

Examination Regulations for the Masters Degree Program in Applied Neurosciences in Sports &
Exercise
in the Faculty of Natural Sciences at Paderborn University

of xx.xx.xxxx

On the basis of Section 2 para. 4 and of Section 64 para. 1 of the Higher Education Act of the Region of Nordrhein-Westfalen (Gesetz über die Hochschulen des Landes Nordrhein-Westfalen (Hochschulgesetz – HG)) of September 16, 2014 (GV.NRW. p. 547), Paderborn University has issued the following Examination Regulations:

Contents

I. General	3
Section 1 Purpose of the examination and objective of the program	3
Section 2 Academic degree	3
Section 3 Commencement of the program	3
Section 4 Admission requirements	3
Section 5 Normal study period, scope of study, registration for assessments	4
Section 6 Modules	5
Section 7 Recognition of academic work	5
II. Examination organization	6
Section 8 Examinations Board	6
Section 9 Examiners and observers	7
III. Master's examination	7
Section 10 Type and scope of the master's examination	7
Section 11 Admission to examinations	8
Section 12 Completion of a module	8
Section 13 Assessments and certified participation	8
Section 14 Forms of assessment	9
Section 15 Master's thesis	10
Section 16 Submission and grading of the master's thesis	11
Section 17 Oral defense of the master's thesis	12
Section 18 Grading of assessments, determination of grades for the master's degree program	12
Section 19 Retaking assessments	13
Section 20 Failure to appear, withdrawal, unfair practice, breach of regulations, protection provisions.....	13
Section 21 Successful completion of the program, definitive failure	15
Section 22 Certificate, Transcript of Records, Diploma Supplement	15
Section 23 Master's Certificate	16
Section 24 Access to the examination files	16
IV. Final provisions	16
Section 25 Invalidity of the master's examination	16
Section 26 Withdrawal of the master's degree.....	17
Section 27 Effectiveness and publication	17

I. General

Section 1

Purpose of the examination and objective of the program

- (1) The master's examination represents a second degree and professional qualification in a subject. The master's examination establishes the capacity to carry out scientific work and knowledge of the principles and significant research results in the English-medium master's degree program "Applied Neurosciences in Sports & Exercise."
- (2) In addition to the general objectives of Section 58 HG, the program is intended to teach students the necessary subject-specific knowledge, skills and methods in such a way that they are capable of carrying out scientific work, assessing scientific findings critically and acting responsibly, taking account of the requirements of and changes in the professional world.
- (3) The program is held in English. All written and oral examinations are held in English.

Section 2

Academic degree

If the master's examination is passed, the Faculty of Natural Sciences shall award the academic degree Master of Science (M.Sc.).

Section 3

Commencement of the program

- (1) The degree commences in the winter semester.
- (2) The master's degree program "Applied Neurosciences in Sports & Exercise" is built up semester by semester starting from the 2017/2018 winter semester (successive structure). In the 2017/2018 winter semester, only courses and modules shall be offered that are recommended in the program plan for the 1st semester of study. This applies accordingly to subsequent semesters.

Section 4

Admission requirements

- (1) Applicants may be enrolled in the master's degree program "Applied Neurosciences in Sports & Exercise" only if they have acquired the following:
 1. A certificate of university entrance (general or specific to a relevant subject) or, in accordance with a legal ordinance, a certificate of entrance to a university of applied sciences or a certificate of previous educational qualification recognized as equivalent by legal regulation or by the relevant state authority, or satisfaction of the requirements for qualification through professional training or the requirements of the regulations for admission for applicants from abroad (Bildungsausländerhochschulzugangsverordnung).
 2. A degree qualification that meets the following requirements:
 - a) It must be an initial university degree with professional qualification with a normal study period of at least six semesters from Paderborn University or a state or state-recognized university or a state or state-recognized university of cooperative education. Degree qualifications from a foreign state or state-recognized university allow

admission provided that the competence acquired does not differ significantly from a degree from Paderborn University as per clause 1. For foreign educational qualifications, the equivalence agreements of the Conference of Education Ministers and the Conference of University Rectors or corresponding statutory regulations shall be observed. Insofar as agreements and conventions of the Federal Republic of Germany with other states about equivalence in the university sector (equivalence agreements) work to the advantage of students of foreign countries notwithstanding clause 2, the regulations of the equivalence agreement shall take precedence. In the event of doubt about the existence or absence of significant differences, the Central Agency for Foreign Education (Zentralstelle für ausländisches Bildungswesen) shall also be consulted. The Examinations Board shall determine compliance with the requirements of clause 2.

b) The degree qualification must be in a sports science, health science, physiotherapy or neuroscience subject. The Examinations Board shall determine compliance with these requirements.

3. A knowledge of English at the B2 level of the Common European Reference Framework for Languages (CEFR). Knowledge of English can be demonstrated in particular by means of an Abitur (school-leaving) certificate confirming that Level B2 has been achieved, by a bachelor's degree taught in the English language or by TOEFL (internet-based: 87 points), IELTS (5.5), Cambridge ESOL (FCE) or Unicert II.

The certificate provided must be no older than a maximum of two years, calculated from the start of the semester in which enrollment takes place.

(2) Enrollment shall be declined if

- a) the admission requirements from para. 1 have not been met or
- b) the candidate definitively failed to pass an examination required under the Examination Regulations in the relevant program at a university within the scope of the Basic Law or
- c) the candidate definitively failed to pass any other examination required under the Examination Regulations in a program at a university within the scope of the Basic Law if both the failed program is close in content to the master's program "Applied Neurosciences in Sports & Exercise" at Paderborn University and the examination that has been definitively failed has significant proximity in terms of content to an examination in the master's course "Applied Neurosciences in Sports & Exercise" at Paderborn University. As far as other reasons to decline enrollment are concerned, the Enrollment Regulations of Paderborn University (in their latest version) apply.

Section 5

Normal study period, scope of study, registration for assessments

- (1) The normal study period for the master's program "Applied Neurosciences in Sports & Exercise" in the Faculty of Natural Sciences is four semesters, including completion of the examinations. This corresponds to a total workload for the student of an average of 3,600 hours (= 120 credit points).
- (2) The master's program comprises modules with a total of 120 credit points. One credit point, hereafter referred to as CP, corresponds to one ECTS point in accordance with the European Credit Transfer System. One CP corresponds to an average workload of 30 hours. The average workload is set at 1,800 working hours per year of study or an average of 900 working hours per semester and is converted to 60 credit points per year of study or an average of 30 credit points per semester.
- (3) For every assessment that accompanies a course, separate registration is required via the integrated Campus Management System of Paderborn University. Registration is possible only if

the admission requirements have been met. Registration shall be completed within the periods published on the Campus Management System of Paderborn University.

Section 6 Modules

- (1) Study is modularized in the master's program. Modules normally comprise multiple courses that are linked thematically. The modules are worth 5 to 30 CP and can usually be completed within two semesters.
- (2) With the exception of the modules *Nutrition (M 11)*, *General Studies (M 12)* and *Communication (M 13)*, all modules and the courses associated with them in the master's program "Applied Neurosciences in Sports & Exercise" are compulsory modules/courses. Two modules must be selected from the choice of optional modules M11, M12 and M13. For *General Studies (M12)*, a module (worth 5 credit points) must be selected from the range available at Paderborn University. The appendix indicates the distribution of credit points and also includes detailed module descriptions.
- (3) A module is completed by certified participation in the courses that comprise the module and by passing the module examination. The credit points indicated in the curriculum and the module description are awarded for successful completion of the module.
- (4) The module descriptions may specify requirements for participation in the module concerned.

Section 7 Recognition of academic work

- (1) Academic work on other programs or on programs at other state or state-recognized universities, at state or state-recognized universities of cooperative education or on programs at foreign state or state-recognized universities shall be recognized if there is no significant difference in the competences acquired from the academic work that is being replaced. This process does not involve a schematic comparison, but an overall consideration of the purpose of recognition for the continuation of study and completion of examinations. Clauses 1 and 2 apply accordingly to the recognition of academic work acquired on state-recognized distance programs or in distance study units developed by the region of Nordrhein-Westfalen in conjunction with the other regions and the Federal Republic as a whole.
- (2) The equivalence agreements approved by the Conference of Ministers of Education and the Conference of University Rectors and agreements in the context of university partnerships shall be observed in recognizing academic work from foreign universities. Insofar as agreements and conventions of the Federal Republic of Germany with other states about equivalence in the university sector (equivalence agreements) work to the advantage of students of foreign countries notwithstanding paragraph 1, the regulations of the equivalence agreement shall take precedence. In the event of doubt about the existence or absence of significant differences, the Central Agency for Foreign Education (Zentralstelle für ausländisches Bildungswesen) may also be consulted.
- (3) On request, the Examinations Board must assign the student to a semester of study on the basis of recognition in accordance with para. 1.
- (4) Applicants who are entitled to start a program on the basis of a classification examination in accordance with Section 49 para. 12 HG shall have the knowledge and skills they demonstrate in the classification examination recognized as completed academic work. The assessments on the certificate for the classification examination are binding for the Examinations Board.

- (5) On application, other knowledge and qualifications based on submitted documentation may be recognized by the Examinations Board if that knowledge and those qualifications are equivalent in content and level to the academic work that they are intended to replace.
- (6) The Examinations Board is responsible for recognition in accordance with paragraphs 1 and 5. Before determining the existence or absence of significant differences or equivalence, relevant subject representatives shall be consulted. If recognition is refused, the reasons for the decision must be given.
- (7) The applicant shall provide the information required (in particular, the knowledge and skills acquired through the academic work and the examination results) for recognition in the form specified by the Examinations Board. The Examinations Board shall decide on applications under paragraph 1 at the latest within ten weeks of full submission of all information required for the decision.
- (8) Recognition shall be indicated on the certificate. If academic work is recognized, the grades shall be transferred following conversion as necessary, insofar as the assessment systems are comparable, and included in the respective grade calculation. If no grade is available or if the assessment systems are not comparable, the comment "passed" shall be entered.
- (9) A piece of academic work can only be recognized once. This also applies to recognition of other knowledge and qualifications.

II. Examination organization

Section 8 Examinations Board

- (1) The Faculty Board of the Faculty of Natural Sciences shall constitute an Examinations Board for the master's program in "Applied Neurosciences in Sports & Exercise". The Examinations Board is responsible for
 - the organization of examinations and monitoring of the way in which they are conducted,
 - compliance with the Examination Regulations and adherence to the procedural regulations agreed for conducting the examinations,
 - decisions on inconsistencies in decisions made in examination procedures,
 - drafting an annual report to the Faculty Board on developments in examinations and study periods,
 - any other tasks expressly assigned to the Examinations Board by these Regulations.

In addition, the Examinations Board shall make suggestions for reform of the Examination Regulations and shall publish the distribution of grades. The Examinations Board may assign completion of matters that have no fundamental importance to the Chair; this does not apply to decisions about inconsistencies or to reports to the Faculty Board. The Chair shall report to the Examinations Board on decisions made by her or him alone.

- (2) The Examinations Board consists of the Chair, the Deputy Chair and three further members. At the suggestion of the respective group, the Chair, the Deputy Chair and one further member from the group of lecturing staff, one member from the group of academic assistants and one member from the group of students may be elected by their respective representatives on the Faculty Board. With the exception of the Chair and the Deputy Chair, deputies for the members of the Examinations Board shall be elected accordingly. The period in office of the members from the group of lecturing staff and from the group of academic assistants is two years. The period in office

of the students is one year. Re-election is permitted. The regulations regarding gender equality pursuant to Section 11c HG must be observed in the composition of the Board.

- (3) The Examinations Board is an authority as defined by administrative procedural and administrative process law.
- (4) The Examinations Board has a quorum if, in addition to the Chair or the Deputy Chair and one further member from the group of lecturing staff, at least one other member with voting rights is present. It shall make decisions by simple majority. In the event of an equal number of votes being cast, the Chair or, in the event of his or her absence, the Deputy Chair shall have the casting vote. The student member of the Examinations Board shall act in an advisory capacity only in pedagogical-academic decisions, in particular in the assessment, recognition and crediting of academic performance and assessments, determination of examination tasks, and appointment of examiners and observers.
- (5) The members of the Examinations Board have the right to attend the examinations when they are being taken.
- (6) The meetings of the Examinations Board are not public. The members of the Examinations Board, their deputies, the examiners, and the observers are *ex officio* obliged to maintain confidentiality. If they are not civil servants, they shall be obliged to maintain confidentiality by the Chair of the Examinations Board.
- (7) The Examinations Board is convened by the Chair. The Examinations Board must be convened if at least three of its members so demand.

Section 9 Examiners and observers

- (1) The Examinations Board appoints the examiners and observers. The examiners for the modules are usually all independent teachers of the courses in which assessments may be made in accordance with the specifications of the curriculum and the module descriptions. Those who have at least passed the relevant master's examination or a comparable examination may be appointed as observers.
- (2) Examiners are independent in their examination work.
- (3) The candidate may propose examiners for the master's thesis and – if several examiners are available to choose from – for the oral examinations. The proposals shall be accommodated as far as possible. However, there is no legal entitlement.
- (4) The Chair of the Examinations Board shall ensure that the candidate is notified of the names of the examiners in good time, usually four, but at least two weeks before the date of the corresponding examination. Publication on the Campus Management System is sufficient.

III. Master's examination

Section 10 Type and scope of the master's examination

The master's examination consists of assessments that are completed in the master's degree program "Applied Neurosciences in Sports & Exercise", the master's thesis (26 CP), and an oral defense of the master's thesis of approximately 30 minutes duration (2 CP).

Section 11

Admission to examinations

- (1) Only those who are enrolled for the master's degree program "Applied Neurosciences in Sports & Exercise" at Paderborn University or are registered as visiting students in accordance with Section 52 para. 1 or para. 2 HG may be admitted to examinations to the master's degree program "Applied Neurosciences in Sports & Exercise". These requirements must also be observed during the examinations.
- (2) Those who have successfully completed modules M1, M2, M3, M4, M5 and M8 or M9 (= 64 CP) in the master's program "Applied Neurosciences in Sports & Exercise" shall be admitted to the master's thesis.
- (3) Registration for admission to the master's thesis shall be submitted in writing to the Chair of the Examinations Board via the Examinations Office. Evidence of compliance with the admission requirements specified in paragraphs 1 and 2 shall be appended to the registration.
- (4) Admission shall be refused if the requirements specified in paragraphs 1 to 3 are not met.

Section 12

Completion of a module

- (1) A module is completed when all assessment requirements have been met, i.e. the final module examination or all partial module examinations have been assessed as at least "adequate" and certified participation in the module-related courses has been demonstrated. The module grade corresponds to the grade achieved in the module examination.
- (2) The module examination usually consists of an examination at the end of the module (final module examination). However, the module examination may also consist of several partial examinations (partial module examinations). If the module examination consists of several partial module examinations, each partial module examination must be passed.

Section 13

Assessments and certified participation

- (1) Assessments are carried out in each module of the master's program. The grades from the module examinations go towards the final grade for the master's examination. They are weighted according to the credit points achieved.
- (2) Modules are completed by certified participation in the teaching sessions that comprise a module and by passing the final module examination or, in individual cases, several partial module examinations (partial module examinations). The module examination may, in particular, take the form of
 - written examinations (60-120 mins.)
 - essays (5-10 pp.)
 - oral examinations (10-30 mins.)
 - academic poster, review (3-10 pp.)
 - abstract (1 p.)
 - demonstration lesson (plan 10-15 pp. and presentation 15 mins.)
 - presentations (10-20 mins.) or
 - reports (project report (50-150 pp.), work placement report (10-15 pp.))

. A grade is awarded to it. Demonstration of certified participation in the module-related courses is provided, in particular, by

- participation in one or more short examinations
- participation in a short colloquium (5-10 mins.)
- preparation of a report (3-5 pp.)
- a seminar paper (20-25 mins.)
- a presentation (5-10 mins.)
- a portfolio (=work folder, 10-15 pp.)
- one or two written pieces of homework (2-5 pp. each)
- a work placement (internship) report (3-4 pages) or
- an oral examination (approx. 15 mins.).

Evidence of certified participation may be demanded if this is required to confirm acquisition of the module skills in addition to the module examination. Certified participation is demonstrated if the performance indicates that there has been more than just a superficial engagement with the subjects on which a task is based.

- (3) If the module descriptions include overall guidelines as to the form and/or duration/extent of assessments, the Examinations Board shall define in consultation with the examiner how, specifically, the assessment is to be completed. In all courses, confirmation of how the assessment is to be completed shall be given at the latest in the third week from the start of teaching by the teacher concerned. This applies accordingly to evidence of certified participation. Assessments are related to the content and skills acquired in the associated courses.
- (4) In General Studies, an assessment must be completed in one of the selected courses. At the discretion of the student, an assessment may be completed in another course.
- (5) Students shall usually complete the assessment in the semester in which they attended the associated course.

Section 14 **Forms of assessment**

- (1) Assessments may be completed in both standard and alternative form, i.e. as written examinations, oral examinations, written homework, or in another form. The precise allocation of the individual assignments is indicated in the Module Handbook Appendix.
- (2) Assessments in standard form are:
 - (a) Written examinations:
 - In written examinations, students are expected to demonstrate that they can deal with a topic using the standard methods of the subject and find ways of solving problems in a limited time and with limited resources.
 - A written examination usually lasts 90-120 minutes. Each written examination shall be graded by an examiner. In the case of a final retake of an examination, the two-examiner principle pursuant to Section 65 para. 2 HG shall apply in deviation from this regulation. Notification of the grades for the written examination shall be published at the latest within six weeks on the integrated Campus Management System of Paderborn University and/or by posting them.
 - (b) Oral examinations:
 - In the oral examinations, the candidate is expected to demonstrate that she or he can recognize the interrelationships within the examination area and can classify specific questions in this context.

- Oral examinations shall be held as individual examinations in front of two examiners or one examiner in the presence of an observer who is familiar with the subject. In the case of a final retake of an examination, the two-examiner principle pursuant to Section 65 para. 2 HG always applies. Before determining the grade, the examiner shall listen to the views of the observer without the candidate being present.
 - The oral examination shall take 30-45 minutes per candidate.
 - The key points and results shall be recorded in a report. The candidate shall be notified of the result of the oral examination following the examination.
 - Students who want to take the same examination at a later examination date shall be admitted to listen to the examination if space permits and provided that there is no objection from a candidate. Admission does not include advice or notification of the result of the examination to the candidate.
- (3) Examinations in alternative form are:
- (a) Written pieces of homework:
- Written pieces of homework are written plans for seminar papers or independent pieces of work on a selected topic within the field of the course. The topic shall be agreed with the teacher. Research of the literature is part of the task. The length should be approx. 50,000 characters.
- (b) Other forms of assessment:
- Other forms of assessment include: reports, written pieces of homework, seminar papers, project or practical work, colloquia, portfolios. The form and content of the project work is determined by the respective course; it may, for example, comprise the completion of a project set by the seminar leader in a team or a project outside the university, e.g. supporting and documenting a training intervention. A portfolio involves a specific and systematic collection of smaller pieces of work, primarily in written form, which represents and reflects the individual progress and achievements of the student in an area of study or module. It must be possible to complete the assessment within the framework of the working hours specified in Section 13 para. 2.

Section 15

Master's thesis

- (1) The master's thesis is an assessment with which the master's degree program is completed. It is intended to demonstrate that the candidate is able to solve a problem from a subject area of her or his degree program independently using scientific methods and to present the results appropriately. It can be written as a monograph with a minimum length of 60 pages of 2,500 characters each (= 150,000 characters) and a maximum length of 80 pages of 2,500 characters each (= 200,000 characters). Alternatively, the master's thesis may take the form of a research manuscript (approx. 30 pages) with a detailed literature review (approx. 10 pages).
- (2) The master's thesis shall be assigned and supervised by an examiner appointed by the Examinations Board in accordance with Section 9. The candidate has the right to propose the supervisor and topic. This does not justify any legal claim. If the second assessor is not at Paderborn University, approval from the Examinations Board is required.
- (3) On application, the Chair of the Examinations Board shall ensure that the candidate receives a topic for the master's thesis in good time. The date and time at which the topic is issued shall be recorded by the Examinations Board.
- (4) The completion period for the master's thesis is 20 weeks. Topic, question and scope of the thesis shall be circumscribed in such a way that the workload of 26 CP allocated to it can be observed.

The topic may be returned only once and within four weeks of commencement of the completion period. In exceptional individual cases, the Examinations Board may extend the completion period on justified application by up to eight weeks, if the supervisor (pursuant to paragraph 2) agrees.

- (5) The master's thesis may also be approved in the form of a group project, if the contribution of the individual candidates to be evaluated as their assessment can be clearly differentiated and graded on the basis of specifying sections, page numbers, or other objective criteria that allow a clear distinction to be made, and the requirements under paragraph 1 have been met.
- (6) If the candidate falls ill during the completion time, they may apply for an extension to the submission deadline for the master's thesis of a maximum of four weeks. Immediate submission of a medical certificate is essential in this case. A medical certificate confirming incapacity to take the examination is sufficient. If there is sufficient factual evidence to suggest that incapacity to complete the examination is likely or other evidence that appears to be relevant, a medical certificate from a medical officer of Paderborn University may be demanded at the cost of the University. If the Examinations Board accepts the application, the candidate shall be notified in writing. The extension shall correspond to the period of illness; it does not entail an extension of the normal study period. If the period of the illness exceeds four weeks, the candidate may, at their discretion, complete the thesis within the deadline extended by four weeks or apply for a new topic. If the Examinations Board rejects the application, the candidate shall likewise be notified in writing.
- (7) The master's thesis will be written in English. The thesis must satisfy the subject guidelines in terms of form and content. The thesis must include a title page, a summary of contents, a list of references, and a bibliography. The points in the thesis that are taken from other works as far as wording or meaning are concerned must always be made clear with an indication of the source from which they are taken. The candidate shall append to the thesis a written assurance that she or he has written the thesis – or, in the case of a group thesis, the correspondingly marked section of the thesis – herself or himself, has not used sources other than those indicated, and has marked quotations as such. This assurance shall also be given for tables, sketches, drawings, images, etc. Attention is drawn to Section 63 para. 5 HG and to Section 20 para. 4 of these Examination Regulations.
- (8) The master's thesis, including excerpts thereof, must not have been prepared for any other completed examination.

Section 16

Submission and grading of the master's thesis

- (1) Two copies of the master's thesis (word-processed, bound, and paginated) shall be submitted on time to the Central Examinations Office, together with an additional copy in electronic form; the Examinations Office shall keep a record of the time of submission. If the thesis is submitted by post, the time of submission to the post office (postmark) is definitive. If the master's thesis is not submitted on time, it shall be graded "unsatisfactory" (5.0).
- (2) The master's thesis shall be assessed and graded by two examiners. One of the examiners shall be the supervisor. The second examiner shall be appointed by the Chair of the Examinations Board.

The candidate has the right to make a proposal. However, this does not justify any legal claim.

The individual grading shall be carried out in accordance with Section 18 and shall be justified in writing. The grade for the thesis shall be determined by the arithmetic mean of the individual grades in accordance with Section 18, provided that the difference is not greater than 2.0 and the grades for the individual assessments are a minimum of "adequate". If the difference is greater than 2.0 or one of the assessments is "unsatisfactory" while the other is "adequate" or better, a third examiner shall be appointed by the Examinations Board to assess the master's thesis. In this

case, the grade for the thesis shall be determined by the arithmetic mean of the three grades. However, the thesis may only be assessed as “adequate” or better if at least two of the grades are “adequate” or better. Otherwise, the master’s thesis is deemed to have been failed.

- (3) The assessment procedure for the master’s thesis shall not take more than six weeks.
- (4) The student shall be notified of the grade seven weeks after submission at the latest.

Section 17 **Oral defense of the master’s thesis**

- (1) At the latest six weeks after submission of the master’s thesis, an oral defense of the master’s thesis shall be held in English. It shall last a minimum of 30 minutes and a maximum of 45 minutes. The candidate must register for the examination with the Central Examinations Office in advance. 2 CP are awarded for the defense.
- (2) During the oral defense of the master’s thesis, the candidate shall briefly present and explain its main themes and findings. The examiners shall have the opportunity to ask questions.
- (3) The oral defense of the master’s thesis shall take place in front of two examiners, who are usually identical with the assessors of the master’s thesis pursuant to Section 16 para. 2. If the grades deviate from one another, the grade shall be determined by the arithmetic mean of the individual grades. The master’s thesis and oral defense contribute to the overall grade for the master’s thesis module with a weighting factor of 2:1.
- (4) The key points and results of the oral defense shall be recorded in a report. The candidate shall be notified of the result following the oral defense.
- (5) If the assessment of the oral defense is unsatisfactory, it may be repeated once. If the oral defense is failed definitively, the master’s thesis is deemed to have been failed. In this case, Section 19 paragraphs 4 and 5 apply.

Section 18 **Grading of assessments, determination of grades for the master’s degree program**

- (1) The master’s thesis is passed when all module examinations, the master’s thesis and the oral defense have received a minimum grade of “adequate” (4.0).
- (2) The grades for the individual assessments are determined by the respective examiners. The following grades shall be used for the individual assessments:

1= very good	an outstanding performance
2 = good	a performance significantly above the requirements
3 = satisfactory	a performance that meets the average requirements
4 = adequate	a performance which, despite its defects, still satisfies the requirements
5 = unsatisfactory	a performance which no longer satisfies the requirements because of
	significant defects
- (3) For grading between “very good” (1.0) and “satisfactory” (4.0), a deviation of 0.3 above or below the grade may be used to differentiate between assessments. The grades 0.7, 4.3, 4.7, and 5.3 are not permitted.
- (4) If a module grade is made up of several grades together, the arithmetic mean shall be taken, weighted according to the workload of the courses. The result shall be accurate to one decimal place. The averages shall be organized accordingly. The grades are:

for an average up to and including 1.5	= very good
--	-------------

- for an average over 1.5, up to and including 2.5 = good
 for an average over 2.5, up to and including 3.5 = satisfactory
 for an average over 3.5, up to and including 4.0 = adequate
 for an average over 4.0, up to 5.0 = unsatisfactory
- (5) If an assessment is graded by several examiners, the grade shall be determined by the arithmetic mean of the individual grades. Otherwise, paragraph 4 applies accordingly. Section 16 para. 2 applies to the master's thesis.
 - (6) In determining the overall grade for the master's program, the grades for all assessments, the master's thesis, and the oral defense of the thesis are weighted. The weighting is carried out as follows: The grades for the modules are multiplied by the ECTS or credit points assigned to them. The sum of the weighted assessments and the master's thesis and its oral defense is divided by 120.
 - (7) Paragraph 4 applies accordingly in determining the overall grade.
 - (8) The overall grade for the master's thesis is "passed with distinction" if the master's thesis and the oral defense are both assessed with a grade of 1.0 and the average grade for all other modules (without the master's thesis and oral defense) is 1.0 to 1.3.

Section 19 Retaking assessments

- (1) A final module examination or partial module examination that has been passed can neither be retaken nor improved.
- (2) A final module examination or partial module examination that has been failed can be retaken twice.
- (3) A module is definitively failed if the final module examination or (if the module examination consists of several partial module examinations) a partial module examination cannot be retaken again.
- (4) The master's thesis may be retaken once if it is given the grade "unsatisfactory". A new topic must be set in this case. In the case of a retake of the master's thesis, a return of the topic within the period specified in Section 16 paragraph 4 is only permitted, however, if the option to return the topic was not exercised in the first attempt.
- (5) The master's thesis and its oral defense shall normally be retaken in the next semester of study. The Examinations Board shall decide on legitimate exceptions.
- (6) If the assessment of the oral defense is unsatisfactory, it may be repeated once. If the oral defense is failed definitively, the master's thesis is also deemed to have been failed. In this case, paragraphs 4 and 5 apply.
- (7) If the oral defense of the master's thesis is not passed, the Examinations Board shall set a date for the retake in consultation with the candidate. This shall be in the course of the following eight weeks. The Examinations Board shall decide on legitimate exceptions.

Section 20 Failure to appear, withdrawal, unfair practice, breach of regulations, protection provisions

- (1) Withdrawal of registration for written examinations and oral examinations is possible without specifying reasons up to a week before the respective examination date. The procedure for canceling a registration is published by the Examinations Board. For other forms of examination, the deadlines for cancellation of registration shall be set by the Examinations Board in consultation with the examiner and published with the examination conditions.

- (2) An assessment is deemed to be “unsatisfactory” (5.0) if the candidate fails to appear at an examination without good reason or leaves after the start of the examination without good reason or withdraws from the examination after the registration periods specified under para. 3 have elapsed without giving good reason. The same applies if a written assessment is not completed within the specified time.
- (3) In legitimate cases, withdrawal from the examination within the week before the respective examination date or after the examination begins is possible. The reasons asserted for the withdrawal must be made known to the Examinations Board immediately in writing to its satisfaction, and at the latest five working days from the respective examination date. In the event of illness of the candidate, a medical certificate dated on the day of the examination at the latest confirming incapacity to take the examination is sufficient. If there is sufficient factual evidence to suggest that incapacity to complete the examination is likely or other evidence that appears to be relevant, a medical certificate from a medical officer of Paderborn University may be demanded at the cost of the University. The medically certified illness of a child, as defined under Section 25 para. 5 of the German Federal Education and Training Assistance Act, constitutes incapacity of the candidate to take the examination if alternative arrangements for childcare cannot be made, in particular if parental care is provided mainly by the candidate alone. If the Examinations Board accepts the reasons, the candidate shall be notified in writing and a new examination date shall be set. The examination results already available shall count in this case. If the Examinations Board does not accept the reasons, the candidate shall be notified in writing.
- (4) If a candidate engages in unfair practice or attempts to engage in unfair practice, the examination concerned is deemed to have been given the grade “unsatisfactory” (5.0). If a candidate uses an unauthorized aid, the assessment concerned may be given the grade “unsatisfactory” (5.0). The incidents shall be recorded by the supervisors concerned. The determination pursuant to clause 1 or the decision pursuant to clause 2 shall be made by the respective examiner.
- (5) A candidate who disrupts the orderly course of the examination may be excluded from continuing to sit the examination, usually following a warning, by the respective examiners or supervisors; in this case, the assessment is deemed to have been given the grade “unsatisfactory” (5.0). The reasons for the exclusion shall be recorded.
- (6) In serious cases, the Examinations Board may exclude the candidate from taking further assessments. Unfair practice may also incur a financial penalty of up to €50,000 in accordance with Section 63 para. 5 HG and lead to exmatriculation (removal from the register of students).
- (7) The candidate may demand, within 14 days, that decisions under para. 4 clauses 1 and 2 and para. 5 be reviewed by the Examinations Board. The candidate shall be notified of negative decisions immediately in writing by the Examinations Board and provided with the reasons and with information about legal remedies. Before the decision is made, the candidate shall be given the right to be heard.
- (8) The Examinations Board shall also decide on compensation for disadvantages for students with a disability or chronic illness. If, as a result of their disability or chronic illness, the student is not in a position to complete assessments in whole or in part using the intended methods, compensation for the disadvantage shall be granted. Compensation for disadvantage to be considered includes taking organizational measures or providing organizational aids, extending deadlines, or offering a different, equivalent form of assessment. Evidence of disability or chronic illness must be provided. A medical report or psychological assessment may be required for this purpose. The application shall specify and justify the modifications requested. At the request of the student or of the Examinations Board in agreement with the student, the Officer for Students with Disabilities or Chronic Illnesses may provide recommendations for the form of compensation for disadvantage.
- (9) Account shall be given to the particular situation of students with family obligations when studying and completing assessments. This can be done in the following ways, among others:

- a. At the request of a candidate, the protective provisions pursuant to Sections 3, 4, 6 and 8 of the German Maternity Protection Act shall be observed as appropriate. The necessary evidence shall be attached to the application. The Examinations Board may decide on alternative forms of assessment, taking the individual case into account. The maternity protection periods shall interrupt all periods specified by these Examination Regulations or by the Special Provisions; the duration of the maternity protection shall not be included in the period concerned.
- b. Similarly, the periods of parental leave in accordance with the applicable German Federal Parental Benefit and Parental Leave Act shall be taken into account on request. The candidate shall notify the Examinations Board in writing, attaching the necessary evidence, of the period or periods for which she or he wishes to take parental leave at the latest four weeks before the time from which she or he wishes to take parental leave. The Examinations Board shall check that the statutory requirements which would trigger a right to parental leave for an employee under the Federal Parental Benefit and Parental Leave Act have been met and shall set the deadlines and periods in accordance with the individual case. The submission period for the master's thesis may be extended to a maximum of twice the intended completion period. Otherwise, the thesis is deemed not to have been assigned and the candidate shall be given a new topic upon expiry of the parental leave.
- c. On request, the Examinations Board shall take account of absences resulting from the care and upbringing of children as defined by Section 25 para. 5 of the Federal Education and Training Support Act and absences for the care of a spouse, registered civil partner or partner in a cohabitation relationship, or of an immediate relative or immediate in-law, and shall set periods and deadlines in accordance with the individual case. Clauses 4 and 5 of letter b) also apply accordingly.

Section 21

Successful completion of the program, definitive failure

- (1) The program has been successfully completed when the master's examination has been passed. The master's thesis has been passed when all modules of the program and the master's thesis and the oral defense have been completed successfully.
- (2) The master's thesis has been failed definitively if a module has been failed definitively or the master's thesis cannot be repeated (see Section 19).
- (3) The decision of a definitive failure of the master's examination shall be given to the candidate in written form by the Chair of the Examinations Board. The decision shall be communicated with information about possible legal remedies.
- (4) If a candidate has definitively failed the master's examination, on request she or he shall be issued with a transcript which includes the assessments completed and any credit points (ECTS credits) awarded, and which indicates that the master's examination has been failed definitively.
- (5) On request, the student shall be issued with a transcript following exmatriculation, which includes the assessments completed and any credit points (ECTS credits) awarded.

Section 22

Certificate, Transcript of Records, Diploma Supplement

- (1) If the candidate has successfully completed the program, she or he shall receive a certificate confirming the result. This certificate shall include the name of the program, the normal study period, and the overall grade. The certificate shall indicate the date on which the last assessment was completed. It shall also show the date on which it was issued. The certificate shall be signed by the Chair of the Examinations Board.

- (2) In addition, the candidate shall receive a Transcript of Records in which all of the assessments completed and the study period are listed. The Transcript of Records includes details of the credit points (ECTS credits) and the grades achieved for the completed modules and for the master's thesis. It also includes the topic of the master's thesis and the overall grade achieved for the master's examination.
- (3) With the final certificate, the graduate shall also be issued with a Diploma Supplement.
- (4) The Diploma Supplement is an addition to the certificate in English and German with standard information about German university degree qualifications; it explains the German education system and the place of the present degree qualification in it. The Diploma Supplement provides information about the completed degree program and the academic and professional qualifications achieved with it. The Diploma Supplement includes the central content of the program on which it is based, the program of study, the skills achieved on graduation, and the awarding university.

Section 23 Master's Certificate

- (1) Along with the certificate for completion of the degree, the candidate shall be provided with a Master's Certificate with the date of the certificate. This certifies the awarding of the master's degree in accordance with Section 2.
- (2) The Master's Certificate shall be signed by the Dean of the Faculty of Natural Sciences and the Chair of the Examinations Board and provided with the seal of Paderborn University.
- (3) An English translation shall be attached to the Master's Certificate.

Section 24 Access to the examination files

- (1) Following release of the grades, the candidate may be given the opportunity to have access to her or his written assessments and the evaluation of the examiners relating to them. The Chair of the Examinations Board shall determine the location and time at which access is provided; she or he may assign these tasks to the examiners. The location and time at which access is provided shall be made known during the examination, at the latest on release of the grade.
- (2) If paragraph 1 does not apply, on application within a month of release of the results of the respective examinations the candidate shall be given the opportunity to have access to her or his written assessments and the evaluations of the examiners relating to them and to the examination records. Within one year of issue of the certificate, the candidate shall be given access on request to the master's thesis, the related evaluations of the examiners, and the examination records within an appropriate period. The Chair of the Examinations Board shall determine the location and time at which access is provided; she or he may assign these tasks to the examiners.

IV. Final provisions

Section 25 Invalidity of the master's examination

- (1) If a candidate has engaged in unfair practice in an examination and if this fact only becomes apparent after the certificate has been issued, the Examinations Board may subsequently adjust the grades accordingly for those examinations in which the candidate engaged in unfair practice and declare the examination failed in whole or in part.

- (2) If the requirements for admission to an examination were not met, without the candidate intending to deceive, and if this fact becomes apparent only after the certificate has been issued, this defect shall be remedied by passing the exam. If the candidate has intentionally brought about admission by deceit, the Examinations Board shall decide on the legal consequences, taking account of the Administrative Procedures Act for the region of Nordrhein-Westfalen.
- (3) The candidate shall be given the opportunity to speak before any decision is made.
- (4) The incorrect examination certificate shall be retracted and, if appropriate, a new one shall be issued. A decision in accordance with paragraph 1 and paragraph 2 clause 2 is excluded after a period of five years from the date of issue of the examination certificate.
- (5) If the master's examination as a whole has been declared to have been failed, the master's degree shall be withdrawn and the Master's Certificate retracted. Withdrawal of the master's degree is permitted only within five years of the date on which the degree was awarded.

Section 26 **Withdrawal of the master's degree**

The master's degree shall be withdrawn if it subsequently transpires that it has been obtained by unfair practice or if significant requirements for its awarding have mistakenly been considered to have been met. The Faculty Board shall decide on the withdrawal by a two-thirds majority. Withdrawal of the master's degree is permitted only within five years of the date on which the degree was awarded.

Section 27 **Effectiveness and publication**

- (1) These Examination Regulations for the master's degree program "Applied Neurosciences in Sports & Exercise" shall come into force on October 1, 2017. Notwithstanding this provision, the regulations in Section 4 shall come into force on the day after their publication.
- (2) These Examination Regulations shall be published in the Official Notices of Paderborn University (AM.Uni.Pb.).

Drafted on the basis of the resolution of the Faculty Board of the Faculty of Natural Sciences of **xxxxx** and checked for accuracy by the Executive Board of Paderborn University on **xxxxx**.

Paderborn, xx.xx.20xx

The President
of Paderborn University
Dr. Wilhelm Schäfer