Bulletin (*Dienstblatt der Hochschulen des Saarlandes*), the provisions of the latter shall take precedence.

Pursuant to Section 59 of the Saarland University Act of 23 June 2004 (Official Gazette of Saarland, p. 1782) as amended by the Act of 14 October 2014 (Official Gazette, p. 406) and pursuant to the Framework Examination Regulations for Bachelor's and Master's Degree Programmes at Saarland University (BMPRO) of 17 June 2015 (Official Bulletin of the Institutions of Higher Education in Saarland, p. 474) and with the consent of the University Senate and the University Board, Faculty 6 (Natural Science and Technology Faculty I – Mathematics and Computer Science) at Saarland University hereby issues the following Joint Examination Regulations for the Consecutive Bachelor's and Master's Degree Programmes of Faculty 6 (Natural Science and Technology Faculty I – Mathematics and Computer Science).

Content:

I. General provisions

- § 1 Scope
- § 2 General information
- § 3 Types of degree programmes
- § 4 Student workload
- § 5 Standard period of study
- § 6 Modularization and ECTS credits
- § 7 The Examination Board
- § 8 Examiners; thesis examiners, supervisors, observers
- § 9 Studying part-time
- § 10 Progress checks
- § 11 Core skills
- § 12 Admission to the Master's programme

II. Student assessments

- § 13 Student assessments
- § 14 Participation in student assessments
- § 15 Academic accommodations
- § 16 Grading/marking of student assessments and grading system
- § 17 Repeating academic assessments and examinations
- § 18 Deception and plagiarism
- § 19 Recognition of previous periods of study and earlier coursework and examination credits

III. Bachelor's or Master's thesis

- § 20 Admission to the Bachelor's or Master's thesis phase
- § 21 Subject of the Bachelor's or Master's thesis
- § 22 Duration and deadlines
- § 23 Procedural elements, presentation and layout of the thesis

IV. Degree qualification

§ 24 Successfully completing the Bachelor's or Master's programme and overall grade

§ 25 Degree qualification and documentation

V. Final provision

§ 26 Commencement

I General provisions

Section 1

Scope

These regulations govern all Bachelor's and Master's degree programmes in Faculty 6 (Natural Science and Technology Faculty I – Mathematics and Computer Science) at Saarland University. The organization of the curriculum, teaching and examinations conducted in these programmes is the responsibility of Faculty 6 (Natural Science and Technology Faculty I – Mathematics and Computer Science) and any other faculties or departments listed in the subject-specific regulations.

Section 2

General information

(1) Faculty 6 (Natural Science and Technology Faculty I – Mathematics and Computer Science) at Saarland University shall confer either a Bachelor of Science degree (B.Sc.) or a Master of Science degree (M.Sc.) on students who have successfully completed the respective programme in accordance with the assessment and examination procedures set out in these examination regulations.

(2) The goal of the Bachelor's degree programme is to enable students to develop the ability to work on both theory-driven aspects and practical applications of the subject and to acquire an understanding of the fundamental concepts and methodologies used. The Bachelor's degree is the first higher education degree recognized as a professional qualification in Germany. The Bachelor's degree curriculum may be more research-focused or more practically focused depending on the provisions of the relevant subject-specific regulations.

(3) The goal of the Master's degree programme is to impart to students the methods and techniques used in scientific research and to acquire a more detailed understanding of key research results in the chosen subject. Details of a more research-focused or a more practically focused curriculum are set out in the provisions of the relevant subject-specific regulations.

(4) In order to meet its obligations pursuant to Section 23(1) of the Saarland University Act, Faculty 6 (Natural Science and Technology Faculty I – Mathematics and Computer Science) at Saarland University shall establish subject-specific examination boards that shall conduct, supervise and approve student assessments (including the Bachelor's and Master's theses) in the degree programmes managed by the faculty. The examination boards shall receive organizational support from the faculty's Examinations Office. More detailed provisions are set out in Section 7.

(5) All of the degree programmes may be studied part-time (cf. Sec. 9).

(6) Details regarding the content and structure of a degree programme are governed by the provisions of the relevant programme-specific study regulations, which describe the structure of the respective study programme particularly with regard to the compulsory modules and mandatory elective modules.

(7) Student assessments (including the Bachelor's or Master's thesis) may only be undertaken by a student who is properly enrolled for the relevant programme of study. In exceptional cases and where reasonable grounds exist, a student may apply to the relevant Examination Board for exemption from this requirement. The application may be submitted irrespective of the applicant's enrolment status.

Section 3 Types of degree programmes

As a rule, the degree programmes offered by the Faculty of Mathematics and Computer Science are single-subject programmes within the meaning of the Framework Examination Regulations for Bachelor's and Master's Degree Programmes at Saarland University (BMPRO). Other provisions may be contained in the subject-specific regulations.

Section 4 Student workload

(1) The student workload in a programme of study is guided by the system of academic credits defined in Section 6, in which one ECTS credit ('1 CP') is awarded for 30 hours of study. A total of 180 ECTS credits are required to complete a single-subject Bachelor's degree programme. Of that total, 12 credits are awarded for the Bachelor's thesis. A total of 120 ECTS credits are required to complete a single-subject Master's degree programme. Of that total, 30 credits are awarded for the Master's thesis.

(2) The programme-specific study regulations and the associated study plan shall be structured to ensure that the student workload is distributed evenly over the course of the degree programme so that students can acquire approximately 60 ECTS credits in each year of the programme.

(3) The type and scope of the proposed student assessments shall be such that students can complete the programme of study within the standard period of study (see Section 5). As a rule, students taking a course or module shall be offered two dates for academic assessment or examination within the academic year in which the relevant module or course took place, provided that this is compatible with the type of module or course being taken. Furthermore, the degree programmes are structured so that they offer periods in which students may study at other universities or acquire relevant external practical work experience without extending the length of time a student spends on the programme.

(4) The subject-specific regulations may specify mandatory regular attendance at those taught courses in which regular personal participation is necessary in order to achieve the objectives of the module or course (e.g. seminars, practical assignments, problem-solving classes).

Section 5

Standard period of study

(1) The standard period of full-time study for a single-subject Bachelor's degree programme is six semesters, which includes the time taken to complete the final academic assessment phase. For a single-subject Master's degree programme, the standard period of full-time study is four semesters including the time taken to complete the final academic assessment phase.

(2) Special provisions governing part-time study are set out in Section 9.

(3) Semesters in which a student was granted leave of absence from the programme shall not be added to the standard period of study.

(4) When assessing the standard period of study the Examination Board shall, on request, take account of statutory periods of maternity leave, periods of parental leave and family care obligations (particularly caring for one or more children or adolescents or supporting family members with care needs) as well as the special needs of students with disabilities.

(5) The programme-specific study regulations shall state the semester (standard study semester) by which each module or module element should be completed (see rules governing the *Freiversuch* option ('one free go' option) in Section 17(4) and the rules in Section 17(5) regarding retakes in order to improve the grade awarded).

Section 6

Modularization and ECTS credits

(1) Modularization is understood to mean the pooling of subject matter on a particular topic or area of interest to create an academic unit ('module') that is taught over a specified period of time. Students taking a module are assessed or examined on the content and, on passing, are awarded ECTS credits, which are often referred to in Germany as 'credit points' or 'CPs'. A module typically comprises one or more taught subunits ('module elements') whose contents have been matched to one another and that are taught in a single semester or in two consecutive semesters and that conclude with (one or more) academic assessments or examinations (usually a single end-of-module examination).

(2) The successful completion of the component programme modules is documented by recording the ECTS credits awarded. One ECTS credit (1 CP) corresponds to an average student workload of 30 hours of classroom and self-directed study. This base value shall be specified when documenting a student's academic achievements.

(3) As a rule, credits are awarded when a student successfully completes an academic assessment or examination, in some cases in conjunction with a preliminary assessment (cf. Section 13(5)). In the case of Bachelor's and Master's theses, written assignments, practical assignments, tutoring activities, etc., the number of academic credits awarded shall reflect the average student workload including any associated preparatory and follow-up activity.

(4) Modules and any associated module elements are described in the programme-specific study regulations. Each module (and module element) will be listed together with the corresponding number of credit hours per week and/or the overall time requirements and the student workload expressed in credits ('CPs'). Information shall also be provided about the type

of assessment or examination associated with a particular module or module element, including whether academic credits are awarded for assessments of one or more module elements, in contrast to the more usual end-of-module examination. As a rule, information shall also be provided about how often each module or module element is offered (cf. Section 4(2)).

(5) The purpose of an end-of-module examination or an assessment within a module element is to demonstrate that students have achieved the learning objectives for that module or module element, that they have an understanding of the key aspects of the relevant subject matter and methodologies, and that they are able to apply the knowledge and skills acquired. End-of-module examinations and assessments within module elements are undertaken throughout the programme of study and are also part of the final assessment phase of the Bachelor's and Master's degrees (cf. Part IV of these Joint Examination Regulations). Academic achievement in a module or module element shall be expressed either as a 'pass' or 'fail' or shall be specified as a graded assessment in accordance with the grading system set out in Section 16. Modules shall, as a rule, be graded; any exceptions are set out in programme-specific study regulations.

(6) Credits can only be acquired if the student workload is at least one credit (1 CP) and the module or module element concludes with a graded or ungraded assessment or examination. Modules that comprise several module elements shall be deemed to have been completed only if all of the component module elements have been completed.

(7) As each module element is itself part of a module, it is uniquely associated with an end-of-module examination, unless it has its own specific assessment.

(8) The ECTS credits earned will be documented on the course certificate or transcript issued for the relevant modules or module elements. The credits that can be earned for an academic module composed of several module elements are calculated as the sum of the credits from the individual component module elements.

(9) An academic record shall be kept for each student that shall be updated by recording the number of ECTS credits achieved by that student each semester through academic assessment and examination. Coursework credits and examination credits that were awarded elsewhere and have been deemed transferable (e.g. credits from a distance-learning or study-abroad programme) will also be included in the academic record. Course credits can also be taken into account even if they are in excess of the minimum total number of credits required for a degree programme.

Section 7

The Examination Board

- (1) The programme-specific examination boards, as defined in Section 2(4), shall comprise:
1. three representatives from the group of professorial staff in the relevant subject areas within the faculty
 2. a representative from the group of mid-level teaching staff in the relevant subject areas within the faculty
 3. a representative, who shall have limited voting rights, from the group of students in the relevant subject areas within the faculty.

The subject-specific regulations may stipulate that the Examination Board shall be of different composition.

The member from the group of students shall only have an advisory vote on the Examination Board if questions regarding the grading of the final assessment phase of the Bachelor's or Master's degree arise, unless the member is appropriately qualified.

Each member of the Examination Board shall have a deputy who represents them in their absence. The members of the Examination Board defined in items 1 to 3 above and their deputies are elected for a term of up to two years by the Faculty Council after being nominated by the relevant member groups within the faculty. Members may be re-elected at the end of their term. If a member or deputy member of the Board withdraws before the end of their term, a replacement shall be selected for the remainder of the term.

(2) The Examination Board shall appoint a Chair and Deputy Chair from the members of the Board specified in items 1 and 2 of Subsection (1) above.

(3) The Examination Board shall be quorate when its members have been duly notified and a majority of voting members is present. Decisions of the Board shall be made by a simple majority of the voting members in attendance. In the event of a tie, the Chair shall have the casting vote.

(4) The members and deputy members of the Examination Board are obliged to maintain confidentiality in accordance with Section 17(2) of the Fundamental Principles and Rules Governing Saarland University (*Grundordnung der Universität des Saarlandes*).

(5) The Examination Board is responsible for monitoring compliance with the provisions of the programme-specific examination regulations. Specifically, the Examination Board shall

1. decide on (i) applications for admission to student assessments over the course of the degree programme and (ii) applications for registration for the final assessment phase of the Bachelor's or Master's degree programme
2. decide on requests for exemption from the requirements governing admission or registration for academic assessment or examination
3. decide on whether to accept coursework assessments, preliminary assessments or academic assessments or examinations in a form other than that normally prescribed
4. appoint the examiner (thesis examiner) and the second examiner and the supervisor for the Bachelor's or Master's thesis
5. decide on requests to extend the completion period for the Bachelor's or Master's thesis or to extend the time for completing written academic assessments
6. decide on requests regarding the language used for student assessments and for the Bachelor's or Master's thesis
7. consult with the relevant members from the group of professorial staff (Section 13(1), item 1 Saarland University Act) with respect to recognizing coursework and examination credits
8. appoint, if necessary, a third thesis examiner for the Bachelor's or Master's thesis
9. determine the grade to be awarded for the Bachelor's or Master's thesis
10. decide on requests for statutory periods of maternity leave, periods of parental leave and family care obligations (particularly caring for one or more children or adolescents or supporting family members with care needs) and on requests relating to the special needs of students with disabilities
11. decide on applications seeking approval for a third repeat assessment
12. decide on requests to extend the timeframe for a student's progress check
13. decide on whether exceptional circumstances apply for a student requesting academic assessment when taking leave of absence from his or her studies in accordance with Section 9(6) of the Regulations Governing Student Enrolment at Saarland University
14. decide on whether to annul the results of academic assessments or examinations and to terminate a final assessment phase, and to review decisions regarding the grading of academic assessments or examinations if these have been influenced by student decep-

- tion, and to review any decisions to exclude a student from an academic assessment or examination
15. decide on objections raised by a candidate with regard to the grading of academic assessments or examinations after consultation with the relevant examiner
 16. decide on any subsequent correction of academic grades and on whether to invalidate the final assessment phase of the Bachelor's or Master's degree programme
 17. decide on applications for admission to the Master's degree programme.

(6) The Examination Board may delegate the duties assigned to it, either generally or in specific individual cases, to the Chair of the Examination Board. Unless otherwise provided for, the following shall apply: The duties set out in Subsection (5), items 1 to 13 above shall be carried out on behalf of the Examination Board by the Chair of the Board. If a decision previously made by the Chair is contested either by a candidate or by a member of the Examination Board, the decision shall be taken by the Examination Board; in the case of objections regarding the grading of individual assessments or examinations, decisions shall be made on the basis of statements to be obtained from the examiners responsible for proposing the original grade.

Section 8

Examiners, thesis examiners, supervisors, observers

(1) The Examination Board shall appoint from the relevant department examiners, thesis examiners and/or thesis supervisors drawn from the following groups:

1. university professors
2. junior professors (assistant professors)
3. emeritus or retired university professors
4. honorary professors
5. senior academics qualified to professorial level
6. professors on special contracts
7. co-opted professors.

The subject-specific regulations may stipulate additional groups.

(2) After consultation with those persons competent in the relevant subject area and belonging to the professorial groups in Subsection (1) above, the Examination Board may in special cases also appoint as examiners, thesis examiners and/or thesis supervisors persons who belong to the professorial groups in Subsection (1) but are from Faculty 6 (Natural Science and Technology Faculty I – Mathematics and Computer Science) or from other faculties at Saarland University or at other universities, or who belong to the group of mid-level teaching staff or part-time contract teaching staff who teach in the relevant subject area, or who belong to an external research organizations as defined in Section 25(6) of the Saarland University Act ('On-Campus or Near-Campus Research Institutes'). The subject-specific regulations may stipulate additional groups.

(3) Former faculty members as specified in Subsection(1), items 1 to 3 and 7, who no longer work at Saarland University, may, with their consent, be appointed to the Examination Board during a period of five years after leaving the faculty. Honorary professors, senior academics qualified to professorial level and professors on special contracts who no longer have teaching duties, and temporary professors who taught for more than two semesters, may, with their consent, be appointed to the Examination Board during a period of two years after leaving the faculty.

(4) The examiners conducting student assessments shall include the members of academic staff who teach the corresponding module elements.

(5) The observer at an oral examination, as specified in Section 13(8), shall be a member of the university or one of the on-campus or near-campus research institutes who has an academic qualification relevant to the subject matter of the examination.

(6) Academic assessments and examinations may only be assessed by persons with at least the same qualification or an equivalent qualification to that being examined or assessed.

(7) At least one of the examiners of a Bachelor's or Master's thesis shall belong to one of the professorial groups specified in Subsection (1) above.

Section 9 **Studying part-time**

(1) Students and prospective students may be enrolled at the university as part-time students if they are only able to study for at least 50% and no more than 60% of their available working hours due to employment obligations, pregnancy, maternity leave, caring for one or more children or adolescents, supporting family members with care needs, or for some other important reason.

(2) Applications for part-time study shall be submitted to the Examination Board no later than two weeks before the enrolment or re-registration deadline for the relevant semester. Once the Examination Board has granted consent, the student will be enrolled or registered as a part-time student by the Admissions Office.

(3) If the volume of academic work undertaken by a part-time student in one semester exceeds 60% of the academic credit associated with full-time study (typically 18 ECTS credits), that semester shall be treated as if the student were studying full-time. The volume of academic work shall be calculated on the basis of the assessments completed and examinations taken by the student in that semester, irrespective of whether or not a pass or fail grade was attained. In individual cases in which the student workload only marginally exceeded the limit for part-time study, the student may apply to offset the excess student workload against, for example, a reduced workload in the latter part of the same academic year. More detailed provisions are set out in the Regulations Governing Student Enrolment at Saarland University.

(4) The standard period of study for part-time study is twice the standard period of study for full-time study.

(5) If a student studies part-time for only a portion of the degree programme, or if the subject-specific regulations permit only certain sections of the programme to be studied part-time, the standard period of study shall be calculated from the respective portions, with the result rounded up to the next highest number of whole semesters.

(6) Except in exceptional cases and where reasonable grounds exist, students shall complete their Bachelor's or Master's thesis as a full-time student. If the thesis is to be completed in part-time study, the student shall nevertheless complete the thesis within the usual thesis completion period. If reasonable grounds exist and a request is submitted, the Examination

Board may agree to extend the thesis completion period in accordance with the provisions of Section 22(2). Any extension of the thesis completion period shall not alter the number of ECTS credits awarded.

(7) Part-time study does not create any legal entitlement to the provision of special programme content or a modified curriculum.

(8) No liability shall be accepted and no responsibility borne for any effects that part-time study may have on areas for which the Faculty is not responsible, or that it may have on courses or modules offered by external institutions. Students are obliged to contact the appropriate bodies in good time to ensure that they are familiar with information relevant in this regard.

(9) A student that remains as a part-time student may be required to undertake a study counselling interview every two semesters with the counselling or advisory service responsible for the student's programme of study.

Section 10 Progress checks

(1) Unless otherwise provided for in the subject-specific regulations, the minimum academic progress requirements for a Bachelor's degree programme are set out in Subsection (2); those for a Master's degree programme are set out in Subsection (3) below.

(2) A student studying full-time for a Bachelor's degree programme shall fulfil the following minimum academic progress requirements:

- after 1 semester, a total of at least 9 CP (9 ECTS credits)
- after 2 semesters, a total of at least 18 CP
- after 4 semesters, a total of at least 60 CP
- after 6 semesters, a total of at least 105 CP
- after 9 semesters, a total of at least 165 CP.

(3) A student studying full-time for a Master's degree programme shall fulfil the following minimum academic progress requirements:

- after 1 semester, a total of at least 9 CP (9 ECTS credits)
- after 2 semesters, a total of at least 30 CP
- after 4 semesters, a total of at least 60 CP
- after 6 semesters, a total of at least 90 CP.

(4) For students studying part-time, the timeframes set out in Subsections (2) and (3) shall be extended as follows:

- for one or two semesters of part-time study, an extension of one semester
- for three or four semesters of part-time study, an extension of two semesters
- for five or six semesters of part-time study, an extension of three semesters
- for seven or eight semesters of part-time study, an extension of four semesters
- for nine or ten semesters of part-time study, an extension of five semesters.

In cases in which a student has studied part-time for more than ten semesters, any extensions shall be decided by the Examination Board.

(5) If a student does not achieve the expected minimum academic progress by the end of a semester, they shall be notified in writing that there is a risk of not fulfilling the academic requirements for the programme. The student shall be offered a study counselling interview.

(6) If in two consecutive semesters a student fails to achieve the minimum academic progress requirement expected of students at the end of the respective semesters, the student shall lose the right to be examined in the academic programme for which he or she is enrolled. The Examination Board shall notify the student of this situation in writing and shall include information on the candidate's right of appeal. Before any final decision is made by the Examination Board, the student shall be given the opportunity to make representations about this matter.

(7) In exceptional cases and where reasonable grounds exist, the Examination Board may agree to a reasonable extension (typically one semester) of the timeframes set out in Subsections (2) and (3).

Section 11

Core skills

(1) The Faculty of Mathematics and Computer Science promotes the teaching, acquisition and recognition of core skills for students as a supplementary part of the degree programmes offered. The term 'core skills' is understood to mean those cross-disciplinary abilities, approaches and elements of knowledge that are potentially useful when solving problems and learning new skills in the broadest possible fields of application, such as developing and improving study and self-learning skills, teaching competence, research skills, world-of-work skills, and personal development and citizenship. As demonstrated by the examples referred to above, core skills are regarded as key methodological, social and personal skills.

(2) Students involved in official committee work or mentoring activities may apply to have this recognized with up to 3 ECTS credits, based on the assumption that 1.5 credits are earned when the student carries out one hour of such work during each week of a semester. In the case of committee work, the actual work carried out by a student shall be confirmed by means of an official certificate that states the time and duration of the activity and precisely describes the type of activity performed. Furthermore, the student is required to demonstrate convincingly the extent to which core skills have been acquired through the voluntary work performed.

(3) As a rule, students who work as course tutors shall be awarded 4 credits (cf. the programme-specific study regulations).

(4) Students who have acquired core skills through other work or activities at Saarland University or at another German or foreign university may apply to have this work recognized. In cases in which the core skills were acquired elsewhere than at Saarland University, Section 19(4) shall apply accordingly.

(5) More detailed provisions are set out in the programme-specific study regulations or are specified by the relevant examination board.

Section 12

Admission to the Master's programme

(1) Students seeking admission to a Master's degree programme shall have a Bachelor's degree or equivalent qualification. Admission shall also be dependent on successful completion of an aptitude test, or by providing proof that a certain average grade was achieved in the earlier degree, or by some other suitable means. Further details are set out in the subject-specific regulations.

(2) An academic degree awarded by a German university, a recognized foreign university or an approved distance-learning institution will be accepted provided that there is no significant difference in the academic content of this external degree with that of the equivalent degree awarded by Saarland University.

(3) Applicants who do not yet have their Bachelor's degree certificate may apply for provisional admission to the Master's programme provided that by the start of the Master's programme they will have successfully completed all of the examination and assessment requirements for the Bachelor's programme and the Bachelor's thesis. In such cases, the Bachelor's degree certificate should be submitted no later than three months after the beginning of the first semester.

(4) If the formal requirements set out in Subsection (1), Sentence 1 above are met, the curricular content of the applicant's first degree will be analysed on the basis of descriptions of the required academic content as laid out in the subject-specific regulations in order to verify that the applicant has the academic knowledge and skills needed to meet the requirements of the Master's degree programme particularly with respect to the programme's structure and areas of specialization.

(5) If the requirements of Subsection (4) are not met, the student may be provisionally admitted to the relevant Master's degree programme on condition that he or she acquires the missing curricular content in a supplementary study programme and within a specified period of time. Unless otherwise provided for in the subject-specific regulations, the shortfall in curricular content shall not exceed 30 ECTS credits. The procedure to be followed in such cases shall be determined in consultation with a departmental representative who has the authority to conduct examinations; the agreed procedure shall be recorded in writing.

(6) An applicant shall not be admitted to the Master's programme if the formal requirements have not been met.

(7) All admissions to the Master's programme shall be decided by the Examination Board. In case of doubt, the relevant departmental representatives shall be consulted.

(8) The Examination Board shall inform the applicant in writing about whether the application has been accepted or rejected. If relevant, the applicant shall also be notified of any conditions pertaining to a provisional admission as defined in Subsection (5).

II. Student assessments

Section 13 Student assessments

(1) Student assessments are oral and/or written evaluations (including those in electronic form), some of which may be spread across a number of dates. Other forms of student assessment (e.g. relating to artistic performances or achievements) may be specified in certain special cases. The type and duration of a student assessment in a specific module or module element shall be announced at the beginning of that module or module element. If a combination of assessments is used, students shall be notified of the weighting of the respective parts.

(2) The purpose of student assessments is to demonstrate that students have achieved the learning objectives for a particular module or module element, that they have an understanding of the key aspects of the relevant subject matter and methodologies, and that they are able to apply the knowledge and skills acquired. Student assessments cover coursework assessments, preliminary assessments, and academic assessments or examinations.

(3) Coursework assessments are completed during the programme and are awarded a pass or fail; a numerical grade is not given or, if given, is not included when determining the final grade awarded for completing the module. Whether and in which type of course or module coursework assessments are required is specified in the programme-specific study regulations. The type and duration of required coursework assessments shall be announced at the beginning of the respective course or module. Any such requirement shall take account of the overall stipulated student workload. Before a student can graduate, proof shall be provided that all required coursework assessments have been completed successfully.

(4) Each module or module has an examination or assessment period. For modules and courses held in the winter semester, the assessment period generally runs from the start of the semester (i.e. 1 October) until 14 May; for modules and courses in the summer semester, the assessment period runs from the start of the semester (i.e. 1 April) until 14 November. If an assessment period differs from the above arrangements, students shall be notified of such at the beginning of the relevant module or course. The assessment period for a module comprising several module elements that take place at different times shall, as a rule, be the assessment period associated with the last module element to be completed.

(5) As a rule, modules will include preliminary assessments (i.e. requirements that need to be met before a student may take the final examination or assessment associated with a module or module element). Except in exceptional cases and where reasonable grounds exist, the preliminary assessments for a module or module element shall be completed within the assessment period associated with that module or module element. Failure to do so shall require the preliminary assessment to be repeated. Preliminary assessments may be graded or ungraded and the grade may form part of the final grade awarded for completing the module. Students shall be notified at the beginning of a module or module element about how preliminary assessments are weighted when calculating the final grade for a module or module element.

(6) Each module or module element shall include an academic assessment or examination that is usually graded and that students will normally be required to complete within the associated assessment period unless exceptional circumstances apply. Students who successfully complete the academic assessment or examination (and any required preliminary as-

assessments) associated with a module shall be deemed to have met the learning objectives of the module and shall be awarded the corresponding number of ECTS credits. Students shall be notified at least three weeks in advance about the dates of academic assessments or examinations.

(7) Written examinations shall be invigilated by an examiner or by an authorized person for whom the examiner is responsible. As a rule, written examinations shall last at least 60 minutes and not more than 180 minutes. Written examinations are usually marked within four weeks.

(8) Oral examinations shall be conducted by two examiners or by one examiner and an observer who is familiar with the subject matter of the examination. As a rule, oral examinations shall last at least 15 minutes and not more than 60 minutes per examination candidate. If space allows, students studying in the same subject area or within the same degree programme may be permitted to attend the oral examination provided that the candidate being examined does not object. Permission to attend does not cover the examiners' discussions nor the announcement of the result. The examiner shall consult with the observer before deciding on the grade to be given. The main topics addressed in an oral exam, the results and the grade(s) awarded shall be recorded in writing and the report shall be signed by the examiner and the observer. The grade(s) attained shall be communicated to the candidate immediately after the oral examination.

(9) Student assessments in seminars may be in the form of oral assessments (e.g. student presentations) and/or of written assessments (e.g. written assignments, summary reports). The assessments are graded by an examiner, who is usually the seminar instructor. As a rule, a written assignment or summary report is to be marked within six weeks.

(10) If there are valid grounds, the Examination Board may in exceptional cases agree to a reasonable extension of a written assessment (e.g. a written assignment, summary report). An extension of one working day for each ECTS credit associated with the written assessment is generally regarded as reasonable, with a week considered to be five working days. However, a reasonable extension shall never exceed twice the period normally provided for completing the written assessment. Any extension granted shall not alter the number of ECTS credits awarded. If a student does not adhere to the extended deadline, a fail grade shall be awarded for the written assessment. Repeat attempts shall be subject to the requirements set out in Section 17(1).

(11) If a candidate is prevented from working on a written assessment (e.g. a written assignment or a summary report) for a period of more than one week because of illness or some other cause beyond the candidate's control, the deadline for submission of the written assessment shall be extended accordingly. The candidate shall notify the Examinations Office immediately about the reasons for this interruption and shall provide supporting documentation (e.g. in the event of illness, the candidate shall provide a medical certificate issued by a physician). If a child who is cared for by the candidate becomes ill, the child's illness shall be treated as if the candidate was ill. The candidate shall demonstrate that it was necessary for him or her to care for the ill child by providing a medical certificate issued by a physician in accordance with Article 45 of Book V of the German Social Welfare Code (SGB V). If the period in which the candidate is prevented from working on the written assessment exceeds one month, the Examination Board may classify the assessment as 'not attempted'. In such cases, the candidate shall be allocated a new written assessment once the reasons for the interruption cease to apply.

(12) The Examination Board shall, on request, take account of statutory periods of maternal leave, periods of parental leave and family care obligations (particularly caring for one or more children or adolescents or supporting family members with care needs) as well as the special needs of students with disabilities. If student assessments have to be completed before specific deadlines, these deadlines will, on request, be extended by the statutory period of maternal leave. This shall not affect any academic accommodation granted to a student in accordance with Section 15.

(13) If an objection is raised with respect to the grading of an academic assessment or examination, the Examination Board shall reach a decision after consultation with the relevant examiner(s).

(14) The language of examination is German or English and will generally be the language of instruction used in the relevant module. Another language of examination may be permitted if so agreed by the candidate, the examiner, and, if applicable, the observer.

Section 14 **Participation in student assessments**

(1) The application to be admitted for academic examination occurs automatically with the application to enrol at Saarland University. Enrolled students are therefore eligible to undergo academic examination.

(2) A student seeking to register for a specific academic assessment or examination will generally register via the Saarland University Campus Management System. In exceptional cases, the Faculty Examinations Office may, if requested, register a student for a specific academic assessment or examination. Students shall register no later than one week before the first academic assessment or examination associated with the relevant module or module element.

(3) Whether a student is admitted to a particular academic assessment or examination may depend on other factors. Further details are set out in the subject-specific regulations or in the relevant study regulations. The decision to admit a candidate to a particular academic assessment or examination shall be made by the Examination Board.

(4) The application to register for a particular academic assessment or examination or to a preliminary assessment shall only be refused if the requirements set out in Subsections (2) and (3) above have not been met or if the candidate has lost his or her right of examination for the relevant module or for the entire programme.

(5) A student may withdraw from an academic assessment or examination for which he or she is registered up to one week prior to the date of the first assessment or examination for the particular module or module element. In the case of seminars, introductory seminars and practical assignments, a student may withdraw no later than three weeks after a topic has been assigned or the preliminary organizational meeting held. If a candidate who has been registered for an academic assessment or examination withdraws after the withdrawal deadline has passed and without reasonable grounds, the students shall be deemed to have failed that academic assessment or examination.

(6) If a candidate fails to attend an academic assessment or examination on the set date without good cause or if the candidate withdraws after the assessment or examination has

begun, the candidate shall be awarded a fail grade. The same applies if a written assessment is not completed within the stipulated period.

(7) If there are credible reasons why a candidate failed to attend an assessment or examination or why he or she withdrew after the withdrawal deadline had passed, these reasons shall be submitted immediately and in writing to the Examination Board. If the candidate was ill, the candidate is required to present a medical certificate issued by a physician. In certain individual cases, the Chair of the Examination Board may have good reason to demand a comprehensive medical opinion or a medical certificate issued by a public medical officer. This situation may arise if the same candidate has repeatedly presented a medical certificate issued by a physician, if the medical findings are unclear, or in order to counter possible abuses. If the reason for withdrawal or non-attendance was that a child cared for by the candidate had become ill, the child's illness shall be treated as if the candidate was ill. The candidate shall demonstrate that it was necessary for him or her to care for the ill child by providing a medical certificate issued by a physician in accordance with Article 45 of Book V of the German Social Welfare Code (SGB V). If the reasons given for the withdrawal or non-attendance are accepted, the assessment or examination shall be deemed not to have been attempted, and a new date for assessment or examination may be scheduled if this is compatible with the particular type of assessment or examination proposed.

Section 15

Academic accommodations

(1) If a candidate submits a medical certificate issued by a physician that states that due to a prolonged or permanent health impairment he or she is not in a position to undertake coursework assessments, preliminary assessments, or academic assessments/examinations, either in part or in full, in the prescribed form, the Examination Board can, on request, approve appropriate academic accommodations. Appropriate academic accommodations include such measures as adapting the conditions under which an assessment or examination is to be conducted (e.g. permitting the use of suitable aids), extending the period in which an assessment or examination is to be completed, or some other modification of the assessment process or its format, i.e. demonstrating the same level of academic knowledge or competence in some other form. Changing the form or format in which an assessment or examination is conducted shall only be considered when an appropriate level of academic accommodation cannot be provided by adapting the assessment or examination conditions or by extending the completion period. In no case shall academic accommodation result in any modification of the academic content of the assessment or examination. The same shall apply analogously to coursework assessments.¹

(2) If there is a continuing need to accommodate a student's health impairment, the student shall renew his or her application for academic accommodation as per Subsection (1) above every two semesters.

(3) The medical certificate issued by a physician, as required in Subsection (1) above, shall at a minimum contain: information on the physical or mental disability arising from the prolonged or permanent impairment; how, from a medical perspective, this impacts the student's ability to study or undergo academic assessment; the date of the medical examination on the basis of which the certificate was issued; and a medical estimate of the duration of the prolonged impairment or a statement that the impairment is permanent. The Chair of the Exami-

¹ Footnote to the English translation: Any decisions in this regard are made by the relevant module coordinator.

nation Board may dispense with the need for a medical certificate if it is readily apparent that the student is suffering from a chronic health condition.

Section 16

Grading/marking of student assessments and grading system

(1) If student work is to be graded, the following grading system shall be used:

- 1 'Very good' – outstanding performance
- 2 'Good' – student performance significantly better than average
- 3 'Satisfactory' – student performance meets average requirements
- 4 'Sufficient' – student performance that despite its shortcomings still meets the minimum requirements
- 5 'Fail' – Failure to meet the minimum requirements due to significant shortcomings in student performance.

(2) To provide a more differentiated scale with which to grade student assessments, intermediate grades may be awarded by raising or lowering the grade by 0.3 accordingly; the grades 0.7, 4.3, 4.7 and 5.3 are excluded from the scale.

(3) The grade is supplemented by an ECTS grading that provides a means of assessing a student's achievements in relative terms and that is included in the diploma supplement and/or the transcript of records. The ECTS grading scale uses a statistical scheme to classify the performance of an individual student relative to the performance of other students. Students who have passed the minimum requirements are usually graded as follows:

- A the top 10%
- B the next 25%
- C the next 30%
- D the next 25%
- E the next 10%.

This approach shall be used if the size of the reference cohort is large enough to enable reliable statements to be made about percentage distributions (the reference cohort should not contain fewer than 50 students). Other classification scales that provide a means of assessing how a student performed relative to other students may also be used. Pragmatic solutions will need to be found if reference cohorts are too small.

(4) If a module includes more than one graded academic assessment or examination, the final grade shall, unless otherwise specified in the subject-specific regulations, be computed as follows: The grades from each assessment or examination are multiplied with the credits associated with the relevant module element(s) and the results added together. The value so obtained is then divided by the sum of the credits associated with the component module elements. This result is then rounded to the nearest intermediate grade in accordance with Subsection (2) above. If the nearest intermediate grade cannot be determined unambiguously, the better nearest intermediate grade shall be recorded.

(5) If a module does not include an end-of-module examination, the following shall apply: If some of the module elements have numerically graded assessments/examinations while others only have a pass/fail option, those pass/fail module elements are not included in the calculation of the final grade awarded for that module.

(6) A student is deemed to have completed an assessment or examination successfully if he or she is awarded a 'pass' mark or, when numerical grading is applied, achieves at least the grade 'sufficient'.

(7) If the individual examiners award different grades for a student assessment, the final grade shall be calculated as the arithmetic mean of the proposed grades. The result is then rounded to the nearest intermediate grade in accordance with Subsection (2) above. If the nearest intermediate grade cannot be determined unambiguously, the better nearest intermediate grade shall be recorded.

(8) The grade awarded for the Bachelor's or Master's thesis shall be determined in accordance with the procedure set out in Section 23(5).

(9) The overall final grade is calculated by multiplying the grade attained for each relevant module and for the Bachelor's or Master's thesis with the number of credits associated with the respective modules or thesis and then adding the results. The value so obtained is then divided by the sum of the credits associated with the respective modules and with the Bachelor's or Master's thesis. The result shall be rounded down to one decimal place.

(10) At least 50% of the modules taken (measured in terms of credits) should be graded modules. Programme-specific regulations may stipulate that only some fraction (more than 50%) of the graded assessments or examinations are to be included when calculating the final grade.

(11) After completing an assessment or examination, the candidate shall, on request, be granted the opportunity to inspect his or her written work, the examiners' reports and examination records. Inspection applications shall be submitted to the Examination Board no later than one month after the results of the assessment or examination have been announced. The date and time of the inspection appointment shall be determined by the Examination Board.

Section 17

Repeating academic assessments and examinations

(1) An academic assessment or examination that was awarded a fail grade may be repeated twice (cf. provisions governing the *Freiversuch* ('one free go') option in Subsection (4) below). If a candidate does not achieve a passing grade in either of the two repeat assessments or examinations, he or she loses the right to be examined in that module (see, however, the provisions in Subsection (2) below). If the assessment or examination relates to an elective or mandatory elective module, it may be substituted by an assessment or examination in another elective or mandatory elective module, provided that this latter module is classified as an alternative in the programme-specific study regulations and that academic credit has not already been awarded for similar content. If failure to pass an assessment or examination at the third attempt (i.e. second repeat attempt) would lead to the candidate's loss of the right to be examined in the entire degree programme, the assessment or examination shall be conducted by two examiners. The provisions of Sections 13(4) and 13(5) notwithstanding, the third attempt at the assessment or examination may, with the consent of the examiners, be conducted as an oral examination.

(2) In exceptional cases and where reasonable grounds exist, the Examination Board may consent to a fourth attempt (i.e. a third repeat assessment or examination) to be held during

the next possible assessment or examination period while taking due account of the time limits specified in Section 14(2). Reasonable grounds are considered to exist particularly in cases in which the student has successfully completed all other academic assessments and examinations during the degree programme with the exception of the one assessment or examination for which he or she is applying for a third repeat attempt.

(3) The provisions governing repeat attempts at completing a Bachelor's or Master's thesis are set out in Section 23.

(4) If the programme-specific study regulations stipulate the standard study semester in which a module or module element is to be completed, and if the regulations include a 'one free go' option (*Freiversuch*), a student who failed an assessment or examination at the first scheduled attempt shall be permitted to retake the assessment or examination on one further occasion during that same semester as if the first failed attempt had not occurred. In such cases, the candidate is required to repeat the assessment or examination within the same assessment or examination period (cf. Section 13(4)).

(5) A student who has received academic credits for successfully completing a module assessment or examination during the standard period of study shall be permitted to retake the assessment or examination on one further occasion within the same assessment or examination period (cf. Section 13(4)) in order to improve the grade awarded, provided that this option is included in the programme-specific study regulations or that notice was given at the beginning of the module that the assessment or examination may be repeated for this purpose. The student will receive the higher of the two grades. In all other cases, students will not be permitted to repeat an assessment or examination for which they have already achieved at least the minimum pass mark.

Section 18

Deception and plagiarism

(1) If a candidate attempts to register for an assessment or examination by deception, the Examination Board may decide to nullify the results of previous assessments or examinations and may stop the examination process.

(2) If a candidate attempts to influence the result of an assessment or examination by deception or by the use of unauthorized aids, the candidate shall receive a fail grade for that assessment or examination. Examiners shall report cases of plagiarism to the Examination Board. If plagiarism has been demonstrated, the relevant module element shall be repeated. The Examination Board shall notify the student in writing of its decision. A fail grade shall also be awarded to any candidate whose behaviour prevents the orderly conduct of an academic assessment or examination and who is excluded from the assessment or examination after receiving prior warning from the examiner or from a person authorized by the examiner in accordance with Section 13(7). Within a period of one month, the candidate may ask the Examination Board to reappraise any decision made pursuant to Subsections (1) and (2). If the decision of the Examination Board is upheld, the candidate shall receive a fail grade for that assessment or examination. If the decision of the Examination Board with respect to disorderly conduct is not upheld, the relevant academic assessment or examination shall be deemed not to have occurred.

(3) If a candidate is found to have cheated in an assessment or examination and if this fact only becomes apparent after the examination certificate has been issued, the Examination

Board may retroactively amend the grade awarded for the assessment or examination in which the graduate was found to have cheated and may assign a fail grade either for the entire assessment or examination, or for some part thereof.

(4) In very serious cases of deception (particularly when substantial plagiarism is involved) or in recurring cases, the Examination Board may, after consultation with the student, decide to revoke the student's right of examination.

(5) If the registration requirements for an assessment or examination were not met but there was no intentional misrepresentation on the part of the candidate and if this fact only becomes apparent after the assessment or examination certificate has been issued, this defect shall be deemed to have been remedied by the fact that the candidate successfully completed the assessment or examination. In such cases, the candidate is also bound to accept the result of the assessment or examination if the candidate was awarded a fail grade. If a candidate intentionally gained wrongful registration for an assessment or examination, the Examination Board shall decide on any sanctions.

(6) Before any decision by the Examination Board pursuant to Subsections (1) to (4), the candidate shall have one month in which to make representations about this matter. The candidate shall be notified in writing about any decisions made pursuant to Subsections (1) to (4); the letter of notification shall include the reasons for the decision and information on the candidate's right of appeal. Decisions pursuant to Subsections (1) to (4) shall be subject to a period of limitation of five years from the date on which the certificate was signed.

(7) An incorrect formal graduation certificate or an incorrect degree certificate issued in relation to the final assessment phase of the Bachelor's or Master's degree programme shall be revoked and, if applicable, amended and reissued.

Section 19

Recognition of previous periods of study and earlier coursework and examination credits

(1) Previous periods of study and earlier coursework and examination credits acquired at a German university, at a recognized foreign university or at an approved distance-learning institution will be accepted provided that there are no significant differences in academic content when compared with the modules for which transfer credits are being accepted. The term 'no significant differences' is understood to mean that, when measured in terms of the learning objectives achieved, the previous periods of study and earlier coursework and examination credits meet the requirements specified for the relevant degree programme at Saarland University.

(2) When recognizing previous periods of study at foreign universities and the academic credits earned during those periods, the equivalency agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs (KMK – *Kultusministerkonferenz*) and the Association of Universities and Other Higher Education Institutions in Germany (HRK – *Hochschulrektorenkonferenz*) shall be taken into account, as shall any agreements existing between Saarland University and its partner universities.

(3) If a student demonstrates that he or she has acquired an equivalent level of competency and skill (see Subsection (1) above) in a non-university environment, the student shall earn up to half of the corresponding academic credits allotted in the degree programme.

(4) The candidate is responsible for providing the documentation required for the recognition process. Students have the right to have external credits recognized if the requirements set out in Subsections (1) to (4) have been met.

(5) If a candidate switches subjects within the faculty, the candidate may apply either to have all equivalent academic assessments or examinations recognized (including any assessments or examinations that received a fail grade) or to have none of the previous academic assessments or examinations recognized. However, if a candidate switches to another subject for the first time during the first two semesters, all equivalent academic assessments or examinations will be recognized except those for which a fail grade was awarded.

(6) If the previous periods of study or earlier coursework, assessments or examinations for which recognition is being sought were not associated with a particular number of ECTS credits, the equivalent number of credits shall be calculated and the academic record for that student updated accordingly. The grades awarded for graded academic assessments or examinations shall be transferred and shall be included in the calculation of the overall grade in accordance with the subject-specific regulations, the study regulations and any cooperation agreements with partner universities. If the grading systems are not comparable or if earlier academic assessments or examinations are ungraded, these will be transferred as ungraded credits. If the maximum number of ungraded modules has already been reached, the academic assessment or examination will be transferred with the grade 4.0, whereby Section 16(10) applies analogously. The recognition of external credits shall be indicated on the Bachelor's or Master's degree certificate.

(7) As a rule, Bachelor's and Master's theses that were not assigned as part of a degree programme at the Faculty of Mathematics and Computer Science at Saarland University will not be recognized.

III. Bachelor's or Master's thesis

Section 20

Admission to the Bachelor's or Master's thesis phase

(1) Students may register for the final assessment phase in which they complete their Bachelor's or Master's thesis provided that they have properly completed all of the stipulated programme requirements. A student shall demonstrate proper completion of the requirements for the Bachelor's degree programme by providing proof that he or she has acquired at least 120 credits in accordance with the programme-specific study regulations. A student shall demonstrate proper completion of the requirements for the Master's degree programme by providing proof that he or she has acquired at least 30 credits in accordance with the programme-specific study regulations. The subject-specific regulations may specify additional conditions that have to be met in order to demonstrate proper completion of programme requirements.

(2) Applications to register for the final assessment phase (Bachelor's or Master's thesis phase) shall be submitted to the Examinations Office together with supporting documentation demonstrating proper completion of all necessary programme requirements.

(3) If reasonable grounds exist, the Examination Board may, on request, admit a candidate to the final assessment phase if the requirements set out in Subsection (1) above have not yet been met in full.

Section 21

Subject of the Bachelor's or Master's thesis

(1) The Bachelor's or Master's thesis in a single-subject degree programme (see Section 3) shall address a topic within the core subject area covered by the degree programme. In a dual-subject degree programme, the subject of the Bachelor's or Master's thesis shall address a topic from the main (major) subject area of the degree programme.

(2) The Examination Board shall appoint a primary thesis examiner, a secondary thesis examiner and the thesis supervisor. If a thesis supervisor is not appointed, the primary thesis examiner shall act as supervisor. The candidate may submit proposals regarding the choice of thesis examiners.

(3) The candidate shall be notified of the topic of the Bachelor's or Master's thesis within a period of four weeks after the candidate has registered for the final assessment phase. The candidate shall have the opportunity to submit proposals regarding the topic of the Bachelor's or Master's thesis, but is not obliged to do so.

(4) The candidate may, on request, be given the opportunity to complete the Bachelor's or Master's thesis project externally (e.g. at a commercial or industrial company). Written confirmation shall be provided that the external company or institution will address the topic with a suitable level of academic rigour and that it meets other relevant requirements as set out in the subject-specific regulations. The decision on whether to approve the application shall be made by the Examination Board.

(5) The date on which the topic was announced shall mark the start of the period in which the thesis is to be completed and shall be documented.

(6) A candidate is permitted to decline the topic of the thesis on one occasion only within a period of four weeks after receiving notification of the thesis topic. A new topic for the Bachelor's or Master's thesis shall be issued within a period of four weeks after declining the first topic. The provisions of Subsections (3) and (4) shall apply again. If a Bachelor's or Master's thesis is to be repeated pursuant to Section 23(6), the topic of the thesis may only be declined if this option was not used when the topic of the first thesis was announced.

Section 22

Duration and deadlines

(1) The student workload for completing a Bachelor's thesis is 12 ECTS credits and the time allowed for completion is three months. The student workload for completing a Master's thesis is 30 ECTS credits and the completion period is six months. The topic and the problems to be addressed shall be such that the thesis can be completed within the allotted time.

(2) In exceptional cases and where reasonable grounds exist, a candidate may apply to the Examination Board for an extension to the period in which the Bachelor's or Master's thesis is to be completed. In the case of a Bachelor's thesis, an extension will typically not exceed

three weeks. For a Master's thesis, an extension should typically not exceed six weeks. Any extension granted shall not alter the number of ECTS credits awarded.

(3) If a candidate is prevented from working on the Bachelor's or Master's thesis for a period of more than one week because of illness or some other cause beyond the candidate's control, the thesis submission deadline shall be extended accordingly. The candidate shall notify the Examinations Office immediately and provide supporting documentation, e.g. in the event of illness, the candidate shall provide a medical certificate issued by a physician. If a candidate is unable to work on the thesis because a child cared for by the candidate has become ill, the child's illness shall be treated as if the candidate was ill. The candidate shall demonstrate that it was necessary for him or her to care for the ill child by providing a medical certificate issued by a physician in accordance with Article 45 of Book V of the German Social Welfare Code (SGB V). If the period in which the candidate is prevented from working on the thesis exceeds three months in the case of a Bachelor's thesis or six months in the case of a Master's thesis, the Examination Board may classify the thesis as 'not attempted'. In such cases, the candidate shall be allocated a new Bachelor's or Master's thesis once the reasons for the interruption cease to apply.

(4) The Examination Board shall, on request, take into account statutory periods of maternal leave, periods of parental leave and family care obligations (particularly caring for one or more children or adolescents or supporting family members with care needs) as well as the special needs of students with disabilities. In such cases, the completion period for the Bachelor's or Master's thesis shall be extended by the statutory period of maternal leave or parental leave and may be extended further pursuant to the provisions of Section 22(2) if the candidate demonstrates physical or mental impairment arising from pregnancy, or from caring for children or adolescents, or from supporting family members with care needs. This shall not affect any academic accommodation granted to a student in accordance with Section 15. If for the reasons stated above the candidate is unable to work on the thesis for a total period exceeding three months in the case of a Bachelor's thesis or six months in the case of a Master's thesis, the Examination Board may classify the thesis as 'not attempted'. In such cases, the candidate shall be allocated a new Bachelor's or Master's thesis once the reasons preventing the candidate from working on the thesis cease to apply.

(5) If a student does not adhere to the deadline set, a fail grade shall be awarded for the Bachelor's or Master's thesis. A repeat attempt shall be subject to the provisions in Section 23(6).

Section 23

Procedural elements, presentation and layout of the thesis

(1) The Bachelor's or Master's thesis may be written in English or German. A candidate can submit a request to the Examination Board to use another language. If approved by the Examination Board, the Master's thesis may take the form of an academic paper published in the proceedings of a peer-reviewed scientific conference or a publication in a peer-reviewed scientific journal.

(2) Three copies of the Bachelor's or Master's thesis shall be submitted to the Examinations Office. The thesis shall be paginated and shall be produced using a common word-processing system or program. The copies to be submitted shall be printed and either stapled or bound. The candidate shall ensure that all copies submitted are legible. The candidate shall also supply an electronic version of his or her thesis in a common file format. The

candidate shall give written assurance that the electronic version is identical in content to the printed version of the Bachelor's or Master's thesis. Any electronic appendices of relevance to a submitted thesis (e.g. source code) shall be submitted in a standard form and format.

(3) A candidate who submits a Bachelor's or Master's thesis shall include a signed declaration of original authorship stating that the thesis is his or her own original work and that no source materials or aids other than those indicated were used. Any parts of the thesis that draw on the wording or substance of other works or that make use of contributions from others shall be clearly marked as borrowings and the sources shall be acknowledged correctly. The candidate shall also state whether drawings, sketches, diagrams and photographic and graphic images are his or her own work, or were produced in accordance with his or her instructions, or are the work of others.

(4) The date of submission of the Bachelor's or Master's thesis shall be documented.

(5) The Bachelor's or Master's thesis will be assessed by the examiner who provided the thesis topic and by the secondary thesis examiner appointed by the Examination Board. Both examiners shall hand in their written reports no later than two months after the Bachelor's thesis was submitted for examination or no later than three months after the Master's thesis was submitted for examination; the report shall contain a thesis grade in accordance with the specifications in Section 16(1) and 16(2). If the grades awarded differ, the overall grade shall be calculated as the arithmetic mean of the proposed grades. The mean value shall be rounded down to one decimal place. However, if the proposed grades differ by more than 1.0 or if only one of the thesis examiners awards a fail grade, the Examination Board shall appoint a third thesis examiner to assess the Bachelor's or Master's thesis. Once the report from the third examiner has been received, the Examination Board shall, contrary to the provisions of Section 16(7), decide on the grade to be awarded for the Bachelor's or Master's thesis.

(6) If a fail grade is awarded, the candidate may have one further attempt at meeting the Bachelor's or Master's thesis requirement. If a fail grade is awarded, the candidate shall receive a new thesis topic no later than four weeks after the fail grade was announced. A third attempt at passing the Bachelor's or Master's thesis requirement is not permitted; failed attempts at other universities will be taken into account.

(7) The candidate shall be notified immediately about the result of the thesis examination including the grade achieved.

(8) The subject-specific regulations may require the candidate to take part in a colloquium to demonstrate that the Bachelor's or Master's thesis was his or her own independent work.

IV. Degree qualification

Section 24

Successfully completing the Bachelor's or Master's programme and overall grade

(1) A candidate is deemed to have successfully completed the final assessment phase of the Bachelor's or Master's degree programme if the candidate has

1. successfully completed each of the assessments or examinations as specified in the programme-specific study regulations
2. any coursework assessments that may be required by the programme-specific study regulations

3. earned the required number of ECTS credits (excluding those awarded for the Bachelor's or Master's thesis) from the required compulsory modules, mandatory elective modules and elective modules as specified in the programme-specific study regulations
4. achieved a passing grade for the Bachelor's or Master's thesis.

(2) A candidate shall be deemed to have failed the final assessment phase of the Bachelor's or Master's degree programme if he or she has failed one or more assessments or examinations or has failed the Bachelor's or Master's thesis requirements, including all permissible retake attempts. A candidate who has failed the final assessment phase of the Bachelor's or Master's degree programme will be notified in writing by the Chair of the Examination Board; the letter of notification shall include the reasons for the decision and information on the candidate's right of appeal.

(3) If a candidate completes a module on more than one occasion in different semesters, the credits for that module can only be counted once; see, however, Section 17(5) on provisions for improving grades. Any module that contributes towards the Master's degree certificate cannot have been previously used to accumulate credits for the candidate's Bachelor's degree that was accepted when seeking admission to the Master's programme.

(4) The final overall grade achieved for the Bachelor's or Master's degree qualification is calculated in accordance with the provisions of Section 16(9).

(5) If a candidate who has properly completed all the stipulated programme requirements has acquired more than the minimum number of required credits from graded assessments or examinations, he or she may, in accordance with programme-specific study regulations, be permitted to select a subset of student assessments for inclusion in the calculation of the final overall grade (cf. Subsection (1) above).

(6) Unless otherwise provided for in the subject-specific regulations, the final overall grade that appears in the degree certificate and the formal graduation certificate shall be categorized as follows:

- ≤ 1.5: Very good
- 1.6–2.5: Good
- 2.6–3.5: Satisfactory
- 3.6–4.0: Sufficient.

The subject-specific regulations may also include the grade 'With distinction'.

Section 25

Degree qualification and documentation

(1) Candidates who successfully complete the final assessment phase of a Bachelor's or Master's degree programme (cf. in particular Section 24(1), item 1) shall be issued with a certificate, typically a transcript of records, in German and English. At a minimum, this certificate shall include the grades achieved in the modules taken, the final overall grade awarded, the name of the degree programme and the title and grade awarded for the Bachelor's or Master's thesis.

(2) The certificate will be issued when requested by the candidate. If no request is received within one year after the Bachelor's or Master's thesis was examined, the Examination Board may expedite the issuing of the certificate.

(3) In addition to the information presented in Subsection (1) above, the subject-specific regulations may require the certificate to list the areas of specialization studied, other student attainments and the results achieved.

(4) As a rule, the certificate will be signed by the Chair of the Examination Board. The certificate shall also bear the date of the final assessment or examination and the date on which it was signed.

(5) Students attain the degree of Bachelor of Science (B.Sc.) or Master of Science (M.Sc.) upon receipt of the formal graduation certificate.

(6) The formal Bachelor's or Master's graduation certificate shall contain the date of the final assessment or examination, the date on which it was signed and the name of the degree programme. As a rule, the formal graduation certificate will be signed by the Chair of the appropriate Examination Board and by the Dean of the Faculty and shall bear the faculty seal. Only one of the degree qualifications (B.Sc. or M.Sc.) may be awarded. The subject-specific regulations may contain additional provisions.

(7) Graduates will be issued with a diploma supplement when they receive their formal graduation certificate.

V. Final provision

Section 26 Commencement

These regulations shall come into force on the day after they are announced in the Official Bulletin of the Institutions of Higher Education in Saarland (*Dienstblatt der Hochschulen des Saarlandes*).

Saarbrücken, 30 September 2015

(Univ.-Prof. Dr. Volker Linneweber)
President of Saarland University