

General Provisions of the Examination Regulations for the Master's Programs of the Faculty of Natural Sciences at the University of Paderborn

dated March 31, 2022

On the basis of Section 2(4) and Section 64(1) of the Act on the Universities of the State of North Rhine-Westphalia (Higher Education Act [Hochschulgesetz], HG) of September 16, 2014 (GV.NRW. [Legal and Regulatory Gazette of the State of North-Rhine Westphalia] p. 547), last amended by Article 1 of the Act of November 25, 2021 (GV. NRW. page 1210a), the University of Paderborn has issued the following regulations:

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I General

§ 1

Scope

These General Regulations apply in conjunction with the Special Regulations for the respective degree program as amended from time to time (Special Regulations). The Special Regulations contain deviations from, supplements to, and further details on the regulations of the General Regulations. The General and Special Regulations form the examination regulations for the respective degree program (Examination Regulations).

§ 2

Objectives of the degree program and purpose of the examination, rules governing language

- (1) The Master's examination constitutes a second professional qualification. In addition to the general degree program objectives of Section 58 HG, the examination determines the ability to work scientifically, the understanding and application of basic principles and essential research results in the subject studied, as well as practical professional skills. With the Master's degree, the student has the ability to work independently as a scientist and, according to the requirements of the respective doctoral regulations, opens up the possibility of a doctorate in the studied subject and related fields. The profile of the respective study program as well as the competences to be acquired in the respective study program are specified in the Special Regulations..
- (2) Within the degree program, modules must be completed in which the acquisition of key qualifications is an integral part.
- (3) Rules regarding the language of teaching and examination can be found in the Special Regulations..

§ 3

Academic degree

If the Master's degree program is successfully completed, the Faculty of Natural Sciences awards the academic degree "Master of Arts" (M.A.) or "Master of Science" (M.Sc.). The degree results from the Special Regulations for the respective study program.

§ 4

Start of studies

Regulations and any recommendations regarding the start of the degree program can be found in the Special Regulations for the respective course of study.

§ 5

Admission requirements

- (1) A student can be enrolled in the respective Master's degree program only if he/she cumulatively possesses

1. A certificate of higher education entrance qualification (general or relevant subject-related) or, in accordance with a legal ordinance, the certificate of higher education entrance qualification (*Fachhochschulreife*) or a prior education certificate recognized as equivalent by legal regulation or by the competent state agency, or meets the requirements for persons qualified in vocational education or the requirements of the Ordinance on the Admission of Foreigners to Universities of Applied Sciences [*Bildungsausländerhochschulzugangsverordnung*].
 2. A degree that fulfills the following requirements:
 - a) It must be a first professional university degree with a standard period of study of at least six semesters from the University of Paderborn or a state or state-recognized university or a state or state-recognized vocational university. Degrees of a foreign state or state-recognized university offer the possibility of admission, provided that with regard to the acquired competences there is no essential difference compared to a degree of the University of Paderborn according to sentence 1. For foreign educational qualifications, the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference or corresponding legal regulations are to be taken into account. Insofar as agreements and conventions of the Federal Republic of Germany with other states on equivalence in higher education (equivalence agreements) favor students of foreign states in deviation from sentence 2, the regulations of the equivalence agreements shall take precedence. In other respects, the Central Office for Foreign Education shall be heard in the event of doubt as to the existence or non-existence of significant differences. The Examination Committee shall determine the requirements according to sentence 2.
 - b) Further requirements for the degree are listed in the Special Regulations. The determination of the requirements is made by the Examination Committee.
 3. Sufficient knowledge of the German language. Unless otherwise stipulated in the Special Regulations for the respective degree program, proof of linguistic study ability is required for unrestricted admission or enrollment in all degree programs. Further details are regulated by the Regulations for the German Language Examination for University Admission at the University of Paderborn in the currently valid version.
- (2) The Special Regulations for the respective degree program may stipulate further admission requirements. In particular, they may stipulate that
- proof of special previous education related to the course of study, artistic or other aptitude, or practical activity is required, or
 - for a degree program that takes place wholly or partly in a foreign language, proof of the relevant language skills must be provided.
- (3) The conditions under which the enrollment is to be denied or can be denied result from the respective valid enrollment regulations of the University of Paderborn. In the event that the applicant has definitively failed an examination required by the Examination Regulations in the previous degree program at a university within the area of application of the Basic Law and the previous degree program has a considerable proximity in terms of content to the Master's degree program for which enrollment is sought, the Special Regulations for the respective degree program can regulate a refusal of enrollment. If a refusal is regulated in the Special Regulations, the enrollment will be refused only if the examination that was definitively not passed has a significant proximity in terms of content to an examination of the desired Master's degree program and the examination is mandatory in the desired Master's degree program. The Examination Committee shall make the findings on the

substantial proximity in terms of content. In the case of combined degree programs, the Special Regulations may provide for deviating regulations.

§ 6

Standard period of study, scope of study, structure of the program and performance elements

- (1) The standard period of study, including the Master's examination, is four semesters. This corresponds to a total workload of 3,600 hours.
- (2) The Master's degree program comprises modules with a total volume of 120 credit points. One credit point (CP) [in German *Leistungspunkt (LP)*] corresponds to one ECTS point according to the European Credit Transfer System. One CP corresponds to a workload of 30 hours on average. One semester usually comprises 30 CP and thus a workload of 900 hours.
- (3) In the case of examinations and coursework, evidence must be provided that the learning and qualification objectives of the module or part of the module have been achieved. Qualified participation is deemed to have been achieved if the work performed shows that more than a superficial preoccupation with the subject matter of the assignment has taken place. The Special Regulations shall regulate the form in which academic achievements and qualified participation shall be rendered.
- (4) The structure of the degree program, the modules to be completed as well as the study and examination achievements and qualified participations to be rendered result from the Special Regulations of the respective degree program.

§ 7

Modules

- (1) The degree program is modularized. Modularization is the combination of subject areas into thematically and temporally rounded, self-contained units with credit points. Modules usually consist of several courses and usually have a scope of at least 5 CP. As a rule, they are designed in such a way that they can be completed within one to two semesters. The Master's thesis is integrated into a module as an examination performance (final module). Existing special rules for the Master's thesis are named at the respective places of these General Regulations or the Special Regulations.
- (2) The modules consist of compulsory and/or elective courses. The elective courses can be selected from a course catalog. Registration is required for participation in modules. There may be prerequisites for participation in modules. More details on the participation requirements are regulated by the Special Regulations for the respective degree program.

§ 8

Recognition of achievements

- (1) Achievements made in other degree programs or in degree programs at other state or state-recognized universities, at state or state-recognized vocational universities or in degree programs at foreign state or state-recognized universities shall be recognized upon application, provided that with regard to the competences acquired there is no substantial difference compared to the achievements that are being replaced; an examination of equivalence shall not take place. In this context, no schematic comparison is to be made, but rather an overall consideration with regard to the purpose

of recognition of the continuation of studies and the taking of examinations. Sentences 1 and 2 shall apply mutatis mutandis to the recognition of achievements in state-recognized distance learning courses or in distance learning units developed by the state of North Rhine-Westphalia in conjunction with the other states and the federal government.

- (2) For the recognition of achievements at foreign higher education institutions, the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs (of the federal states) in the Federal Republic of Germany and the German Rectors' Conference as well as agreements within the framework of higher education partnerships shall be observed. Insofar as agreements and conventions of the Federal Republic of Germany with other states on equivalences in higher education (equivalency agreements) favor students of foreign states in deviation from paragraph 1, the regulations of the equivalency agreements shall take precedence. Furthermore, in case of doubt about the existence or non-existence of substantial differences, the Central Office for Foreign Education may be heard.
- (3) On the basis of the recognition according to paragraph 1, the Examination Committee must, upon application of the student, classify the student into a subject semester.
- (4) Applicants who are entitled to take up studies on the basis of a placement examination pursuant to Section 49(12) HG shall have the knowledge and skills demonstrated in the placement examination recognized on merit. The findings in the placement examination certificate are binding for the Examination Committee.
- (5) On application, knowledge and qualifications acquired by means other than study may be recognized by the Examination Committee on the basis of documents submitted to the extent of no more than half of the examination performances to be taken, if such knowledge and qualifications are equivalent in content and level to the performances they are intended to replace. The Examination Committee shall be responsible for recognitions in accordance with paragraphs 1 and 5. Before making a determination as to the existence or non-existence of significant differences or as to equivalence, competent subject representatives shall be heard. If recognition is refused, this shall be justified.
- (6) The applicant shall submit the information required for recognition (in particular the knowledge and skills acquired through performance and the examination results) in the form specified by the Examination Committee. The Examination Committee shall decide on applications pursuant to paragraph 1 within ten weeks at the latest after complete submission of all information relevant to the decision.
- (7) Recognition shall be marked on the certificate. If achievements are recognized, the grades shall be adopted, if necessary after conversion, insofar as the grading systems are comparable, and included in the respective grade calculation. If no grade is available or if the grading systems are not comparable, the remark "passed" shall be included.
- (8) An achievement can be recognized only once. This also applies to the recognition of knowledge and qualifications acquired in a way other than through studies.

II Examination organization

§ 9

Examination Committee

- (1) The Faculty Council of the Faculty of Natural Sciences forms an Examination Committee for the respective degree program. It is responsible in particular for
- Organizing the examinations and supervising their execution,
 - Complying with the examination regulations and observing the procedural regulations adopted for the conduct of the examinations,
 - Deciding on appeals against decisions made in examination procedures,
 - Drafting of an annual report to the Faculty Council(s) on the conduct of examinations,
 - Other tasks expressly assigned by these Regulations and, where applicable, by the Special Regulations.

In the case of subject-specific decisions (e.g. recognition of achievements), the Examination Committee shall seek the expertise of the relevant subject representatives.

The chairperson of the Examination Committee is assigned certain tasks by these Regulations and, if applicable, by the Special Regulations. In addition, the Examination Committee may delegate the handling of matters that are not of fundamental importance to the chairperson; this does not apply to decisions on appeals and reports to the Faculty Council. The chairperson reports to the Examination Committee on decisions made by him or her alone. The Examination Committee and the Chairperson of the Examination Committee are supported by the Central Examination Secretariat.

- (2) The Examination Committee consists of the chairperson, the deputy chairperson and three other members. Upon proposal of the respective group, the chairperson, the deputy chairperson and one additional member from the group of university professors, one member from the group of academic staff and one member from the group of students are elected by their respective representatives in the Faculty Council. Correspondingly, representatives are elected for the members of the Examination Committee, with the exception of the chairperson and the vice-chairperson. The term of office of the members from the group of university professors and the member from the group of academic staff is two years and runs from October 1 of the election year to September 30 of the year after next. The term of office of the student shall be one year and shall run from October 1 of the election year to September 30 of the next year. Re-election is permitted. The regulations on gender equality according to Section 11b HG are to be observed.
- (3) The Examination Committee is an authority in the sense of administrative procedure and administrative process law.
- (4) The Examination Committee shall constitute a quorum if, in addition to the chairperson or vice-chairperson and one other university lecturer, at least one other voting member is present. The Examination Committee decides by simple majority. In the event of a tie, the chairperson has the casting vote. The student member of the Examination Committee has only an advisory vote in pedagogical-scientific decisions, especially in the assessment or recognition of achievements..
- (5) The Examination Committee is convened by the chairperson. It must be convened if at least three members demand it.
- (6) The meetings of the Examination Committee are not public. The members of the Examination Committee, their deputies, the examiners and the assessors are subject to official secrecy. If they

are not in public service, they must be sworn to secrecy by the chairperson of the Examination Committee.

- (7) The members of the Examination Committee have the right to attend the examinations.

§ 10

Examiners and Arbitrators

- (1) The chairperson of the Examination Committee appoints the examiners and the arbitrators. As a rule, examiners are all independent teachers of the courses in which examinations can be taken in accordance with the curriculum and the module descriptions. In the Special Regulations for the respective degree program, the group of examiners can be expanded within the framework of state law. An examiner can be appointed who has passed at least the corresponding Master's examination or a comparable examination.
- (2) The examiners are independent in their examination activities.
- (3) The candidate may propose examiners for the Master's thesis and - if there is a choice of several examiners - for the oral examinations. The suggestions should be taken into consideration as far as possible. There is no legal claim.
- (4) The Examination Committee shall ensure that the candidate is informed of the names of the examiners in good time, as a rule four, but at least two weeks before the date of the respective examination. Announcement in the Campus Management System of the University of Paderborn is sufficient..

III Examinations

§ 11

Master's examination, completion of a module

- (1) The Master's examination consists of the examinations to be taken in the modules to be completed in accordance with the Special Regulations.
- (2) Credit points can be acquired only if the module has been successfully completed. As a rule, a module is completed by a module examination and any planned qualified participation. The module examination usually consists of an examination at the end of the module (module final examination). However, the module examination can also take place in the course of the module (in particular in connection with a course) or consist of several partial examinations (module partial examinations). Further details are regulated by the Special Regulations for the respective degree program. If the module examination consists of several partial module examinations, each partial module examination must be passed.

§ 12

Participation requirements and admission procedure

- (1) Only students who are enrolled at the University of Paderborn for the Master's program to which these examinations are assigned or who are admitted as secondary students according to Section 52 HG can take part in examinations. These requirements must also be met during the examinations.

Regulations regarding modules with limited attendance according to Section 59 HG and regarding registration for examinations remain unaffected.

- (2) Further requirements for participation in examinations, such as any academic achievements or attendance requirements, are regulated in the Special Regulations for the respective degree program.
- (3) Insofar as admission is provided for under these General Regulations or under the Special Regulations, it shall be refused if the prerequisites specified in paragraph 1 and paragraph 2 in conjunction with the regulations in the Special Regulations for the respective degree program are not met.
- (4) In accordance with the Special Regulations for the respective degree program and available capacities, students of the respective Bachelor's degree program of the University of Paderborn who have acquired a minimum number of degree-relevant credit points and who are expected to fulfill the admission requirements of the corresponding Master's degree program can be admitted for one semester to modules of the corresponding Master's degree program with a maximum of 30 credit points. This regulation can be used only once; i.e. an early admission is no longer possible if an admission to early Master's modules, also outside of this degree program, has already taken place. A retake of an early Master's examination that has not been passed is possible only after enrollment in the corresponding Master's degree program. Students are not entitled to gain access to the corresponding Master's degree program at a later point in time. Further details are regulated by the Special Regulations for the respective degree program.

§ 13

Application for admission and registration for examinations

- (1) An application for admission must be submitted for the Master's thesis. Otherwise, such an application is required only if this is expressly stated in the Special Regulations.
- (2) A separate registration in the Campus Management System of the University is required for each examination within the specified deadlines. Registration deadlines are announced in the Campus Management System of the University of Paderborn or in another suitable form. The Special Regulations for the respective degree program may stipulate that the registration for the module is simultaneously the registration for the corresponding module examination.

§ 14

Examination achievements in the modules

- (1) In the modules, examinations are carried out in accordance with the Special Regulations for the respective degree program.
- (2) If the Special Regulations for the respective degree program contain framework specifications regarding the form and/or duration/scope of examinations, the Examination Committee, in consultation with the examiner, shall determine the specific manner in which the examination is to be conducted. This will be announced by the respective lecturer and in the Campus Management System of the University of Paderborn or in another suitable way within the first three weeks of the lecture period at the latest. The examination contents refer to the learning outcomes defined for the module.

§ 15

Forms of examination performance in the modules

Examinations may take the form of written examinations, oral examinations, written assignments or other forms. Further details are regulated by the Special Regulations for the respective degree program.

With the exception of oral examinations, the evaluation must be made known to the students in the Campus Management System of the University of Paderborn at the latest six weeks after the performance..

1. Written examinations:

In the written examinations, students should demonstrate that they can work on a topic using the common methods of the subject in a limited amount of time and with limited aids.

- The duration of an examination can be found in the respective Special Regulations for the respective degree program.
- Each written exam is graded by one examiner. The last resit examination is graded by two examiners.
- Examinations may be conducted in whole or in part using the multiple-choice method. Further details are regulated in the Special Regulations for the respective degree program.
- Written examinations can be conducted as software-supported examinations (e-examinations). Students are to be informed about the form of examination. They must be given the opportunity to familiarize themselves with the examination system. Further details may be regulated in the Special Regulations.

2. Oral examinations:

- In oral examinations, the candidate should demonstrate that he or she is familiar with the context of the subject area of the examination and that he or she is able to place specific questions in this context.
- Oral examinations are held before two examiners or one examiner in the presence of an expert arbitrator as individual examinations or as group examinations of generally no more than four candidates. The last resit examination is taken in front of two examiners. Before determining the grade, the examiner will hear the arbitrator in the absence of the candidate.
- The duration of the oral examination can be found in the Special Regulations for the respective degree program. In the case of group examinations, the total duration of the examination is extended according to the number of candidates.
- The main subjects and results of the examination are to be recorded in a log. The result of the examination is to be announced to the candidate by the examiner following the oral examination.
- Students who wish to take the same examination at a later date will be admitted as listeners according to the space available, provided the candidate does not object. Admission does not extend to the discussion and announcement of the examination result.

3. Written assignments:

Written assignments are written elaborations of presentations or independent work on a selected topic in the thematic environment of the course. The topic is discussed with the lecturer.

4. Other forms of performance:

Other forms of performance can be in particular: journal, report, essay, case study, moderation, portfolio, presentation, paper, paper with elaboration, seminar paper, project or practical work, sports practice examination or language practice examination.

§ 16

Evaluation of performances in the modules and establishment of grades

- (1) The grades for the individual examination performances are determined by the respective examiners. The following grades are to be used for the evaluation of the examination performances:
 - 1 = Very good: an excellent performance;
 - 2 = Good: a performance that significantly exceeds average requirements;
 - 3 = Satisfactory: a performance that meets average requirements;
 - 4 = Fair: a performance which, despite its deficiencies, still meets the requirements;
 - 5 = Unsatisfactory: a performance that no longer meets the requirements due to significant deficiencies.
- (2) For differentiated assessment, intermediate values can be formed by lowering or raising the individual grade by 0.3. The intermediate grades 0.7; 4.3; 4.7 and 5.3 are excluded.
- (3) If an examination performance is assessed by several examiners, the grade shall be formed from the arithmetic mean of the individual grades. In all other respects, paragraph 4, sentences 3 and 4 shall apply accordingly.
- (4) If a module grade is composed of several grades, the arithmetic mean is to be formed, weighted according to the workload of the associated course. Deviations from this are regulated in the respective Special Regulations. Only the first decimal place after the decimal point is taken into account. The grade is:
For an average up to and including 1.5 = Very good,
For an average above 1.5 up to and including 2.5 = Good,
For an average above 2.5 up to and including 3.5 = Satisfactory,
For an average above 3.5 up to and including 4.0 = Fair,
For an average above 4.0 up to and including 5.0 = Unsatisfactory.
- (5) An examination performance is passed if the result has been assessed with the grade Fair (4.0) or better.
- (6) Program achievements are graded as "passed" or "failed".
- (7) Qualified participation must be demonstrated.

§ 17

Master's Thesis

- (1) The Master's thesis is an examination that concludes the Master's degree program. It is intended to show that the candidate is able to independently work on a problem from one of the subjects of his or her degree program within a specified period of time using scientific methods and to present the results in an appropriate manner. It should not exceed the scope specified in the Special Regulations. The Examination Committee decides on exceptions to the specified scope in consultation with the examiner responsible for the supervision.
- (2) Unless otherwise stipulated in the Special Regulations for the respective degree program, the Master's thesis may also be submitted in the form of a group thesis. The contribution of the individual student to be assessed as an examination performance must be clearly distinguishable and assessable on the basis of the specification of sections, page numbers or other objective criteria that enable a clear delimitation and must meet the requirements of paragraph 1.

- (3) The Master's thesis is set and supervised by a person with examiner qualification according to § 10 appointed by the chairperson of the Examination Committee. The candidate has the right to propose a topic for the thesis. This does not constitute a legal claim.
- (4) Upon request, the chairperson of the Examination Committee shall ensure that the candidate receives a topic for the Master's thesis in good time. The date of the assignment is to be recorded at the Central Examination Office..
- (5) The working period for the Master's thesis is a minimum of 3 months and a maximum of 5 months. Further details are regulated by the respective Special Regulations. The topic, task and scope of the thesis are to be limited in such a way that the workload of a maximum of 900 hours (30 CP) provided for this purpose can be adhered to.
- (6) The topic can be returned only once and within four weeks after the start of the working period. In exceptional cases, the Examination Committee may extend the turnaround time by up to two weeks upon a justified application, which must be submitted to the Examination Committee at least one week before the deadline for submission, if the reasons for this are related to the topic of the thesis and the supervisor responsible according to paragraph 3 approves of this. The Special Regulations for the respective degree program may provide for deviations.
- (7) In the event of illness within the thesis working period, the deadline for submission of the Master's thesis can be extended to a maximum of twice the scheduled working period upon application by the candidate. This requires the immediate submission of a medical certificate. A medical certificate stating that the candidate is unable to take the examination is sufficient. If there are sufficient factual indications to assume that the student is likely to be able to take the examination or if other proof seems appropriate, a medical certificate from a medical officer of the University of Paderborn can be requested at the expense of the University. If the Examination Committee grants the request, the candidate will be informed of this in writing. The extension corresponds to the period of illness; it does not entail an extension of the standard period of study. If the duration of the illnesses exceeds the maximum extension possibility according to sentence 1, the candidate may choose to finish the thesis within the period extended according to sentence 1 or apply for a new topic. If the Examination Committee rejects the application, the candidate will also be informed of this in writing.
- (8) As a rule, the Master's thesis is written in German, unless otherwise stipulated in the Special Regulations. Upon request, it can be written in another language. If necessary, the decision on this will be made by the Examination Committee together with the topic. The thesis must comply with the subject-specific guidelines in terms of content and form. The thesis must contain a title page, a table of contents and a list of sources and references. The passages in the work that are taken from other works in terms of wording or meaning must be identified in any case, indicating the sources. The candidate shall add a written assurance to the thesis that he or she has written the thesis independently and has not used any sources or aids other than those indicated, and that he or she has clearly indicated citations and that the thesis has not been prepared, even in part, for another completed examination. The assurance must also be given for tables, sketches, drawings, pictorial representations, etc. Reference is made to Section 63(5) HG..
- (9) The Master's thesis may not have been prepared, even in part, for another completed examination. § 8 of these regulations remains unaffected.

§ 18

Acceptance and Evaluation of the Master's Thesis

- (1) The Master's thesis must be submitted in due time to the Central Examination Office in duplicate (typewritten, bound and paginated). In addition, one of the examiners may request that the Master's thesis be submitted in electronic form in accordance with paragraph 2. The date of submission must be recorded in the records of the Central Examination Office. In the case of delivery of the thesis by post, the time of posting at the post office (postmark) is decisive. If the Master's thesis is not submitted on time, it is considered to have been graded "Unsatisfactory" (5.0).
- (2) The Master's thesis is to be examined and evaluated by two examiners. The examiners should include, in particular, the person who provided the topic. The second examiner is appointed by the chairperson of the Examination Committee. The candidate has a right of nomination. However, this does not constitute a legal claim. The individual evaluation is to be carried out according to § 16 paragraph 1 and 2 and justified in writing. The grade for the thesis is formed from the arithmetic mean of the individual evaluations, provided that the difference does not exceed 2.0 and the grades of the individual evaluations are each at least "Fair". § 16, paragraph 4, sentences 3 and 4 apply accordingly. If the difference is more than 2.0 or if one grade is "Unsatisfactory" but the other is at least "Fair", the chairperson of the Examination Committee shall appoint a third examiner to grade the Master's thesis. In this case, the grade of the thesis is formed from the arithmetic mean of the three grades. § 16, paragraph 4, sentences 3 and 4 apply accordingly. However, even with an average of over 4.0, the thesis can only be evaluated as "Fair" or better if at least two grades are "Fair" or better. Furthermore, the work is still assessed as "Fair" if at least two grades are "Fair" or better and the average is worse than 4.0.
- (3) The evaluation of the Master's thesis must be announced to a student via the Campus Management System of the University of Paderborn no later than ten weeks after submission.

§ 19

Oral Defense of a Master's Thesis

- (1) The Special Regulations may provide for the requirement of an oral defense of a Master's thesis within the framework of the final module. Insofar as an oral defense is provided for, it shall be scheduled no later than six weeks after submission of the Master's thesis. The grade of the oral defense is formed according to § 16 paragraphs 1 to 3. The oral defense must be evaluated with at least "Fair" (4.0). The weighting of the Master's thesis and oral defense is regulated in the Special Regulations. The grade for the final module is formed according to § 16 paragraph 4
- (2) During the oral defense of the Master's thesis, the candidate should present and explain its thematic focus and results. The examiners are to be given the opportunity to ask questions. The duration of the oral defense is regulated in the Special Regulations.
- (3) The oral defense of the Master's thesis is examined by two examiners who are usually the same as the examiners of the Master's thesis.
- (4) The essential items and the results of the oral defense are to be recorded in a log. The candidate shall be informed of the result following the oral defense.
- (5) Students who wish to take an oral defense in the same degree program at a later examination date shall be admitted as listeners in accordance with the spatial conditions, provided the candidate does not object. Admission does not extend to the discussion and announcement of the examination result.

§ 20

Additional achievements

Beyond the achievements required in the degree program, students may complete further examination achievements in modules of the respective degree program in accordance with the existing regulations (additional achievements). Regulations regarding modules with limited attendance according to Section 59 HG remain unaffected. The additional achievements must be marked as such when registering and cannot be subsequently booked for the modules to be completed in accordance with the Special Regulations. They are not taken into account when calculating the grade for the module or the Master's examination. The module grades achieved with additional achievements are listed in the "Transcript of Records" unless the student requests that they not be listed. Further details and deviations are regulated by the Special Regulations..

§ 21

Evaluation of the Master's examination and establishment of the overall grade

- (1) The Master's examination is passed if all module examinations in the modules to be completed in accordance with the Special Regulations have been assessed with at least "Fair" (4.0). If a module examination consists of several partial module examinations, each partial module examination must be evaluated with at least "Fair" (4.0). Any compensation regulations in the Special Regulations for the respective degree program remain unaffected. The requirements for the successful completion of the study program result from § 24.
- (2) The overall grade is formed by weighting all module grades relevant to the final grade according to credit points and forming the arithmetic mean from this. The Special Regulations for the respective degree program may provide for deviations from this weighting. Unless otherwise stipulated in the Special Regulations for the respective degree program, all module grades are relevant to the final grade. When calculating the result, only the first decimal place after the decimal point is taken into account; all other places are deleted without rounding.

The grade is:

For an average up to and including 1.5 = Very good,

For an average above 1.5 up to and including 2.5 = Good,

For an average above 2.5 up to and including 3.5 = Satisfactory,

For an average above 3.5 up to and including 4.0 = Fair,

For an average above 4.0 up to and including 5.0 = unsatisfactory

- (3) The grade "Passed with distinction" is awarded if the average according to paragraph 2 is not worse than 1.1.

§ 22

Repeating examination achievements

- (1) Module examinations and partial module examinations can be repeated if the performance achieved has been assessed with the grade "Unsatisfactory". The number of examination attempts as well as any change options are regulated in the Special Regulations for the respective degree program. A module is definitively failed if a module examination or partial module examination can no longer be repeated. The Special Regulations may contain deviating provisions.

- (2) If the Special Regulations of the respective degree program provide for the last repetition of an examination in the form of a written examination, this may be held as an oral substitute examination of 30 to 45 minutes duration at the candidate's request. Otherwise, § 15 No. 2 shall apply accordingly. The substitute examination can be graded only with the marks "Fair" (4.0) or "Unsatisfactory" (5.0)..
- (3) The Master's thesis may be repeated once if it has been graded "Unsatisfactory". In this case, a new topic must be submitted. When the Master's thesis is repeated, however, the topic may be returned only within the period specified in § 17 paragraph 6, if no use was made of the option to return the topic at the first attempt. If the Master's thesis cannot be repeated, the final module is definitively failed.
- (4) The oral defense of the Master's thesis can be repeated once if it is graded "Unsatisfactory" (5.0). In this case, the Examination Committee will set the date for the repetition in consultation with the candidate. This should take place within the following eight weeks. The Examination Committee decides on justified exceptions. If the oral defense has been assessed with the grade "Unsatisfactory" for the second time, the Master's thesis shall also be deemed to have been assessed with "Unsatisfactory".
- (5) The Master's thesis and its oral defense are usually repeated in the semester that immediately follows.
- (6) Passed examinations cannot be repeated. The Special Regulations may provide for deviating regulations.

§ 23

Deregistration, tardiness, withdrawal, cheating, breach of order, protective regulations and students with family responsibilities

- (1) Deregistration from examinations can be made in the Campus Management System of the University of Paderborn at the latest one week before the respective examination date without giving reasons. The Special Regulations may provide for deviating regulations.
- (2) An examination performance is considered to be graded "Unsatisfactory" (5,0) if the candidate does not appear at an examination date without valid reasons or withdraws from the examination after the beginning of the examination without valid reasons or withdraws from the examination after expiration of the deregistration deadlines according to paragraph 1 without giving valid reasons. The same applies if a written examination performance is not completed within the specified working time.
- (3) The reasons asserted for missing or withdrawing from an examination must be reported to the Examination Committee in writing without delay, but no later than five working days after the respective examination date, and must be made credible. In the case of illness of the candidate, a medical certificate dated no later than the day of the examination stating that the candidate is unable to take the examination is sufficient. If there are sufficient factual indications to assume that the candidate is likely to be able to take the examination or if other evidence seems appropriate, a medical certificate from a medical officer of the University of Paderborn can be requested at the expense of the University. The illness of the child within the meaning of Section 25(5) of the Federal Education and Training Assistance Act (Bundesausbildungsförderungsgesetz), as evidenced by a medical certificate, is considered to be an inability of the candidate to take the examination, if care could not be guaranteed in any other way, in particular in the case of predominantly single parent care. If the Examination Committee accepts the reasons, the candidate will be informed of this in writing and a new examination date will be set. In this case, the examination results already available

are to be credited. If the Examination Committee does not accept the reasons, the candidate will be informed of this in writing.

- (4) If a candidate deceives or attempts to deceive, the examination performance in question will be graded as "Unsatisfactory" (5.0). If a candidate carries an unauthorized aid with him or her, the examination performance in question may be graded as "Unsatisfactory" (5.0). The incidents will be recorded by the respective supervisors. The determination according to sentence 1 or the decision according to sentence 2 is made by the respective examiner.
- (5) A candidate who disrupts the proper conduct of the examination can, as a rule, be excluded from the continuation of the respective examination performance by the respective examiners or invigilators after a warning; in this case, the examination performance in question is deemed to be graded "Unsatisfactory" (5.0). The reasons for the exclusion are to be recorded.
- (6) In serious cases, the Examination Committee may exclude the candidate from further examination performances. Acts of deception can also be punished with a fine of up to € 50,000 and lead to exmatriculation in accordance with § 63 paragraph 5 HG..
- (7) The candidate can demand within 14 days that decisions according to paragraph 4, sentences 1 and 2 and paragraph 5 be reviewed by the Examination Committee. The candidate must be informed immediately in writing of any incriminating decisions of the Examination Committee, the reasons for such decisions must be stated, and the candidate must be provided with instructions on how to appeal. Before the decision is made, the candidate must be given the opportunity to be heard in court.
- (8) In addition, the Examination Committee regulates the compensation of disadvantages for students with disabilities or chronic illnesses. If the student is unable to perform fully or partially in accordance with the intended modalities due to a disability or chronic illness, compensation for disadvantages shall be granted. In particular, the granting of organizational measures and aids, the extension of the working time or the granting of another, equivalent form of performance can be considered as compensation for disadvantages. Compensation for disadvantages is granted on a case-by-case basis upon application. It should apply to all work to be completed during the course of studies, unless a change in the illness or disability is to be expected. The disability or chronic illness must be substantiated. A medical certificate or psychological report may be required for this purpose. The application should name and justify the desired modifications. At the request of the student or the Examination Committee in agreement with the student, the representative for students with disabilities or chronic illnesses can make recommendations for the design of the disadvantage compensation..
- (9) The special situation of students with family responsibilities is taken into account in their studies and performance. This takes place in the following forms, among others:
 - a. For female students, the relevant provisions of the Maternity Protection Act [German *Mutterschutzgesetz*] in force at the time apply. A pregnant or breastfeeding woman should notify the Central Examination Office of her pregnancy or breastfeeding in accordance with Section 15(1) of the Maternity Protection Act. Proof in accordance with Section 15(2) of the Maternity Protection Act should be submitted. The Examination Committee may determine other forms of service provision, taking into account the individual case. Maternity protection periods shall interrupt any period under these General Regulations or under the Special Regulations; the duration of maternity protection shall not be included in the period.
 - b. Likewise, the periods of parental leave in accordance with the respectively valid Federal Parental Allowance and Parental Leave Act [German *Bundeselterngeld- und Elternzeitgesetz*] are to be taken into account upon application. The candidate must inform the Examination Committee in writing, enclosing the necessary evidence, no later than four weeks before the date from which

he or she wishes to take parental leave, for which period or periods he or she wishes to take leave. The Examination Committee will check whether the legal requirements exist that would trigger an employee's entitlement to parental leave in accordance with the Federal Parental Allowance and Parental Leave Act and will determine the dates and deadlines taking into account the individual case. The deadline for submitting the Master's thesis may be extended to no more than twice the scheduled working time. Otherwise, the submitted thesis will be considered as not assigned, and the candidate will receive a new topic after the parental leave has expired.

- c. Upon request, the Examination Committee shall take into account periods of absence due to the care and upbringing of children within the meaning of Section 25(5) of the Federal Training Assistance Act [German *Bundesausbildungsförderungsgesetz*] and periods of absence due to the care of the spouse, registered partner, partner in a marriage-like relationship or a relative in the direct line or first-degree relative by marriage and shall determine the periods and dates, taking into account the individual case. In all other respects, sentences 4 and 5 of letter b) shall apply *mutatis mutandis*.

§ 24

Successful completion of studies, final failure to pass

- (1) The degree program is successfully completed when the Master's examination has been passed and the credit points have been awarded in all modules to be completed in accordance with the Special Regulations (see also § 11 paragraph 2 and § 21 paragraph 1).
- (2) The Master's examination is definitively not passed if a module is definitively not passed and a deselection of the module in accordance with the Special Regulations is not made possible or is no longer possible..
- (3) The chairperson of the Examination Committee shall notify the candidate in writing of the final failure of the Master's examination. The notification shall be accompanied by instructions on how to appeal.

§ 25

Certificate, Transcript of Records, Diploma Supplement

- (1) If the candidate has successfully completed the degree program, he or she will receive a certificate about the result. This certificate contains the name of the degree program, the standard period of study and the overall grade. The certificate shows the date on which the last examination was taken. It also bears the date of issue. The certificate is to be signed by the chairperson of the Examination Committee.
- (2) Furthermore, the candidate receives a Transcript of Records, in which the successfully completed examination achievements and the duration of study are listed. The transcript of records contains information about the credit points and the module grades achieved as well as about the Master's thesis. It also contains the topic of the Master's thesis and the overall grade achieved in the Master's examination.
- (3) Together with the certificate, the graduate receives a Diploma Supplement..
- (4) The Diploma Supplement is a certificate supplement in English and German with standardized information on German university degrees, which explains the German education system and classifies the degree in question. The Diploma Supplement provides information about the completed degree program and the academic and professional qualifications acquired with the degree. The

Diploma Supplement contains the essential course contents on which the degree is based, the course of study, the competences acquired with the degree and the awarding university..

- (5) If the candidate has definitively failed the Master's examination, a certificate of achievement will be issued to him or her upon application, which contains the successfully completed performances and, if applicable, the acquired credit points and which indicates that the Master's examination has definitively not been passed. Students who leave the university for other reasons without a degree shall, upon application, be issued with a certificate of achievement after exmatriculation, which contains the successfully completed performances and, if applicable, the acquired credit points.

§ 26

Master's degree certificate

- (1) At the same time as the certificate of the passed Master's degree is conferred, the candidate is issued a certificate with the date of issue of the certificate. In it, the award of the Master's degree is certified in accordance with § 3.
- (2) The Master's certificate is signed by the Dean of the Faculty of Natural Sciences and by the Chairperson of the Examination Committee and bears the seal of the University of Paderborn.
- (3) The Master's degree certificate is accompanied by an English-language translation.

§ 27

Inspection of the examination files

- (1) After the grades have been announced, the candidate may be given the opportunity to inspect his or her written examination results and the examiners' evaluations based on them and to make copies or other faithful reproductions. The examiner determines the place and time of inspection and announces this in a suitable form.
- (2) If the opportunity in paragraph 1 is not utilized, the candidate shall be granted access to his or her written examination results, the related examiners' evaluations and the examination records as well as the production of copies or other true-to-the-original reproductions upon request within one month after the announcement of the results of the respective examinations at the latest. Within one year after the certificate has been issued, the candidate will be granted access to the Master's thesis, the related examiners' evaluations and the examination records as well as the production of copies or other true-to-original reproductions within a reasonable period of time upon request. The chairperson of the Examination Committee shall determine the place and time of inspection; he or she may delegate these tasks to the examiners.

IV Final provisions

§ 28

Invalidity of the Master's examination

- (1) If the candidate has cheated in an examination and this fact only becomes known after the certificate has been issued, the Examination Committee may subsequently correct the grades for those

examination performances in the performance of which the candidate cheated and declare the examination failed in whole or in part.

- (2) If the requirements for admission to an examination were not fulfilled without the candidate intending deceit about this, and if this fact becomes known only after the certificate has been issued, this defect is solved by passing the examination. If the candidate has intentionally obtained admission unlawfully, the Examination Committee shall decide on the legal consequences in accordance with the Administrative Procedure Act [*Verwaltungsverfahrensgesetz*] for the State of North Rhine-Westphalia.
- (3) Before a decision is made, the person concerned must be given the opportunity to comment.
- (4) The incorrect certificate shall be withdrawn and, if necessary, a new certificate issued. A decision in accordance with paragraph 1 and paragraph 2 sentence 2 shall be excluded after a period of five years after the certificate has been issued.
- (5) If the examination as a whole has been declared failed, the Master's degree shall be withdrawn and the Master's certificate confiscated. Withdrawal of the Master's degree is permissible only within five years of the date on which the degree was awarded.

§ 29

Revocation of a Master's degree

The Master's degree may be revoked if it is subsequently found that it was obtained through deception or if essential requirements for the award were erroneously considered to have been met. The Faculty Council(s) responsible for the degree program shall decide on the revocation by a two-thirds majority of its members. Withdrawal is permissible only within five years of the date on which the degree was awarded.

§ 30

Transitional provisions, entry into force and publication

- (1) These General Regulations apply to students of the University of Paderborn who study according to Special Regulations that refer to these General Regulations. Transitional provisions for previous versions of the examination regulations are made in the Special Regulations.
- (2) These General Regulations shall enter into force on October 1, 2022.
- (3) These General Regulations shall be published in the Official Notices of the University of Paderborn (AM.Uni.Pb.).
- (4) Pursuant to Section 12 (5) of the Higher Education Act (HG), after the expiry of one year from the date of publication of these Regulations, a claim may no longer be made against these Regulations for infringement of procedural or formal requirements of the Higher Education Act or of the Regulations or other autonomous law of the university, unless,
 1. The Regulations have not been properly published,
 2. The Presidential Board has previously objected to the resolution of the body adopting the Regulations,
 3. The formal or procedural defect has been notified to the University in advance and the violated legal provision and the fact giving rise to the defect have been indicated, or

4. The legal consequence of the exclusion of objection has not been pointed out in the public announcement of the Regulations.

Issued on the basis of the resolution of the Faculty Council of the Faculty of Natural Sciences of May 5, 2021 and after examination of the legality by the Presidential Board of the University of Paderborn of May 26, 2021.

Paderborn, March 31, 2022

The President
of the University of Paderborn
Prof. Dr. Birgitt Riegraf