

Examination Regulations for Bachelor's and Master's Degree Programmes of Faculty 5 (Humanities Faculty III – Human and Business Sciences) at Saarland University

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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 (BMRPO) 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 5 (Humanities Faculty III – Human and Business Sciences) at Saarland University hereby issues the following Examination Regulations for Bachelor's and Master's Degree Programmes.

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I General provisions

Section 1

Scope

These examination regulations apply to single-subject and dual-subject Bachelor's and Master's degree programmes of Faculty 5 (Humanities Faculty III – Human and Business Sciences) at Saarland University. The faculty may issue separate examination regulations and study regulations for single-subject degree programmes. The faculty may issue separate examination regulations and study regulations for joint degree programmes with other higher education institutions. Separate examination regulations and study regulations are issued for degree programmes resulting in a teacher training qualification.

Section 2

General information

(1) Faculty 5 (Humanities Faculty III – Human and Business Sciences) at Saarland University shall confer the following degrees on students who successfully complete the study programme in accordance with the assessment and examination procedures set out in these examination regulations including the subject-specific examination regulations (Appendix 2):

- Bachelor of Arts (B.A.) or
- Bachelor of Science (B.Sc.)

or respectively

- Master of Arts (M.A.) or
- Master of Science (M.Sc.)

Further details are set out in the subject-specific examination regulations (Appendix 2).

(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. A Bachelor's degree programme of Faculty 5 (Humanities Faculty III – Human and Business Sciences) concludes with the final assessment phase if the subject-specific examination regulations (Appendix 2) have been fulfilled.

(3) The goal of the Master's degree programme is to impart to students the methods and techniques used in scientific research as well as a deeper understanding of the principles of the subject and a more detailed knowledge of key research results in the chosen subject. In the respective subject-specific examination regulations (Appendix 2), Master's degree programmes are classified as 'more applications-oriented profile' or 'more research-oriented profile'. A single-subject or dual-subject Master's degree programme of Faculty 5 (Humanities Faculty III – Human and Business Sciences) concludes with the final assessment phase if the subject-specific examination regulations (Appendix 2) have been fulfilled. In the dual-subject Master's degree programme, the profile of the main subject determines the profile of the Master's degree programme.

(4) The degree programme can be studied either full-time or part-time (cf. Section 9). All semesters can be studied on a part-time basis. Apart from in exceptional cases and where reasonable grounds exist, the semester in which the Bachelor's or Master's thesis is written

can only be completed on a part-time basis by students who studied part-time in the preceding semester.

(5) The examination regulations consist of a general section and subject-specific examination regulations. Examination-relevant details regarding the content and structure of a degree programme are governed by the subject-specific examination regulations in Appendix 2 of these regulations and in the programme-specific study regulations, which describe the structure of the study programme, the mandatory modules, mandatory elective modules and elective modules.

(6) All provisions in the examination regulations apply equally to full-time and part-time study.

(7) Students may only participate in student assessments and may only undertake the Bachelor's or Master's thesis if they are properly enrolled in the degree programme and for the respective subject combination. In exceptional cases and where reasonable grounds exist, a student may apply to the 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, structure of the Bachelor's and Master's degree programme

(1) A Bachelor's or Master's degree programme in accordance with these regulations can be structured into the following types of degree programme (variants) if subject-specific examination regulations (Appendix 2) have been issued to this effect:

Variant 1: Single-subject degree programme

This type of degree programme is based on studying a core subject which is listed in the overview of subjects (Appendix 1). An integrated subsidiary subject may be selected.

Variant 2: Dual-subject Bachelor's degree programme or dual-subject Master's degree programme

This type of degree programme involves the combined study of two differently weighted subjects – (extended) main and subsidiary subject – with a thesis to be written in the main subject area, providing these subjects are accordingly listed in the overview of subjects (Appendix 1). Restrictions on possible combinations are set out in the subject-specific examination regulations (Appendix 2) of the main subject where applicable.

Modules of combined subjects should not be duplicated between subject areas. Where modules are duplicated, the module can only be counted towards the study programme once. If main subject modules are duplicated, academic credits will only be earned in the main subject. If modules in the chosen subjects are duplicated, the student shall agree equivalent academic credits to be completed as part of their study programme following consultation with the programme adviser or examination board.

(2) Core subjects and main subjects can only be selected from the subjects of Faculty 5 (Humanities Faculty III – Human and Business Sciences) if they are listed in Appendix 1 of these regulations.

(3) Subsidiary subjects and supplementary subjects are listed in Appendix 1 of these regulations.

(4) Candidates may submit a request to take subsidiary and supplementary subjects that are not listed in Appendix 1 of these regulations or the subject-specific examination regulations

(Appendix 2) of the main subject. This request must be submitted before starting the degree programme. The examination board shall decide on whether to approve the request, if necessary with the consent of the faculty.

Section 4 Student workload

(1) For a Bachelor's degree programme with a standard period of study of 6 semesters, the programme-specific study regulations and performance requirements are based on the following workloads (ECTS credits):

Variant 1: 6-semester single-subject Bachelor's degree programme

The degree programme comprises 180 credits. Of that total, 6 to 12 credits are awarded for the Bachelor's thesis. Further details are set out in the subject-specific examination regulations (Appendix 2).

Variant 2: 6-semester dual-subject Bachelor's degree programme with combined main subject and subsidiary subject

The degree programme comprises 180 credits. Of that total, 83 credits are awarded for the main subject, 63 credits for the subsidiary subject, 24 credits for the supplementary subject or supplementary career-orientation modules (Optionalbereich) and 10 credits for the Bachelor's thesis in the main subject.

(2) For a Master's degree programme with a standard period of study of 4 semesters, the programme-specific study regulations and performance requirements are based on the following workloads:

Variant 1: 4-semester single-subject Master's degree

The degree programme comprises 120 credits. Of that total, 15 to 30 credits are awarded for the Master's thesis. Further details are set out in the subject-specific examination regulations (Appendix 2).

Variant 2: 4-semester dual-subject Master's degree programme with combined (extended) main subject and subsidiary subject

The degree programme comprises 120 credits. Of that total, 71 credits are awarded for the main subject, 27 credits for the subsidiary subject and 22 credits for the Master's thesis in the main subject.

(3) The programme-specific study regulations and the associated study plan shall be structured to ensure that for a full-time student the workload is distributed evenly throughout the degree programme so that students can acquire approximately 60 credits in each year of the programme.

(4) 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. 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 shall be structured so that they offer periods in which students may study at other universities or acquire relevant external practical work experience, in particular abroad, without extending the length of time a student spends on the programme.

(5) The programme-specific study regulations may specify compulsory 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 skills classes).

Section 5

Standard period of study

(1) The standard period of full-time study for the Bachelor's degree programme is six semesters, which includes the time taken to complete the final academic assessment phase. The standard period of part-time study is twelve semesters, which includes the time taken to complete the final academic assessment phase. Normally, students should study full-time in the semester in which the Bachelor's thesis is written unless they were studying part-time in the previous semester. Exceptions may be granted where reasonable grounds exist. If students complete some of their Bachelor's degree programme in part-time study, this will be taken into account when calculating the standard period of study. The final result will be rounded up to the next whole semester.

(2) The standard period of full-time study for the single-subject or dual-subject Master's degree programme is four semesters, which includes the time taken to complete the final academic assessment phase. The standard period of part-time study is eight semesters, which includes the time taken to complete the final academic assessment phase. Normally, students should study full-time in the semester in which the Master's thesis is written unless they were studying part-time in the previous semester. Exceptions may be granted where reasonable grounds exist. If students complete some of their Master's degree programme in part-time study, this will be taken into account when calculating the standard period of study. The final result will be rounded up to the next whole semester.

(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) 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.

(5) The programme-specific study regulations shall state the semester (standard period of study) by which each module or module element should be completed in order to stay within the standard period of study, as far as this is relevant for the rules regarding failed first attempts.

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 (often referred to in Germany as 'credit points' or 'CP'). A module typically comprises several courses (module elements) of related content that are taught in a single semester or in two consecutive semesters and that conclude with academic assessments or examinations (usually a single end-of-module examination). The outcome of these assessments or examinations are the basis on which credits are awarded. As a rule, the workload associated with a module should correspond to at least five ECTS credits.

(2) The successful completion of a programme module is documented by recording the credits awarded. Student workload is calculated on the basis that one credit is awarded for 30 hours of study. This base value shall be specified when documenting a student's academic assessments and examinations.

(3) As a rule, credits are awarded when a student successfully completes an academic assessment or examination, in some cases for exam admission prerequisites. In the case of

final-year theses, written assignments, practical assignments, self-directed study and excursions, credits are awarded according to the student workload (including preparatory and follow-up work).

(4) Modules and (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. Information shall also be provided about the type of assessment or examination associated with a specific module and whether the award of academic credits for a module depends on the successful completion of assessments or examinations in one or more module elements. Details shall also be provided about how often each module element is offered.

(5) A student who completes a module or module element shall be awarded either an ungraded 'pass' or a grade determined in accordance with the grading system set out in Section 16. The programme-specific study regulations shall state whether an assessment or examination is graded.

(6) Credits can only be acquired if the student workload is equivalent to at least one ECTS credit 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) Assessments and examinations associated with modules or module elements serve to determine whether students have achieved the learning outcomes of the respective module or module element. The assessments and examinations that students are required to complete shall take place throughout the Bachelor's and Master's degree programme. An assessment or examination may be divided into several parts. More detailed provisions are set out in the programme-specific study regulations.

(8) 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.

(9) 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.

(10) An academic record shall be kept for each student that shall be updated by recording the number of ECTS credits earned by that student each semester through academic assessment and examination. Credits for academic coursework, assessments and examinations and exam admission prerequisites 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

Examination Board and Examination Office

(1) Pursuant to Section 23(1) of the Saarland University Act, Faculty 5 (Humanities Faculty III – Human and Business Sciences) at Saarland University shall establish an Examination Board that shall administer the assessments and examinations for each degree programme. The Examination Board shall receive organizational support from an Examinations Office.

(2) Each Examination Board shall comprise:

1. three representatives from the group of professorial staff in the faculty
2. one representative from the group of mid-level teaching staff within the faculty and
3. one representative, who shall have limited voting rights, from the group of students in the faculty

If questions regarding decisions on the grading of examinations and assessments of the Bachelor's or Master's degree arise, the member from the group of students shall only have an advisory vote on the Examination Board unless said 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 responsible 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. Deputy members and replacement members may be re-elected at the end of their term.

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

(4) 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.

(5) 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).

(6) The Examination Board shall

1. decide on (i) applications to register for student assessments and (ii) applications to register for the final assessment phase of the Bachelor's or Master's degree programme (Bachelor's or Master's thesis)
2. decide on requests for exemption from registration requirements
3. decide on whether to accept student assessments in a form other than that normally prescribed
4. decide on requests to extend the time frame for a student's progress check
5. appoint the examiner (thesis examiner) and the second examiner and the supervisor for the thesis
6. decide on requests to extend the completion period for the thesis
7. decide on requests regarding the language used for student assessments
8. consult with the relevant members from the group of professorial staff (pursuant to per Section 13(1), item 1 Saarland University Act) with respect to recognizing academic coursework, assessments and examinations, and exam admission prerequisites if applicable
9. appoint, if necessary, a third thesis examiner for the thesis
10. determine the grade to be awarded for the thesis
11. decide on whether exceptional circumstances apply for a student requesting academic assessment during voluntary leave to study abroad in accordance with Section 9(6) of the Regulations Governing Student Enrolment at Saarland University (*Immatrikulationsordnung*)
12. 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
13. decide on whether to annul the results of examinations and to terminate the assessment or examination procedure; review decisions regarding the grading of academic assessments or examinations if these have been influenced by student deception; and review decisions to exclude a student from an academic assessment or examination
 14. decide on applications seeking approval for a third repeat assessment
 15. decide on objections raised by a candidate with regard to the grading of academic coursework, exam admission prerequisites, assessments or examinations.
 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.

(7) The duties set out in Paragraph (6), items 1 to 12 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) Thesis examiners and supervisors may be appointed from the group of professorial staff, emeritus or retired professors, honorary professors, senior academics qualified to professorial level and independent professors on special contracts.

(2) After consultation with professors in the relevant subject area, the Examination Board may in special cases also appoint examiners from the group of mid-level research/teaching staff, members of the part-time external 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 and other qualified and experienced professionals working in the relevant field.

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

(4) The examiners who conduct the assessments or examinations associated with specific modules or module elements are the members of academic staff who teach those modules or module elements.

(5) The observer at an oral examination, as specified in Section 13(7) below, shall be a member of the university with an academic qualification relevant to the subject matter of the examination.

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

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) If the volume of academic work undertaken by a part-time student in one semester exceeds 60% of the academic credits (as a rule 18 ECTS credits) associated with full-time study, that semester shall be treated as if the student were studying full-time. If the volume of work completed by a student only marginally exceeds the limit for part-time study, the student may apply to offset the excess volume against a reduced workload in, for example, the latter part of the same academic year. Any such case will be considered on its individual merits. More detailed provisions are set out in the Regulations Governing Student Enrolment at Saarland University.

(3) Students should normally study full-time in the semester in which the thesis is written unless they were studying part-time in the previous semester. Exceptions may be granted where reasonable grounds exist. If the thesis is to be completed in part-time study, the time for completing the thesis shall be extended accordingly.

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

(5) No liability shall be accepted and no responsibility borne for any effects that part-time study may have on areas for which the faculties are not responsible, or that it may have on courses 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.

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

Section 10 Progress checks

(1) Unless otherwise provided for in the subject-specific examination regulations (Appendix 2), a student studying full-time for a Bachelor's degree programme with a standard period of study of six semesters shall fulfil the following minimum academic progress requirements (in ECTS credits):

- after 2 semesters, a total of at least 18 credits
- after 4 semesters, a total of at least 60 credits
- after 6 semesters, a total of at least 105 credits
- after 9 semesters, a total of at least 165 credits

(2) Unless otherwise provided for in the subject-specific examination regulations (Appendix 2), a student studying full-time for a Master's degree programme with a standard period of study of four semesters shall fulfil the following minimum academic progress requirements:

- after 2 semesters, a total of at least 18 credits
- after 4 semesters, a total of at least 60 credits
- after 6 semesters, a total of at least 90 credits.

(3) If a student does not achieve the expected minimum academic progress by the end of a semester, they shall be notified in writing that they are at risk of failing to meet the academic requirements for the programme. The student shall be offered a study counselling interview.

(4) 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. If this situation arises, the Examination Board shall notify the student 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 granted the opportunity to make representations about this matter to the Board.

(5) 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 Paragraphs (1) and (2).

Section 11

Core skills

(1) Faculty 5 (Humanities Faculty III – Human and Business Sciences) at Saarland University 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, the acquisition of core skills is regarded as the acquisition of key methodological, social and personal skills.

(2) The subject-specific examination regulations (Appendix 2) and programme-specific study regulations may allow the relevant examination board to recognize the student's voluntary work and/or civic engagement at the student's request by awarding the applicant 3 ECTS credits, provided that the student can verify that during the study programme, they undertook at least two years of continuous unpaid voluntary activity in a recognized not-for-profit organization. The voluntary work and/or civic engagement activities performed by the student shall be confirmed by means of an official certificate from the not-for-profit organization that states the period during which the student was active and the hours worked, and that precisely describes the nature of the 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) The subject-specific examination regulations (Appendix 2) may allow the relevant examination board to recognize official committee work or mentoring or tutoring activities by awarding up to 3 credits per subject (max. 6 credits per degree programme in the case of dual-subject degree programmes), 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. The student is required to demonstrate convincingly the extent to which core skills have been acquired through the official committee work or mentoring activities performed.

(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 Examination Board.

Section 12

Admission to the Master's programme

(1) Admission to the Master's programme is granted to particularly suitable applicants. Students seeking admission to a consecutive 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 examination regulations (Appendix 2).

(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 seeking admission to Master's degree programmes that offer more vocationally focused postgraduate training shall have a first university degree and relevant professional experience of typically not less than one year. Applicants who have acquired comparable skills to the Bachelor's degree by working in the professional field may be admitted to an advanced professional study programme by demonstrating in an aptitude test that their skills correspond with the first degree relevant for the degree programme to which they are applying. The skills which are to be demonstrated in the aptitude test are set out in the subject-specific examination regulations (Appendix 2). Representatives of the professional bodies shall be involved in the aptitude test.

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

(5) If the formal requirements set out in Paragraph (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 examination regulations (Appendix 2) 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.

(6) If the requirements of Paragraph 5 are not met, the student may be provisionally admitted to the relevant Master's degree programme on the condition that, within a period of time specified in the subject-specific examination regulations (Appendix 2), the student acquires the missing curricular content in a supplementary study programme. The procedure to be followed in such cases shall be determined in consultation with a departmental representative who is authorized to conduct examinations; the proposed procedure shall be recorded in writing.

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

(8) All admissions to the Master's programme shall be decided by the Examination Board. If there is some doubt regarding an application for admission, the relevant departmental representatives shall be consulted.

(9) The Examination Board shall inform the applicant in writing about whether the application has been rejected or accepted. If relevant, the applicant shall be notified of any conditions pertaining to provisional admission arrangements as defined in Paragraph 4.

II Assessment methods

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. In certain special cases, other forms of academic assessment may be specified by the Examination Board (e.g. evaluating artistic or sporting performance). 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 academic coursework, exam admission prerequisites, assessments and examinations.

(3) Academic coursework is completed during the programme and assessed, however 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 academic coursework is required is specified in the programme-specific study regulations. The type and duration of required academic coursework 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 academic coursework has been completed successfully.

(4) Exam admission prerequisites are academic coursework that is also a registration requirement for the end-of-module examination/assessment or module element assessment/examination. If exam admission prerequisites are stipulated as a registration requirement for the end-of-module examination/assessment or module element assessment/examination, this shall be set out in the subject-specific examination regulations (Appendix 2).

(5) Each module includes an end-of-module assessment or examination that shall be held (for the first time) no later than the beginning of the following semester. Students who successfully complete the academic assessment or examination associated with a module shall be deemed to have met the learning objectives of that 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.

(6) 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. Further details are set out in the subject-specific examination regulations (Appendix 2). Written examinations shall be graded within four weeks.

(7) 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.

(8) 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, work reports). The assessments shall be graded by an examiner, who is usually the seminar instructor. A written assignment shall be graded within six weeks.

(9) If there are valid grounds, the Examination Board may in exceptional cases agree to a reasonable extension of a written assessment. 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 (e.g. written assessment awarded 10 credits: extension = 10 working days = 2 weeks). 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 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) and (3).

(10) If a candidate is prevented from working on a written assessment for a period of more than one week because of illness or some other cause beyond the candidate's control, the submission deadline shall be extended accordingly. The candidate shall provide supporting documentation to the Examinations Office without unreasonable delay, e.g. in the event of illness, the candidate shall submit a medical certificate issued by a physician. If a candidate withdraws from or fails to attend an academic assessment or examination because a child cared for by the candidate was ill, the child's illness shall be treated as if the candidate was ill. The candidate shall demonstrate that it was necessary for them 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 undertaking the assessment exceeds one month, the assessment shall be deemed as 'not attempted'. The candidate shall be allocated a new written assessment once the reasons for the interruption cease to apply.

(11) 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 in accordance with the subject-specific examination regulations (Appendix 2), these deadlines will, on request, be extended by the statutory period of maternal leave. A further reasonable extension of the completion period stipulated in Section 22(2) may be granted on request, provided that the candidate can demonstrate physical or mental impairment arising from pregnancy, or from caring for children or from supporting family members with care needs. This shall not affect any academic accommodation granted to a student in accordance with Section 15.

(12) 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.

(13) Unless otherwise provided for in the subject-specific examination regulations (Appendix 2), the language of examination is the respective language of instruction. The Examination Board may, in certain individual cases, allow another language to be used if specifically requested by the candidate and agreed with the examiner or thesis examiner.

Section 14

Participation in student assessments

(1) The application to be admitted for academic examination occurs concurrently with the application to enrol at Saarland University.

(2) The subject-specific examination regulations (Appendix 2) may require the fulfilment of supplementary programme-specific registration requirements for the academic examination phase and further information from the candidate. If these requirements have not been fulfilled, the student may be provisionally registered for academic examination in accordance with the subject-specific examination regulations (Appendix 2) on the condition that the student acquires the missing curricular content within a specified period of time. All registrations for academic assessment shall be decided by the Examination Board, if necessary after consultation with the relevant departmental representatives. If an application to register for academic examination is rejected, the candidate shall be notified in writing. The letter of notification shall include the reasons for the decision and information on the candidate's right of appeal.

(3) Registration for an assessment or examination may be dependent on the fulfilment of requirements (e.g. formal registration via Saarland University's Campus Management System within the relevant registration period, proof of exam admission prerequisites or academic assessments and examinations). Further details are set out in the subject-specific examination regulations (Appendix 2). The decision to register a candidate for a particular examination shall be made by the Examination Board.

(4) An application to register for an examination may only be rejected if:

1. the candidate has not been registered for the academic examination phase in accordance with Paragraph 2 or
2. the registration requirements set out in Paragraph 3 have not been met or
3. the candidate has lost the right of assessment or examination for the relevant module or for the programme as a whole.

(5) If a candidate who is registered for an academic assessment or examination withdraws from the assessment or examination without reasonable grounds, the student shall be deemed to have failed the assessment or examination and the academic assessment or examination shall be deemed as not completed. Unless otherwise provided for in the subject-specific examination regulations (Appendix 2), withdrawal from an assessment or examination is usually permitted without needing to state a reason up to 14 days before the assessment or examination date.

(6) If a candidate fails to attend an examination on the set date without good cause, 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 withdrew from or failed to attend an assessment or examination, these reasons shall be submitted in writing and without unreasonable delay to the Examination Board. If the candidate was ill, the candidate is required to present a medical certificate issued by a physician regarding the candidate's ability to undergo academic assessment or take an examination. 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 a candidate withdraws from or fails to complete an assessment or examination in the allotted time frame because a child cared for by the candidate was 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 chronic health impairment he or she is not in a position to undertake, either in part or in full, coursework assessments, exam admission prerequisites or academic assessments/examinations in their prescribed form, the Examination Board may, 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 content of the assessment or examination. The same shall apply analogously to coursework assessments.

(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 Paragraph 1 above every two semesters.

(3) The medical certificate issued by a physician, as required in Paragraph 1 above, shall at a minimum contain: information on the physical or mental disability arising from the prolonged or chronic 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 chronic. The Chair of the Examination 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 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 individual assessments or examinations, 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 also included in the transcript of records and/or diploma supplement. 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 the overall assessment of a module is based on several separate graded assessments or examinations, the final grade for the module shall be calculated 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. If necessary, the result shall be rounded down to the next (intermediate) grade on the scale and expressed to one decimal place. (Note: in the German grading system, the lower the numerical value, the better the grade.)

(5) If there is no end-of-module examination/assessment that is weighted with credits from the module, 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' or, when numerical grading is applied, achieves at least the grade 'sufficient'.

(7) If the individual examiners have awarded different grades for the thesis or student assessment, 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.

(8) Unless otherwise provided for in the subject-specific examination regulations (Appendix 2), the following rule applies when calculating the final overall grade: The final overall grade is calculated by (i) multiplying the grade attained for each end-of-module assessment/examination with the number of credits associated with the respective module and (ii) multiplying the grade attained for the thesis with the number of credits associated with the 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 the thesis. The result shall be rounded down to one decimal place.

(9) At least 50% of the modules (measured in terms of ECTS credits) should be graded. The subject-specific examination regulations (Appendix 2) may stipulate that only some fraction (> 50 %) of the graded assessments or examinations are to be included when calculating the final grade.

(10) After the assessment or examination is graded, 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 assessments and examinations and/or the thesis**

(1) An academic assessment or examination that was awarded a fail grade may be repeated twice. If a candidate does not achieve a passing grade in either of the two repeat assessments or examinations, the candidate shall lose the right of examination for that module. Students are not permitted to repeat an assessment or examination for which they have already achieved at least the minimum passing grade.

(2) In exceptional cases and where reasonable grounds exist, the Examination Board may consent to a third repeat assessment or examination if requested by the candidate. The third repeat assessment or examination shall be held at the next possible examination date after the Examination Board accordingly has issued its consent, while taking due account of any applicable time limits as set out in Section 14(3).

(3) If a candidate is awarded a fail grade for the thesis, the candidate may have one further attempt at passing the thesis requirement (cf. the provisions in Paragraph 5 below). 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 thesis requirement is not permitted; failed attempts at other universities will be taken into account.

(4) The Examination Board may extend the deadline in Paragraph 3 if so requested by the candidate before the deadline expires, provided that the candidate can demonstrate that the extension is necessary for reasons beyond the candidate's control (e.g. by presenting a medical certificate issued by a physician). If a candidate withdraws from or fails to attend an academic assessment or examination because a child cared for by the candidate was ill, the child's illness shall be treated as if the candidate was ill. The candidate shall demonstrate that it was necessary for them 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). The Examination Board shall, on receipt of an appropriate request, take account of statutory periods of maternal leave, periods of parental leave and family care obligations (particularly caring for one or more children under the age of 18 or supporting family members with care needs), as well as the special needs of students with disabilities. The Examination Board will therefore extend the thesis completion period in Paragraph 3 by the statutory period of maternal leave if so requested by the candidate and a further reasonable extension of the completion period as per Section 22(2) may be granted on request, provided that the candidate can demonstrate physical or mental impairment arising from pregnancy, or from caring for children or from supporting family members with care needs. This shall not affect any academic accommodation granted to a student in accordance with Section 15.

(5) Unless otherwise provided for in the subject-specific examination regulations (Appendix 2), if a student fails to pass the thesis requirement at the first attempt within the standard period of study, the attempt will be treated as if it had not been made (*Freiversuch*).

Section 18 **Deception and plagiarism**

(1) If a candidate attempts to register for an assessment or examination by deception, or if the Examination Board erroneously assumed that essential requirements for registration had been satisfied, the Examination Board may decide to nullify the results of previous assessments or examinations and may stop the assessment or examination procedure.

(2) If a candidate attempts to influence the 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 established, 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 examination and who is excluded from the examination after receiving prior warning from the examiner or from a person authorized by the examiner in accordance with Section 13(6). Within a period of one month, the candidate may ask the Examination Board to reappraise any decision made pursuant to Paragraphs (1) and (2). If the Examination Board upholds the decision, the candidate shall receive a fail grade for that assessment or examination. If the Examination Board does not uphold the decision with respect to disorderly conduct, 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, 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 Paragraphs(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 Paragraphs (1) to (4); the letter of notification shall include the reasons for the decision and information on the candidate's right of appeal. These decisions are subject to a period of limitation of five years from the date on which the examination 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.

Section 19

Recognition of previous periods of study and credits from earlier coursework, exam admission prerequisites, assessments and examinations

(1) Previous periods of study and credits earned for earlier coursework, assessments and examinations ('prior learning') in degree programmes at universities in Germany, at recognized foreign universities or at a recognized 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, assessments and

examination credits meet the requirements specified for the relevant subject 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) Paragraphs 1 and 2 apply analogously to prior learning in state-accredited distance learning programmes.

(4) If a student demonstrates proof of having acquired an equivalent level of competency and skill in a non-university environment, they shall earn up to half of the corresponding academic credits allotted for such knowledge and skills in the Master's programme.

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

(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 provisions of the programme-specific study regulations and the subject-specific examination regulations (Appendix 2). If the grading systems are not comparable or if earlier coursework, assessments or examinations are ungraded, these will be transferred as ungraded credits; Section 16(9) shall apply analogously.

III Thesis

Section 20 Registering for the thesis phase

(1) Students may register for the thesis phase provided that they have satisfied all of the programme requirements for the Bachelor's or Master's subject or the Bachelor's or Master's main and subsidiary subject. To demonstrate that these requirements have been met, students shall submit proof that they have:

1. enrolled in the respective Bachelor's or Master's degree programme
2. completed the coursework, exam admission prerequisites, assessments and examination credits defined in the programme-specific study regulations and study regulations
3. earned at least 120 ECTS credits in the Bachelor's subject or Bachelor's main and subsidiary subject or 70 credits in the Master's subject or Master's major and subsidiary subject. In the case of dual-subject degree programmes, at least 60 credits must be demonstrated in the Bachelor's main subject or at least 35 credits in the Master's main subject.
4. Further registration requirements for the thesis phase may be stipulated in the subject-specific examination regulations (Appendix 2).

(2) Applications to register for the thesis phase shall be submitted to the Examination Board together with supporting documentation demonstrating proper completion of all necessary programme requirements.

Section 21

Subject of the thesis

(1) The thesis shall be written on the degree subject in the case of a single-subject degree programme and on the main subject in the case of a dual-subject 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.

(3) The candidate shall be notified of the topic of the thesis within a period of four weeks after the candidate has registered for the thesis phase. The candidate shall have the opportunity to submit proposals regarding the topic of the thesis. However, the candidate is not obliged to do so.

(4) The date on which the topic of the thesis was announced (i.e. the start of the thesis completion period) and the thesis topic shall be documented.

(5) Within four weeks of receiving notification of the thesis topic, the candidate may, after consultation and on one occasion only, decline the topic of the thesis. In this case, the candidate will not be deemed to have failed the thesis. A new topic for the thesis shall be issued within a period of four weeks after the first topic is declined. If a thesis is to be repeated pursuant to Section 17(3), 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 completion period for the thesis shall be determined by the workload stipulated in the subject-specific examination regulations (Appendix 2), based on a range of either 6 to 12 ECTS credits (Bachelor's thesis) or 15 to 30 ECTS credits (Master's thesis). For a workload of 12 ECTS credits (Bachelor's thesis), the completion period is 11 weeks, for 30 ECTS credits (Master's thesis) the completion period is 6 months. Unless otherwise provided for in the programme-specific study regulations, the completion time shall be based on the values stipulated in Section 6(2) and rounded up to the nearest number of weeks. The thesis topic and the problems to be addressed shall be such that the thesis can be completed within the allotted time.

(2) If there are valid grounds, the Examination Board may in exceptional cases agree to a reasonable extension of the completion period. An extension of one working day for each ECTS credit associated with the thesis is regarded as reasonable, with a week considered to be five working days. For a completion period of 10 weeks (Bachelor's thesis), 2 weeks are considered as reasonable; for a completion period of 6 months (Master's thesis), 6 weeks are considered as reasonable. However, a reasonable extension shall never exceed twice the period normally provided for completing the written assessment. Any extension of the thesis completion period shall not alter the number of ECTS credits awarded.

(3) If a candidate is prevented from working on the 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 provide supporting documentation to the Examinations Office without unreasonable delay, e.g. in the event of illness, the candidate shall submit a medical certificate issued by a physician. If a candidate withdraws from or fails to attend an academic assessment or examination because a child cared for by the candidate was ill, the child's illness shall be treated as if the candidate was ill. The candidate shall demonstrate that it was necessary for them 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 or one month in the case of a written assessment, the Examination Board may classify the thesis or written assessment as 'not attempted'. In such cases, the candidate shall be allocated a new thesis topic or written assessment 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 thesis or written assessment shall be extended by the statutory period of maternal leave and may be extended further pursuant to the provisions of Paragraph 2 above if the candidate demonstrates physical or mental impairment arising from pregnancy, or from caring for children, or from supporting family members with care needs. This shall not affect any academic accommodation granted to a student in accordance with Section 15.

(5) If a student does not meet the thesis completion deadline, a fail grade shall be awarded for the thesis. Repeat attempts shall be subject to Section 17(3), which applies analogously.

Section 23 **Procedural elements, presentation and layout of the thesis**

(1) Three copies of the 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. Expensive image, map or sheet music may only be attached to one copy with the agreement of the Examination Board. Any electronic appendices of relevance to a submitted thesis shall be submitted in a standard form and format. The subject-specific examination regulations (Appendix 2) may differ from the above provisions.

(2) A candidate who submits a thesis shall also submit a written declaration of original authorship stating that the thesis is their 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 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 the candidate's own work, or were produced in accordance with the candidate's instructions, or are the work of others.

(3) The date of submission of the thesis shall be documented.

(4) The thesis shall 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 proposed grades differ from one another, the grade for the thesis shall be calculated in accordance with the provisions of Section 16(7). 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 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 thesis based on the three reports received.

(5) The candidate shall be notified immediately about the result of the thesis assessment including the grade awarded.

V 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 all of the assessments and examinations stipulated in the programme-specific study regulations or where applicable in the study regulations;
2. successfully completed all of the academic coursework stipulated in the programme-specific study regulations and any applicable study regulations;
3. earned the required number of ECTS credits (excluding those awarded for the final-year thesis) from the required mandatory modules, mandatory elective modules and elective modules as specified in the subject-specific examination regulations (Appendix 2) and the programme-specific study regulations or where applicable in the study regulations;
4. successfully completed the thesis.

(2) A candidate shall be deemed to have failed to graduate from the Bachelor's or Master's degree programme if they have failed one or more of the required assessments or examinations or have failed the thesis, including all permissible retake attempts ('irrevocable fail'). 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) The final overall grade awarded for the Bachelor's or Master's degree qualification is calculated in accordance with Section 16 (8) and (9) from the grades achieved for the module assessments and examinations specified in the programme-specific study regulations and from the grade achieved in the thesis. At least 50% of the modules (measured in terms of ECTS credits) should be graded. Subject-specific examination regulations (Appendix 2) may stipulate that only some fraction (> 50 %) of the graded academic assessments and examinations are to be included when calculating the final grade.

(4) If a candidate who has completed all the stipulated programme requirements has acquired more than the necessary minimum number of graded credits, they may, in accordance with the programme-specific study regulations, be permitted to select a subset of the assessments or examinations for inclusion in the calculation of the final overall grade.

(5) The final overall grade that appears on the degree certificate and on the formal graduation certificate shall be classified as follows:

- | | |
|---------|-------------------------------|
| 1.0-1.1 | = Very good with distinction; |
| 1.2-1.5 | = Very good; |
| 1.6-2.5 | = Good; |
| 2.6-3.5 | = Satisfactory; |
| 3.6-4.0 | = Sufficient. |

Section 25

Degree qualification and documentation

(1) Candidates who successfully complete the final assessment phase of the Bachelor's or Master's degree programme shall receive a certificate, typically in the form of a transcript of

records. The examination certificate contains the overall grade classification, with the calculated overall numerical grade in parentheses and

- in the case of a single-subject degree programme the name of the degree programme with differentiation of the grades
- in the case of a dual-subject degree programme the name of the main subject and the subsidiary subject with differentiation of the grades

as well as the title and grade awarded for the thesis. If the examination certificate is not issued in the form of a transcript of records, a transcript of records (in German and English) shall be issued in addition to the examination certificate.

(2) In addition to the information in Paragraph 1, the examination certificate may also include descriptions and grades for the end-of-module examinations/assessments, specialist areas and other completed academic assessments and examinations. Further details are set out in the subject-specific examination regulations (Appendix 2).

(3) The examination certificate shall be signed by the Chair of the Examination Board. The certificate also bears the date of the final assessment or examination and the date on which it was signed.

(4) The certificate of graduation confers upon the holder the academic degree of Bachelor of Arts or Bachelor of Science / Master of Arts or Master of Science on the date stated on the certificate, which contains the name of the degree programme, the subject(s) and the overall grade classification with the calculated overall numerical grade in parentheses. As a rule, the formal graduation certificate will be signed by the Chair of the Examination Board and by the Dean of the Faculty

- to which the degree subject is assigned in the case of single-subject degree programmes,
 - to which the main subject is assigned on which the degree thesis was written in the case of dual-subject degree programmes,
- and shall bear the seal of the faculty.

(5) Students attain the degree of Bachelor of Arts (B.A) or Bachelor of Science (B.Sc.) / Master of Arts (M.A) or Master of Science (M.Sc.) upon receipt of the formal graduation certificate. The faculty to which the thesis is assigned shall be responsible for conferring the degree.

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

V Final provisions

Section 26 Commencement

(1) These regulations shall come into force on 1 April 2016.

(2) The subject-specific examination regulations issued for the single-subject Bachelor's degree programme in Psychology of 27 February 2014 (Official Bulletin p. 606), single-subject Master's degree programme in Psychology of 26 February 2015 (Official Bulletin p. 106), single-subject Bachelor's degree programme in Sports Sciences of 25 February 2010 (Official Bulletin p. 772), single-subject Master's degree programme in Sports Sciences of 27 February 2014 (Official Bulletin p. 616) and single-subject Master's degree programme in Educational Technology of 25 April 2013 (Official Bulletin p. 430) as appendices to the Examination Regulations for Bachelor's and Master's Degree Programmes of Faculty 5 (Humanities Faculty III – Human and Business Sciences) at Saarland University of 10

February 2011 (Official Bulletin p. 402) shall be considered as an integral part of these regulations.

Saarbrücken, 21 March 2016

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

Appendix 1

– Overview of subjects

The Examination Regulations for Bachelor's and Master's Degree Programmes of Faculty 5 (Humanities Faculty III – Human and Business Sciences) at Saarland University encompasses the following Bachelor's and Master's subjects¹:

Single-subject Bachelor's degree programmes

Cultural Studies in Historical Perspective²

Psychology

Sports Science

Bachelor's main subjects

Bachelor's subsidiary subjects

Bachelor's supplementary subjects

Single-subject Master's degree programmes

Applied Cultural Studies

Educational Technology

Cultural Studies in Historical Perspective

Psychology

Sports Science

Master's main subjects

Master's subsidiary subjects

Master's supplementary subjects

¹ The degree programmes offered by Faculty 5 (Humanities Faculty III – Human and Business Sciences) also include further single-subject degree programmes that are covered by separate examination and study regulations. Degree programmes resulting in a teacher training qualification are likewise covered by separate examination and study regulations; joint degree programmes with other higher education institutions may also be covered by separate examination and study regulations.

² These are interfaculty degree programmes with separate examination and study regulations.