

Legal and administrative regulations

Pursuant to § 23 (1) and (2) sentence 1, § 64 (2) No. 2 of the Brandenburg Higher Education Statute (BbgHG) of 28.04.2014 (GVBl. I/14, No. 18), as amended by Article 2 of the statute of 23.09.2020 (GVBl. I/20, No. 26) in conjunction with § 1 (1) of the Examination Regulations to ensure equal evaluation of courses of study, examinations and degrees (higher education examination regulations – HSPV) dated 04.03.2015 (GVBl. II/15, No. 12) in conjunction with § 10 (3) item 1 of the basic regulations of the European University Viadrina Frankfurt (Oder) dated 06.11.2019 (official gazette of the European University Viadrina Frankfurt (Oder) No. 02/2020, page 1) the Senate decrees in consultation with the faculty councils of the department of legal studies, the department of cultural studies and the department of economics of the European University Viadrina Frankfurt (Oder) the following revised version of the General Regulations for Curricula and Examinations as framework regulations for study programmes & examinations pursuant to § 23 (1) and 2 BbgHG:

General regulations for study programmes & examinations for Bachelor's & Master's curricula (ASPO)¹

New version of 13.07.2022

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Preamble

Studies at the European University Viadrina Frankfurt (Oder) are intended to give students the specialist knowledge, abilities and methods they need for changing demands in the world of work such that they can undertake academic work, form scientifically-founded judgements, appraise critically scientific findings and act responsibly. In line with the University's mission, the studies are international and interdisciplinary.

§ 1 Scope

- 1) The General Regulation for Studies and Examinations for Bachelor and Master Courses (ASPO) at the European University Viadrina Frankfurt (Oder) includes the general regulations pursuant to the provisions of § 23 (1) BbgHG. It applies for the following courses:

¹ The president gave her approval by decree of 18.07.2022.

1. Bachelor's degree courses
2. Consecutive master's degree courses
3. Supplementary master's degree courses

In the case of a supplementary course for acquisition of a certificate in the meaning of § 4 (7) page 7 HSPV, in parallel to the Study & Examination Regulations or any similar rules applying to specific curricula, these ASPO shall apply subject to the following reservations:

Exclusively the following regulations shall apply for the supplementary study for award of a certificate: § 1 (2), § 2 (5), § 3 (3), § 4, § 6, § 7 (3) to (6) and (11) to (13), §§ 9 to 10, § 11 (1) sentence 1 and 2 as well as (2) and (3), §§ 13 to 16, §§ 19 to 24, § 25 (1) and 2, § 26 (3), § 27 (6), §§ 29 to 33.

- 2) As may be necessary above & beyond the ASPO, the curriculum & examination regulations shall set rules for individual curricula. These shall govern in particular:
 1. the study goals for the specific discipline
 2. the academic title to be awarded on passing the examination with mention of the discipline or the certificate pertaining to the discipline
 3. where applicable, the declaration that the course is not suitable for part-time study as defined in the valid version of the framework regulations for part-time study at the European University
 4. Viadrina Frankfurt (Oder)
 5. the time of commencement of studies (winter and/or summer semester)
 6. the structure of the course of study (overview of modules)
 7. the time allowed to produce the thesis and its length
 8. details of the procedure for obtaining mandatory advice on the discipline pursuant to § 3 (3).
- 3) The study programme-specific admission requirements and, if applicable, study programme-specific regulations for the admission procedure are regulated by the Framework Regulations for access and admittance to study at the European University Viadrina Frankfurt (Oder).

§ 2 Degrees

- 1) On successfully completing a bachelor's course, the student shall acquire in the relevant subject a first university degree

qualifying them for a vocation. That is, on this basis, the European University Viadrina Frankfurt (Oder) shall award the degree of bachelor. Depending on the nature of the discipline studied, this shall be Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.) or Bachelor of Laws (LL.B.).

- 2) On successfully completing a master's course undertaken subsequently, the student shall acquire a further higher education degree in the relevant discipline. On this basis, the European University Viadrina Frankfurt (Oder) shall award the degree of master. Depending on the nature of the discipline concerned, this shall be Master of Arts (M.A.), Master of Science (M.Sc.) or Master of Laws (LL.M.).
- 3) For supplementary master's courses there is, as a rule, a precondition of a first university degree and of practical activity in the vocation of, as a rule, at least one year. On successful completion of the master's course, the student shall acquire a further university degree qualifying them for a vocation. On this basis, the European University Viadrina Frankfurt (Oder) shall award the degree of master. In the case of supplementary master's courses, it is also possible for degrees to be awarded with designations that deviate from those mentioned in paragraph 2.
- 4) The designation of the degree shall be specified in German or in English depending on the discipline; designations using a combination of languages are not permitted. In the case of interdisciplinary courses, the designation of the degree shall follow the discipline that is preponderant.
- 5) With the acquisition of a certificate confirming successful completion of certificate modules (i.e. modules outside the bachelor's and master's courses), a postgraduate course of study will have been completed. Bachelor's courses may include a postgraduate course of study for the purpose of later admittance to a master's course. In the postgraduate course the students shall expand or add to their knowledge in the areas concerned and thereby provide evidence of "relevant qualification" in the meaning of § 4 (7) sentences 3, 7 and 8 HSPV.

§ 3 Student advisory service

- 1) The central student advisory service of the European University Viadrina Frankfurt (Oder) provides advice in general matters relating to studies. It shall be consulted in particular prior to taking up a course of studies - when decisions are made about which course of study or profession to choose, or

- if students are considering abandoning their studies
- 2) Student advisory service is provided under the charge of the relevant faculty or faculties. Students are advised in particular to consult the student advisory service
 - if they fail examinations
 - when planning their studies
 - when questions arise about overlap & compatibility of module offers, especially when courses or certificate modules involve more than one faculty
 - when there is a change in the course or the place of study
 - in the case of intention to reside outside Germany, or
 - in the case of an interruption in their studies
- 3) Pursuant to §§ 21 (2) sentence 2 and 20 (3) sentence 1 BbgHG students may be obliged to consult the student advisory service. Details are governed by § 6 of these regulations.
- 4) In order to ensure close contact between students and teaching staff, a mentor shall be assigned to each student within a year of their commencing their studies; the mentor shall support them in an advisory capacity during their studies, as needed, in particular with regard to the design of the studies, time planning and the subjects concerned.

4 Modules and ECTS Credits

- 1) Each course of study is modular in structure. Modules are self-contained examinable units that cover the knowledge areas within a definite timeframe. Modules may involve a variety of teaching and learning forms. One module generally contains matter for one semester or one year of study. Where justified, a module may also stretch over several semesters.
- 2) The descriptions of the modules must contain, in particular, the contents, teaching forms, conditions of participation, the performances to be demonstrated, including the ECTS credits, the manner in which the performance is to be verified, including the award of grades, the time required (pursuant to paragraph 4), the qualification goals, the duration of the module, the frequency of the offering and its applicability (e.g. for other courses of study).
- 3) The results specified for a module shall be obtained in parallel to the studies. Each module shall be concluded with an evaluation. Module evaluations consist generally of a grade. If a module is composed of more than one partial grades, and in particular if this seems appropriate given the size or the substantive structure of the module, or else on account of the special

nature of the subject or in the light of didactic considerations, in order for it to be possible to determine whether the qualification goals have been obtained in a suitable manner, these partial grades shall be combined in a single module grade. Modules that consist entirely or predominantly of practical sections may be evaluated without a grade being given (simply "pass" / "not passed"). The module examination may take either the form of an exam mark or a result other than a mark, or by a combination of these two forms. Performances that are awarded grades and may be subject to the module grading are, in particular, oral (i.e. viva voce) examinations, written examinations, written homework & seminar work, essays, presentations or case studies.

- 4) In line with the time needed for successful participation, the modules pursuant to the European Credit Transfer System (ECTS) shall be assigned a certain number of performance points (ECTS credits) whereby these shall only be awarded for the modules if the module grade is, at a minimum, "sufficient" (4.0) or the evaluation is a "pass". The workload of students for the module is described using the ECTS credits. The workload refers to the time that the students need, in total, in order to obtain the learning outcome that defines the module. Besides a certain number of hours of attendance the modules require further hours of work in the form of additional study (e.g. homework, preparation of short talks and presentations), self-directed study (e.g. wider reading for personal preparation or in order to digest the material, preparation for the examination) as well as time spent with the teaching staff. One ECTS credit (point) corresponds to 30 hours of work. Generally, 30 ECTS credit points must be obtained in each semester. Modules must always have whole numbers of ECTS credits. Modules should comprise at least six ECTS credits and be a multiple of three.
- 5) The examination results are administered by the examination office of the European University Viadrina Frankfurt (Oder) in a central IT system.
- 6) The publication date for the descriptions of events is the beginning of the semester at the latest. Descriptions that have been published are binding as from the semester of publication; they remain valid until changes are announced at a new publication date.

§ 5 Regular study period and scope of studies

- 1) The regular study period for courses leading to a bachelor's degree is at least six and at most eight semesters. For curricula leading to

award of a master's degree, the regular study period is at least two and at most four semesters. In the case of consecutive curricula leading to degrees described in sentences 1 and 2, the total regular study period is a maximum of ten semesters. 300 ECTS credits are required for the master's degree including the preceding bachelor's degree.

- 2) In order to keep to the regular timeframe for studies, it is recommended that students attend the lessons (lectures, seminars etc.) in a specific sequence. The study schedule provides orientation and shall be published in a suitable fashion. The competent student advisory service shall offer assistance for individually planning one's studies.
- 3) Except where the study & examination regulations expressly state that a curriculum is not suitable for part-time pursuit, students who are unable to study full time may instead study part time. Details are governed by the framework regulations for a part-time study of the European University Viadrina Frankfurt (Oder).

§ 6 Mandatory student advisory service and timeframes

- 1) Pursuant to §§ 21 (2) sentence 2 and 20 (3) sentence 1 BbgHG, it is mandatory for students to seek advice if they have not passed successfully a required test in parallel to their studies or passed a final examination within a reasonable timeframe as stated in the relevant curriculum rules or rules for the acquisition of a certificate, this timeframe to be not less than four semesters. An exception is made if failure to keep to an examination timeframe is not the fault of the student.
- 2) The student shall be summoned in writing to the mandatory student advisory service at the beginning of the semester following the expired timeframe pursuant to paragraph 1. The summons shall include a warning that, pursuant to § 14 (5) sentence 2 number 2 BbgHG, the student will be automatically deregistered if:
 - they fail to attend the student advisory service by the end of the lecture period of the semester in which the summons is issued without providing promptly due justification
 - they refuse to sign the curriculum agreement drawn up by the student advisory service; or
 - they have not met the requirements under (3) which are set out in the curriculum agreement without submitting promptly a plausible explanation.
- 3) The purpose of mandatory student advisory service pursuant to (1) is to conclude a

curriculum agreement between the student and a university teacher that takes into proper consideration the personal situation of the former. The curriculum agreement shall be concluded at the latest at the end of the lecture period of the semester following the expiry of the deadline pursuant to (1). Two copies of the curriculum agreement shall be signed by the two parties. One copy shall be retained by the student, and the second passed on by the advising teacher to the examination office.

- 4) The agreement is based on an analysis of the curriculum so far pursued; at a minimum it contains disclosures on the following points:
 1. Overview or summary of the examinations which are still outstanding for successful completion of study
 2. Timeframes within which the examinations not yet taken must be completed. Note that generally at the most 30 ECTS credit points shall be achieved in full time semesters or in years of part-time study.
 3. Warning that failure to stick to the curriculum agreement will lead to deregistration pursuant to § 14 (5) sentence 2 number 2 BbgHG.
- 5) If the analysis of the curriculum pursued indicates there is a need for further measures to support the pursuit of the studies under § 20 (3) sentence 3 BbgHG, these measures, too, must be stated in the curriculum agreement.
- 6) The regulations on the specific curriculum deal with further details of the procedure, and in particular they specify the teachers who are to give the mandatory student advisory service; they deal further with the form in which the advice is to be given and the procedure for justifying any failure to keep to the agreement on the pursuit of the curriculum.
- 7) If a student refuses to conclude a curriculum agreement, or fails to conclude such an agreement within the timeframe pursuant to paragraph 3 sentence 2, or if the student has not obtained the ECTS credits even after expiry of a deadline specified in the curriculum agreement for the successful completion of the study or has failed to provide to the examination office documentary proof (i.e. in the form of ECTS credits), the student shall be de-registered pursuant to § 14 (5) sentence 2 number 2 BbgHG. Again, this shall not apply if failure to meet the deadline is not the fault of the student. The rules for the specific curricula may provide for more generous timeframes.
- 8) § 19 contains further rules on the prolongation of deadlines & timeframes.

§ 7 Structure of study and forms of teaching on offer

- 1) The relevant curriculum description governs for each course of study the modules that the study as a whole shall comprise. Each student must write a thesis (bachelor's or master's). The rules governing theses are set out in § 17.
- 2) The study goals and contents are conveyed by means of the teaching provided for in the curricula and described in detail in the module catalogues. Teaching takes the form of lectures, exercises, tutorials, colloquia, work groups, seminars, projects, excursions, workshops and project days, internships and language courses.
- 3) Lectures serve the purpose of providing an overview of the matter covered by the curriculum, explain basic topics and findings of research, give pointers to future research tasks and recommend relevant literature. They give the student a basic orientation in the subject matter.
- 4) Exercises, tutorials, colloquia and work groups enable students to practise & absorb what they have learnt from the lectures, seminars or their reading and to acquire work skills in their discipline.
- 5) Seminars familiarise students with key themes, questions and methods of their different fields of study by investigating specific topics which have been chosen as exemplary. The principle is that students should learn by active participation to become aware of the contemporary state of knowledge, to elaborate & formulate relevant questions and to answer these questions on their own using scientific & academic methods.
- 6) Projects have the purpose of familiarising students with typical work situations and especially with teamwork with its division of labour and interdependency.
- 7) Excursions are staged in order to enable students to gather additional insight & experience and so become familiar with relevant professional fields.
- 8) Workshops and project days serve to convey key qualifications and practical skills. These include scientific & academic writing, oral presentations, intercultural competence and the acquisition of time & project management skills.
- 9) Internships outside the university setting have the purpose of introducing students to the problems and kinds of task they may face in their later professional life. Further details on the conditions of internships are given in the guidelines for work practice issued by the

faculties or else in the relevant regulations for specific subjects.

- 10) Language courses are to prepare students for studying abroad and for work in international contexts as well as to support reading of (academic & other specialist) literature in a foreign language.
- 11) Depending on the modules, teaching may take different forms, namely e-learning (where the teaching is exclusively through multimedia) and blended learning, which involves a combination of traditional teaching and the use of multimedia.
- 12) The teachers may require registration and limit the numbers attending their lessons where didactic or organizational considerations call for this. Any limitations on attendance & participation and timeframes for registration must be announced in good time and in a reasonable manner. It must be ensured that the course of study can be pursued properly.
- 13) All lessons shall be assigned to modules. Students may only submit proof of performance for any lesson in one course of study once.

§ 8 Mobility windows

- 1) Mobility windows enable students to spend time away from the European University Viadrina Frankfurt (Oder) while continuing their course of study. These ASPO regulations provide for the following mobility windows:
 - Attendance at other universities, whether German or foreign
 - Attendance as interns whether in Germany or abroad.
- 2) The curricula and supplementary studies shall be designed such that they offer time for stays at other German and foreign universities and completion of internships (in Germany or abroad) without prolonging the duration of the degree course. This shall be ensured in the rules governing the specific curricula such that the students concerned can profit from our curricula and take examinations prior to any outward stay pursuant to sentence 1 or thereafter within the context of the studies and examinations offered at the European University Viadrina Frankfurt (Oder). As far as possible, students shall attend a proportion of their courses of study or sit examinations at the other German or foreign university or complete an internship.
- 3) The regulations governing specific curricula and supplementary studies set out the cases where students are obliged to spend time away from the European University Viadrina Frankfurt (Oder). The rules on the individual

curriculum set out further details on the study and/or examination results to be demonstrated.

- 4) In courses of study for which the student must complete a stay outside Germany at a partner university (as defined in the regulations for their curriculum) and where, at the end of their studies, they acquire either a joint certificate issued by the two universities (joint degree) or one certificate each from the partner institutions (double degree or triple degree) – in these cases – rules shall be set out in the module plan and the module catalogue of the curricula specification on the modules to be taken at the relevant university and their scope, their mutual recognition as well as any rules on the writing of theses and any accompanying colloquia.

§ 9 Examination committee

- 1) For each course of studies, an examination committee shall be elected to organise and conduct the examinations. This committee shall consist of at least three faculty teachers, one academic staff member, and one representative each of the students and the non-academic staff. In the case of courses of study conducted jointly with other universities, there may be provision for further members. Members of staff whose remit includes examination matters may be invited to join the meetings of the examination committee.
- 2) The members of the examination committee and their deputies shall be appointed by the faculty council for two years. The student member shall serve for one year. In the case of interdisciplinary courses of study for which more than one faculty is responsible, the examination committee shall be formed from members of each faculty involved, including a representative of the teachers of the faculties responsible. The members of the committee shall be elected by the relevant faculty councils. If a member should leave early, a successor shall be elected for the remaining term of office. The members of the examination committee shall elect from their number one teacher to be the chairperson and one to be their deputy.
- 3) The examination committee shall ensure that the provisions of these regulations are observed. With the exception of the examination itself and assessment of the examination performance, the committee shall take all decisions that arise unless the statutory provisions require otherwise.
- 4) The committee shall report regularly to the faculties involved on the development of the course of study. The committee may make suggestions on changing these present regulations and those specific to the course of

studies. In particular, it shall decide on the recognition of study and examination performances pursuant to § 12.

- 5) Members of the examination committee shall be entitled to participate in the conduct of examinations.
- 6) The members of the examination committee and their deputies as well as members of staff co-opted pursuant to paragraph 1 shall be bound by a duty of nondisclosure. Those who are not public officials shall be obliged by the chairperson to observe confidentiality.
- 7) In performing its duties the examination committee shall be assisted administratively by the examination office.

§ 10 Resolution procedure

- 1) All decisions in the examination procedure shall be made promptly. The examination committee is quorate when all members have been summoned in writing, by facsimile or email, with notice of three working days, and the majority of the members, of whom at least one half shall belong to the group of university teachers, are present and entitled to cast a vote. As a rule, the committee shall meet at least once each semester. Generally, it shall pass resolutions with a simple majority of votes cast, including at least one half of the votes cast by the university teachers. Alternatively, in suitable cases, and in particular if the question posed can be answered with a yes or no, consideration may be given to a resolution reached by circulating in writing. No transfer of voting rights is permitted. In the event of a tie, the vote of the chairperson shall decide. Minutes shall be kept of the meeting, these minutes to detail the day and place, the names of those present, the subjects treated, and motions, resolutions and results of votes. A copy of the minutes and of any resolution passed by the circulation method shall be forwarded to the examination office.
- 2) The chairperson shall convene the meetings of the examination committee; if one half of the committee members request a meeting, it must take place within ten working days.
- 3) The committee may, by formal resolution, transfer the power to make urgent decisions to the chairperson or their deputy. Furthermore, the committee may resolve to transfer competence to the chairperson and/or their deputy in particular for early admittance to work on a thesis, to the postponement of the deadline for submitting a thesis, and for decisions pursuant to § 21, very serious cases excepted. On application by the person concerned, any decisions pursuant to sentence 2 shall be submitted to the examination committee for review. The

chairperson shall report to the examination committee on the urgent decisions taken and on decisions pursuant to 2. On expiry of the tenure of office, any resolution to transfer competence for urgent decisions and decisions pursuant to sentence 2 shall be confirmed formally anew.

- 4) The meetings of the examination committee shall not be public.
- 5) All decisions shall be communicated to the person or persons affected immediately. Justifications shall be given for any decisions unfavourable to those affected and advice on legal remedies attached if such are available.

§ 11 Examiners and experts Co-assessors

- 1) The persons authorised to examine candidates at the European University Viadrina Frankfurt (Oder) shall be full-time academic staff, lecturers and individuals with experience of professional activities and education. Examination performances shall only be evaluated by persons with teaching assignments. Examination performances may only be evaluated by persons who themselves hold a qualification validated by the examination or an equivalent qualification. The rules on the authorisation to perform examinations of theses (§ 17) and final colloquia on theses (§ 18) shall take precedence over the provisions of this paragraph. § 9 (6) shall apply mutatis mutandis for examiners and experts.
- 2) Students do not have any legal entitlement for their examination performances to be evaluated by a specific examiner.
- 3) Co-assessors must belong to the academic staff of the European University Viadrina Frankfurt (Oder) and themselves hold at least the degree level that is to be obtained with the course of studies or have passed a comparable state examination in a similar subject. On the proposal of the relevant examiner the examination committee may appoint co-assessors that are not members of the university. The examination committee may resolve to transfer authority to appoint the co-assessors to the chairperson and their deputy. § 9 (6) apply for the co-assessors mutatis mutandis.

§ 12 Recognition of study periods, study performances and examination results as well as of knowledge and skills obtained outside the university setting

- 1) The examination committee shall decide on the recognition of study periods, study performances and examination performances (validation) as well as the

extent to which knowledge & skills obtained outside the academic setting shall count. (3) The committee may, by formal resolution, transfer the power to make such decisions to the chairperson or their deputy. The competent examination committee may specify a simplified procedure in the case of study & examination performances originating from an organised or self-organised stay outside Germany in connection with a course of study.

- 2) If a candidate has changed university or course of studies, their performances from a previous study shall be recognised if not materially different. A material difference is given, in particular, in the case where, on recognition of the performance, the success of the study is imperilled since the performance for which recognition is requested does not include the competence required for a successful study. The material criterion for recognition are the requirements and the qualification goals of the subsequent study. The candidate submitting the application shall provide the necessary information on the performance whose recognition is required.
- 3) Recognition, full or partial, may result in an individual case from a perusal (inspection) of the documents supplied by the candidate, generally for homogenous groups of candidates or may be the outcome of successfully passing a recognition examination. The latter shall be at the discretion of the university. With the exception of the arrangement in paragraph 6 sentence 3, the student does not have any entitlement in this regard.
- 4) The grades of performances achieved outside Germany shall be converted pursuant to § 23 and thereby enter into the calculation of the average grade.
- 5) The examination certificate may contain information about which of the study & examination performances were recognised.
- 6) Any decisions which are unfavourable to the candidate shall be explained. The university bears the onus of proof in the case of a rejection of university performances. If the examination committee rejects the recognition of performances pursuant to paragraph 1 sentence 1, the university shall, on application, conduct a recognition examination if the candidate argues plausibly that they have acquired the relevant knowledge & skills elsewhere. The recognition examination is a university examination pursuant to § 21 BbgHG.
- 7) On application, knowledge & skills acquired outside the university setting shall count as study up to 50 percent if they are equivalent

in terms of content and level to the portion of the study that they are to substitute for. Paragraph 5 shall apply mutatis mutandis.

§ 13 Forms and organisation of examinations

- 1) Examinations shall be conducted in the form set out in the course description; examinations may be conducted in written, electronically, orally, practically or in another form, also as online examinations and in a combination of these forms. Online examinations are examinations which require the connection of a terminal to a network, in particular the Internet, during the examination. Examination formats are written examinations, oral examinations, other written work in the form of the homework or other performances. Examinations may be held in a foreign language, provided the teacher gives consent or this is provided in the module descriptions.
- 2) In the case of examinations which take place under supervision or are oral in nature, the place & timing as well as the specific registration period must be announced in good time and published by display or via suitable electronic systems.
- 3) Registration is required for every examination. Students may only register successfully for an examination if they meet the required preconditions. In the case of homework, the registration shall take place regularly with the assignment of the topic by the examiner.
- 4) After they have registered successfully, the students are deemed to be admitted to the examinations they have chosen even without written notification. In the case of electronic registration, they shall retain a registration certificate as later proof of registration. If they are unable to register for examinations, they shall receive, on demand, written confirmation of the non-registration.
- 5) In the case of examinations other than those taking the form of homework, the students must be able to identify themselves by showing their student pass together with an official identity document containing a photograph.
- 6) In the case of online examinations conducted under electronic supervision, the identity as defined in paragraph 5 shall be verified before the examination begins. The storage of data processed in this context beyond a technically necessary temporary storage is not permitted. Personal data from the temporary storage shall be deleted immediately.
- 7) The examiner shall determine which aids are permitted. They shall be announced in good time and in an appropriate manner.

§ 14 Written examinations during the course of studies

- 1) Written examinations are examinations in written or electronic form that require supervision. The duration of examinations should not be less than 90 minutes.
- 2) Written and electronic examinations using the multiple answer format are permitted. Here, under supervision, the students shall answer questions asked in writing or electronically by stating which of the answers supplied with the questions they consider to be correct. The examination tasks must make it possible to obtain reliable test results. In preparing the tasks, it shall be specified which answers are recognized as correct and where the pass mark lies. If the evaluation of the examination establishes that it is not possible to determine a reliable outcome for individual tasks, these shall be disregarded in determining the test outcome. The pass mark shall be correspondingly lower; the reduction must not be to the disadvantage of the student. The examination is considered to have been passed if the candidate has achieved, in total, at least the percentage of possible points announced prior to the examination (pass mark). In the evaluation of the examination performance, no points shall be deducted for incorrect answers. Examination performances using the multiple answer format may be evaluated by machine. If the examination is conducted using the multiple answer format only in part, then the provisions of this paragraph shall apply correspondingly.
- 3) If a candidate is late for a written examination, they shall not be entitled to extra time to make up for the time they have lost. Candidates may only leave the examination hall with the permission of the invigilator. The time and duration of any absence shall be noted by the invigilators.
- 4) If anything, untoward should occur during the written examination that might be relevant to the examination results, in particular any events pursuant to § 21, this shall be recorded in minutes to be signed by the invigilator.
- 5) An examination under the conditions of §§ 15a-15e can also be taken as an online examination under electronic supervision.

§ 15 Oral examinations during the course of studies

- 1) Oral examinations shall last not less than 15 minutes for each candidate and subject.
- 2) Oral examinations shall be conducted by at least one examiner and, as a rule, in the presence of a co-assessor expert in the matter in hand. Examinations passing which

is a precondition for continuing to study (last opportunity to re-sit) shall, as a rule, be evaluated by two examiners.

- 3) The main features of the oral examination shall be recorded in minutes to be signed by the examiner(s). If anything, untoward should have occurred in the oral examination that would be relevant for determining its outcome, and in particular any events in the meaning of § 21, this too shall be recorded in the minutes.
- 4) An oral examination under the conditions of §§ 15a-15d, 15f can also be conducted as an online examination under electronic supervision (videoconference).

§ 15a Online exams under electronic supervision

- 1) For online examinations and oral examinations in online form, the following regulations shall additionally be valid insofar as proctoring is carried out in a way that requires students to activate the camera and microphone function of the communication devices used for the examination (electronic proctoring).
- 2) Participation is voluntary. The voluntary nature of participation must also be guaranteed by offering a simultaneous presence examination as an alternative. Simultaneous examinations are examinations that take place within the same examination period in strict compliance with the principles of equal opportunities. The student's right to choose remains in force, even if the examination has to be repeated.

§ 15b Examination procedures

- 1) In the case § 15a, the students must be informed with the announcement of the form of examination about
 1. the processing of their personal data according to § 15c,
 2. the technical requirements for the communication equipment to be used, which must be met for the examination to be taken properly, in particular the existence of suitable video and audio transmission for video proctoring pursuant to § 15e (1) first sentence, or video conferencing pursuant to § 15f, as well as a qualitatively sufficient internet connection, and
 3. the administrative conditions for a proper examination.
- 2) Students have the possibility to try out the examination situation in terms of technology, equipment and physical environment in the preparation of the examination.

§ 15c Data processing

- 1) Within the context of the online examination, personal data may be processed as long as this is absolutely necessary for the proper conduct of the examination. This applies in particular for the purposes of identity verification according to § 13 (6) and video surveillance according to § 15e.
- 2) The personal data generated during the conduct of an online examination are processed in accordance with the requirements of data protection law, in particular Regulation (EU) 2016/679 (Datenschutz-Grundverordnung DSGVO). If personal data needs to be transferred to a country outside the European Union, the further requirements of Articles 44 to 50 of the DSGVO must be observed in particular.
- 3) Students must be informed in a precise, transparent, comprehensible and easily available form in particular about the purpose for which personal data are processed and when they will be deleted after processing. The rights of data subjects according to Art. 12 to 21 of the DSGVO must be explicitly mentioned.
- 4) In the case of online examinations, learning management systems, examination platforms, video conferencing systems and other technical tools must be used in such a way that necessary installations on the students' electronic communication devices only take place under the following conditions:
 1. the functionality of the electronic communication device is not affected beyond the examination and during the examination only to the extent necessary to verify the identity (§ 13(6)) and to prevent cheating,
 2. the information security of the electronic device of communication is not compromised at any time,
 3. the privacy of the information contained in the electronic communication device is not compromised at any time, and
 4. complete uninstallation is possible after the online examination.

§ 15d Technical faults

- 1) If the submission of the Examination Task, the processing of the Examination Task, the submission of the Examination Performance or the video supervision is technically not possible at the time of the Examination in the case of an online examination, the Examination will be terminated at the respective stage and the Examination Performance will not be assessed. The examination is not considered to have been completed. This does not apply if the examination board proves to the student that

the student is responsible for the disruption. The option according to § 15a (2) remains unaffected.

- 2) If the video or audio transmission of an oral online examination is temporarily disrupted, the examination will be continued at the next possible time after the disruption has been repaired. If the examination cannot take place due to technical problems, it is considered not to have taken place and a new date is set. Clause 1, sentences 2 to 4 apply respectively.
- 3) The regulation in § 22 remains unaffected.

§ 15e Electronic supervision for online examinations

- 1) In order to prevent cheating, it must be guaranteed throughout the online examination that the person being examined is electronically proctored. In the case of video supervision, students are obliged to activate the camera and microphone function of the communication devices used for the examination. There will be no further room monitoring. Moreover, video supervision shall be set up in such a way that the privacy protection and the private sphere of the persons concerned are not restricted more than is necessary for the authorized purposes of supervision.
- 2) Video supervision is carried out by supervisory personal of the European University Viadrina. An automated evaluation of video or audio data of the video supervision is not permitted.
- 3) Recording the examination or otherwise storing the video or audio data is not permitted except for the documentation of cheating attempts. Personal data from the temporary storage must be deleted immediately.

§ 15f Online oral examinations

§ 15e is valid accordingly for the video and audio transmission via the student's communication device that is necessary for the oral online examination.

§ 16 Examination homework

- 1) Examination homework refers generally to homework, seminar work, essays, reviews and seminar write-ups, project & work reports, posters, and research exposés.
- 2) The time input and scope of the examination performance are specified in the module descriptions.
- 3) If the examination performance is done in the form of group work, it must be possible to identify the individual work of each candidate.
- 4) Where the examination performance is produced at home, the literature used and any other aids shall be stated in full. Passages taken word-for-word or, in terms of meaning,

substantially from the literature shall be marked as such together with reference to the source. If the examiner demands an electronic version of the examination performance, it must be possible to inspect this to detect any plagiarism. When handing in their examination work, candidates must testify in writing that they have created the work on their own and have not used any sources or aids other than those disclosed; they must also state that the work has not been submitted, nor is being submitted in parallel, to any other examining authority. If this written assurance is missing, or if it is present but not truthful, the examination work may be evaluated by the examiner with "insufficient" (5.0 or 0 points). § 21 applies mutatis mutandis.

§ 17 Thesis

- 1) In their bachelor's or master's thesis, candidates shall demonstrate their ability to use scientific or academic methods independently; that is, they must show that they are able, in their chosen subject, to write texts that meet scientific/academic standards.
- 2) If theses are offered in the form of group work, the individual performance of the different candidates must be clearly identifiable.
- 3) The thesis shall be evaluated by at least two experts from the discipline it refers to. One expert, as a rule the primary expert, must meet the preconditions for employment for professors under the Brandenburg university statute in the discipline the thesis refers to; must exercise an autonomous, independent teaching activity at the European University Viadrina Frankfurt (Oder); and should belong to the faculty or faculties in charge of the course of studies. They may also be an assistant professor in the discipline. This shall not affect the validity of § 44 (6) sentence 3 BbgHG.
- 4) The candidate shall choose a primary expert from among the persons mentioned in paragraph 3 to supervise their thesis. If the candidate fails to find a primary expert, they shall have one assigned to them by the examination committee.
- 5) The precondition for admittance to the thesis is that the candidate shall have completed study & examination work of a scope of, as a rule, at least 75 percent of the total ECTS credits needed for successful completion of the course of study minus the points for the thesis and colloquium. The regulations for specific courses of study may stipulate a higher scope of performances. The regulations for specific courses of study may,

moreover, stipulate concrete modules that must be completed successfully prior to registration for the thesis. After the study & examination work has been completed successfully, the topic of the thesis should be issued four weeks after registration at the latest. If the regulations for specific courses of study do not govern any other place for the acceptance of the application, the candidate shall apply to the examination office for admittance to the thesis; for this they must provide proof of the performances pursuant to sentence 1.

- 6) After the thesis has been registered, the primary expert shall set the topic of the thesis. The topic, the primary expert and the second expert and the time of the issue of the topic (commencement of the working time) shall be placed on record with the registration of the thesis at the examination office or any other place stipulated by the regulations for the specific course of study.
- 7) The thesis may not, in material parts, be identical content-wise with a thesis submitted earlier or simultaneously at this or another university, the approval of which is (or was) the precondition for award of an academic title. If this is the case, the thesis shall have failed. § 21 applies mutatis mutandis. The regulations for specific courses of study may provide for exceptions from sentences 1 and 2 for theses that are part of dual or multiple degree agreements or are closely connected with education involving joint courses of study with foreign universities.
- 8) The thesis shall be written in the German or the English language. The regulations for specific courses of study may provide for other languages. Exceptions shall be decided by the competent examination committee on application by the student and after consultation with the primary expert and the second expert. The relevant application shall be made prior to the registration of the thesis.
- 9) The bachelor's thesis has a work scope of at least six and at most twelve ECTS credits. The master's thesis shall have a work scope of at least 15 and at most 30 ECTS credits. The time allowed for writing the thesis is governed by the relevant regulations for the specific course of studies.
- 10) On application by the student, the competent examination committee may, in reasonable cases and with the consent of the primary expert, appropriately prolong the time allowed where the reason is not the fault of the student; the application must be submitted promptly after occurrence of the reason which is not the fault of the student.
- 11) If the candidate falls ill, the examination committee may, on application by the

candidate, prolong the time allowed for writing the thesis. The application shall be accompanied by a medical certificate indicating the physical or mental effects of the illness and its probable duration. The examination committee may additionally demand to see a medical certificate issued by a public health official. The duration of the prolongation shall be based on this.

- 12) The thesis shall be delivered, on time, to the examination office or another place designated in the regulations of the specific courses of study; the delivery shall take the form of two bound copies and one electronic version. The thesis must have been produced with a word processing program and have a title page. All literature used and other aids shall be stated in full. Passages taken word-for-word or, in terms of meaning, substantially from the literature shall be marked as such together with reference to the source. It must be possible to inspect the electronic version for plagiarism. The time of submission shall be recorded officially. When handing in their thesis, candidates must testify in writing that they have written the work on their own and have not used any sources or aids other than those disclosed; they must also state that the work has not been submitted, nor is being submitted in parallel, to any other examination authority. If this written assurance is missing, or if it is present but not truthful, the thesis may be evaluated by the examination office with "Insufficient" (5.0 or 0 points).
- 13) If the deadline is missed, the examination committee shall likewise evaluate the thesis with "Insufficient" (5.0 or 0 points).
- 14) In the case of submission of the thesis on time, the experts shall evaluate it with a grade using the classifications of § 23 (1) to (4). If the two experts award different grades, the unweighted average (mean) of the two grades shall be taken and adjusted to the grade scale of § 23 (1) to (4), whereby the average shall be rounded to the grade on the scale where the difference is smallest. In the case of the difference to two whole grades being the same, rounding shall be to the higher grade. If the grades of the two experts deviate by more than a full grade, the candidate may apply to the examination committee for a third expert opinion. If at least one expert has evaluated the thesis with "Insufficient" (5.0), the chairperson of the examination committee shall obtain a third expert opinion. In the case of there being three expert opinions, the grade of the thesis shall be composed of the unweighted average of the grades of the three expert opinions. If one of the experts for the thesis is

no longer available to assess it, the examination committee shall appoint another expert.

- 15) The bachelor's thesis shall be evaluated within four weeks of submission, and the master's thesis within six. The candidate shall be notified of the result promptly.
- 16) If the grade awarded for the written portion of the thesis is insufficient (grade of the expert opinions averaging out at more than 4.0 or less favourable than 4 points), a new topic can be set, once, for which the time allowed shall be the same. If it does not pass the first time, the thesis can be repeated only once. Further details may be stipulated in the regulations on specific courses of study.

§ 18 Final colloquium

The regulations of the specific study courses may provide for an oral examination in the form of a final colloquium. Further details shall be set out in the regulations for the specific courses of study. The final colloquium shall be evaluated by at least two examiners from the speciality that the thesis refers to. § 17 (3) sentences 2 and 3 shall apply correspondingly. If the colloquium refers to the thesis, the result of the thesis shall be communicated to the student prior to the examination. The regulations of specific courses of study may also provide for notification of the expert opinions.

§ 19 Compensation for disadvantage; equal opportunities

- 1) In justified cases (e.g. prolonged ill health), the examination committee may, in response to a written application, grant an exception to the timeframes of § 6 (1) and decree a more generous prolongation. The application shall be made promptly once the justification pertains with submission of relevant documents to demonstrate plausibility.
- 2) Students who wish to benefit from the statutory maternity arrangements, or are on parental leave, or are caring for children outside the timeframe of regulated parental leave, or are carers for close relatives – these students shall be supported such that account is taken of their individual needs when they seek to demonstrate their study & examination achievements and the deadlines set in this connection. The examination committee shall decide on the exact form of the compensation for disadvantage as soon as the special circumstances have been described plausibly. The student is bound to communicate any changes in the preconditions without delay.
- 3) In designing the sequence of study and with respect to the submission of proof of

performance, efforts shall be made to cater for the specific concerns of any individual with a handicap (disability) or chronic ill health. If the candidate demonstrates with a medical certificate that they are not able, on account of prolonged or permanent physical disability or due to chronic complaint, to sit the examinations, in part or completely, in the form provided for, the examination committee shall allow the student to demonstrate equivalent examination achievements in a different form. The same shall apply for the other study achievements. The examination committee may demand to see a medical certificate issued by a public health official. The student is obliged to communicate any changes without delay.

- 4) On application by the student, the nature and scope of the special arrangement pursuant to paragraph 3 shall be stated in the certificate. Such an application shall be justified in particular for holders of a recognised disabled pass.

§ 20 Withdrawal, absence, infringement of rules

- 1) Students may withdraw from written or oral examinations by making a written declaration and, in particular, by using the central IT system without providing a reason; this shall be within the specified timeframe and in the form stipulated by the examiner in consultation with the examination office. The timeframes shall be made known by display on a noticeboard by suitable electronic systems.
- 2) If the candidate withdraws after the expiry of this timeframe without good reason, or if they are absent from the examination without good reason, the examination which they have been admitted to shall count as having been sat and evaluated with "Insufficient" (5.0 or 0 points). The same shall apply if a written examination submission is not made within the set timeframe.
- 3) The reasons for absence or for withdrawal pursuant to paragraph 2 must be communicated in writing to the examination committee promptly and plausibly. In the case of the candidate being ill, a medical certificate shall be submitted stating the physical or mental effects of the illness and its probable duration. The examination committee may also demand to see a medical certificate issued by a public health official. If the justification is accepted by the examination committee, a new date shall be set in consultation with the examiner. If reasonable, the next scheduled examination date shall be recommended. Examination results already available shall be counted.

The examination committee may, by formal resolution, transfer the power under this paragraph to make such decisions to the chairperson or their deputy.

- 4) Students that disturb the orderly conduct of the examination or seek to influence the examiners or the invigilators in an impermissible manner may be excluded, by the examiners or the invigilators, from continuing the examination. In this case, the examination performance concerned shall be evaluated with “Insufficient” (5.0 or 0 points). In serious cases, e.g. bribery or intimidation of the examiners or invigilators, the examination committee may exclude the candidate from further examinations in this course of study such that they shall have failed the bachelor’s or master’s examination in the course of study concerned. Prior to decisions being taken under sentence 3, the relevant candidate shall be given the opportunity to comment.
- 5) Any rulings of the examination committee which incriminate the candidate shall be communicated to the student concerned in writing and without delay; an explanation shall be given; and advice on applicable legal remedies.

§ 21 Deception

- 1) If a candidate tries to influence the result of an examination by deception, and in particular by plagiarism, by use of inadmissible aids, by inadmissible help from other students or third parties, by impermissibly seeking to influence the examination bodies or the persons engaged by such bodies with the exercise of examination matters, their examination performance shall be evaluated with “Insufficient” (5.0 or 0 points). In the case of misrepresentation of homework (plagiarism), homework here including theses, reference shall be made, in particular, to the latest guidelines decreed by the European University Viadrina Frankfurt (Oder) on assurance of good academic practice and the avoidance of academic malpractice. Normally, plagiarism has taken place when the wording, an illustration or the essential meaning of a document is adopted in a written submission without the source being cited. Plagiarism exists, too, if the work of another is, in part or in full, represented as being that of the candidate; if, in part or in full, a work has been downloaded from the internet and represented as the candidate’s own; and if work in a foreign language has been translated, in part or in full, and represented as being that of the candidate.

- 2) Generally, it shall be the relevant examiners who decide on whether an attempt at misrepresentation pursuant to paragraph 1 has been made. An official record shall be made of any attempts at misrepresentation and be communicated to the examination committee in cases where, under the regulations of the specific courses of study, the ruling is not already a matter of this committee. In a first case, a written warning may be issued with the threat of loss of the right to examination in the event of a repetition. In serious cases, the examination committee may exclude the candidate concerned from offering further examination performances in this course of studies such that the candidate will have definitively failed the bachelor’s or master’s examination in the relevant course of studies. A serious case is, generally, when there has been a repeat attempt at misrepresentation. The candidate concerned shall have the opportunity to comment prior to these rulings being made. With regard to rulings on the exclusion from further study and examinations, § 20 (5) shall apply *mutatis mutandis*.

§ 22 Defects in the examination procedure

- 1) If it emerges that the examination process suffered from defects which affected the outcome, on application by one or more candidates, or else officially, an order shall be made that the examination, or parts thereof, shall be repeated by one or some or all of those affected. The defects must be brought promptly to the notice of the chairperson of the examination committee or the person in charge of the module.
- 2) Six months after completion of the examination, no more orders pursuant to paragraph 1 may be made.

§ 23 Evaluation of examinations

- 1) The evaluation of the examination may only be based on individual performances by the candidate. In the case of an examination performance in the form of group work, the contribution of the individual student must be clearly recognisable and it must be possible to evaluate it. Judgements on the individually graded examination performances in graded modules shall be expressed

a) by the examiner by the following grades:

1 = “very = an outstanding good” performance;

Unofficial Translation—the German original is legally binding

2 = "good"	= a performance that is well above average requirements;
3 ="satisfactory"	= a performance corresponding to average requirements;
4 = "satisfactory"	= a performance that, despite its defects, still meets the requirements;
5 = "not satisfactory"	= a performance that does not meet the requirements because of considerable defects

b) by the following evaluation pursuant to § 1 of the regulations of the Federal Minister of Justice on a grade and points scale for the first and second examination in law of December 3, 1981 (BGBl I S. 1243) in the version in force:

- very good = an especially outstanding performance = 16 to 18 points
- good = a performance that is well above the average requirements = 13 to 15 points
- fully satisfactory = a performance above the average requirements = 10 to 12 points
- satisfactory = a performance corresponding in every respect to average requirements
- sufficient = a performance that, despite its defects, still meets average requirements = 4 to 6 points
- defective = a performance that suffers from great defects and as a whole is not usable = 1 to 3 points
 - insufficient = a completely unusable performance = 0 points

Independently, there is a possibility of assessing individual modules through study performances with "passed" or "not passed", whereby these performances do not enter into the total grade calculated according to paragraph 6 and pursuant to § 26.

- 2) For a differentiated evaluation of examination performances, intermediate values may be formed by lowering or raising the individual grades by 0.3. Here the grades 0.7; 4.3; 4.7 and 5.3 shall be excluded.
- 3) If the evaluation of the examination performances proceeds pursuant to § 1 of the regulations of the Federal Minister of Justice on a grade and points scale for the first and second examination in law of December 3, 1981 (BGBl I S. 1243), in the version in force,

then the points awarded shall be converted into grades in the following manner provided that these examination results are achieved in courses of studies in which examination results are not evaluated according to the points system for the first and second examination in law:

14 to 18 points = 1.0
13 points = 1.3
11 to 12 points = 1.7
10 points = 2.0
9 points = 2.3
8 points = 2.7
7 points = 3.0
6 points = 3.3
5 points = 3.7
4 points = 4.0
0 to 3 points = 5.0.

- 4) Pursuant to § 1 of the regulations of the Federal Minister of Justice on a grade and points scale for the first and second examination in law of December 3, 1981 (BGBl I S. 1243), in the version in force, conversion of grades into the award of points shall use the following classification:

1.0 = 17 points
1.3 = 13 points
1.7 = 12 points
2.0 = 10 points
2.3 = 9 points
2.7 = 8 points
3.0 = 7 points
3.3 = 6 points
3.7 = 5 points
4.0 = 4 points
5.0 = 2 points.

The above classification does not apply for supplementary master's courses. For these, the conversion of grades is governed separately in the regulations for the specific courses of study.

- 5) Written examinations – with the exception of the thesis – shall generally be evaluated by one examiner. The regulations for specific courses of study may be different and go beyond this minimum. Examinations passing which is a precondition for continuing to study (last opportunity to re-sit) shall, as a rule, be evaluated by two examiners. The grades of more than one examiner shall be averaged out pursuant to § 17 (14) sentence 2 and adjusted using the grade scale of § 23 (1) to (4). In the case of award of grades pursuant to paragraph 1 sentence 3, for the examination to have been passed one of the two examiners must evaluate it as a pass. Examination results of written tests should be announced at the latest six weeks after the examination. Examination performances that

have taken the form of homework should be evaluated, if possible, within eight weeks.

- 6) Oral (viva voce) examinations shall be evaluated by the examiner or - in the case of a thesis colloquium - by all examiners. Examinations passing which is a precondition for continuing to study (last opportunity to resit) shall, as a rule, be evaluated by two examiners. The grades of more than one examiner shall be averaged out pursuant to § 17 (14) sentence 2 and adjusted using the grade scale of § 23 (1) to (4). The examination result shall be announced to the candidate immediately after the examination.
- 7) If the evaluation of a module is composed of more than one graded examination, the module grade shall be calculated from the grades of the individually graded examinations in the following manner, unless the module description or the regulations for specific courses of study state otherwise: The average, which shall be weighted by ECTS credits (weighted arithmetical mean), shall be calculated from the grades of the individually graded examinations; the calculation shall be to two decimal places behind the decimal point; all decimal point figures below this shall be ignored, i.e. no rounding is to occur. The module grade that is chosen shall be the value which is closest to the value computed in this fashion among the grades specified in paragraph 1 to 4; in the case of two grades, it is the better one that shall be chosen.
- 8) In the case of degrees that are part of double or multiple agreements or are closely related to education in joint degree programmes with foreign higher education institutions, the degree programme-specific regulations must provide for the calculation of foreign grades.

§ 24 Notification of examination results

- 1) The examinees shall be notified of the examination results without delay, usually via electronic means. No separate written notifications of the individual examination performance will be issued.
- 2) Students are obliged to keep themselves informed about the ECTS credits they have acquired and on their grades using the electronic system.

§ 25 Passing and failing examinations, results of examinations

- 1) An examination shall count as having been passed if it is evaluated with at least "sufficient" (4.0) or "passed". An examination that has been passed may not be repeated.
- 2) Examinations that have not been passed – or that count as not having been passed – may be repeated twice, unless the regulations for

the specific courses of study state a higher number of repetitions, within the timeframes of § 6 – with the exception of the thesis and the thesis colloquium. With regard to the repetition of the thesis and thesis colloquium, the regulations of paragraph 3 shall apply.

- 3) A thesis that has not been passed may be repeated once (and once only). If a final colloquium is provided for, this too may only be repeated once. A thesis and a thesis colloquium which have been passed cannot be repeated.
- 4) A bachelor's or master's course of study has been completed successfully when all of the module examinations required by the regulations for the specific curriculum, the thesis and any thesis colloquium provided for in the regulations on the specific curriculum have been passed.
- 5) Students who must sit an examination passing which is the precondition for continuing their studies (last possibility of repetition) are advised, prior to sitting the examination, to consult the lecturer responsible for the module or the examiner.

§ 26 Calculation of the overall grade

- 1) Unless stipulated otherwise in the regulations of the specific courses of study, the overall grade of the degree shall be composed from the average grades for the modules required for completion of studies, the thesis, and any final colloquium, whereby the average shall be formed as weighted by ECTS credits (weighted arithmetic mean). Modules that as study performances have been evaluated with "pass" shall be ignored in calculating the overall grade. The calculation of the overall grade uses the first decimal place behind the decimal point exactly; all further decimal places are ignored, i.e. without rounding. The grade of the overall performance shall be determined as follows:

1.0 to 1.3 = "mit Auszeichnung"; "with distinction"
1.4 to 1.5 = "sehr gut"; "very good"
1.6 to 2.5 = "gut"; "good"
2.6 to 3.5 = "befriedigend"; "satisfactory"
3.6 to 4.0 = "ausreichend"; "sufficient"
below 4.1 = "nicht ausreichend"; "insufficient".

In cases of the award of grades pursuant to § 1 of the regulations of the Federal Minister of Justice on a grade and points scale for the first and second examination in law of December 3, 1981 (BGBl I S. 1243) in the version in force:

- Very good = an especially outstanding performance = 16 to 18 points

- Good = a performance that is much above the average requirements = 13 to 15 points
- Fully satisfactory = a performance above the average requirements = 10 to 12 points
- Satisfactory = a performance corresponding in every respect to average requirements = 7 to 9 points
- Sufficient = a performance that, despite its defects, still meets average requirements = 4 to 6 points
- Defective = a performance that suffers from great defects and as a whole is no longer usable = 1 to 3 points
- Insufficient = a completely unusable performance = 0 points.

2) A relative grade corresponding to the following ECTS evaluation scale is presented. The successful students receive the following grades:

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

Depending on the size of the graduating year, the basis for calculating the relative grade shall be at least two previous cohorts of the course of study concerned, if available.

3) Unless otherwise stated in the regulations for supplementary study, the overall grade on the certificate shall be the average of the modules necessary for graduation from studies, whereby the average is formed by weighting the graded ECTS credits (weighted arithmetic mean).

§ 27 Issue of diploma, report, diploma supplement and certificate

- 1) If the ECTS credits designated for successful completion of study have been achieved within the timeframe of § 6, the diploma, the report and the other documents shall be issued pursuant to paragraphs 2 to 4.
- 2) The students will be handed out a diploma in German and in English on the successful completion of their studies, bearing the date of report. This shall document the award of the academic degree. The document shall be signed by the Dean of the faculty responsible for the course of studies and the chairperson of the relevant examination committee, or their deputies, and be furnished with the seal

of the European University Viadrina Frankfurt (Oder).

In the case of a joint degree the graduate shall receive a university degree with a joint document from all universities involved. In the case of a double or triple degree, the graduate shall receive university degrees from the different partner universities in the form of interlinked documents.

- 3) Simultaneously with the diploma, a report shall be issued in German and in English. The report shall mention all modules necessary for the degree including the ECTS credits and evaluations awarded, the topic of the thesis and the overall grade. The report shall bear the date of the final examination. Where there are options in counting the study & examination results it is the student who must perform the allocation of the individual study & examination results. These allocations shall be confirmed by the student by signing and be presented to the examination office. A study or examination result may only be counted once. The allocation shall be used as a basis for calculating the overall grade. The report shall be signed by the chairperson of the competent examination committee or their deputy and furnished with the seal of the European University Viadrina Frankfurt (Oder). Examinations which have been passed but are not the subject of the degree shall, on application to the examination office by the student, be shown additionally in the report with the ECTS credits awarded and the examination grades. These grades shall not affect the calculation of the overall grade. On application to the examination office, a mention may be made on the report of the study time in months before the final performance necessary for the degree.
- 4) Furthermore, the student shall be handed a Diploma Supplement in English corresponding to the regulations of the "European Diploma Supplement Model". The Diploma Supplement shall be signed by the chairperson of the examination committee or their deputy.
- 5) On application to the examination office, students may be issued with certificates on examinations they have passed prior to the handover of the certificate. These may also be issued electronically.
- 6) Students that have completed all necessary performances in a supplementary course of study shall acquire a certificate. The certificate shall be issued in German and in English, signed by the Dean, and furnished with the faculty seal. It shall indicate all modules necessary for the graduation including the ECTS credits awarded and

evaluations as well as the overall grade and it shall bear the date of the final examination.

§ 28 Definitive study failure

- 1) Unless otherwise provided for in the regulations of the specific course of studies, the bachelor's or master's study shall be definitively not passed if a module examination or another examination performance accompanying the studies has not been passed, or is deemed not to have been passed, at the second re-sit.
- 2) The bachelor's or master's study shall be definitively "not passed" if at a second attempt the thesis is not passed or is deemed to be not passed or if any thesis colloquium is not passed at the second attempt or is deemed to be not passed.
- 3) A notice shall be issued on the definitive not passing of the bachelor's or master's study, which notice shall be accompanied by advice on legal remedies. If the candidate has definitively failed to pass the bachelor's or master's course of study, they shall, on application, also be issued with a written certificate stating that they have not passed the study, the certificate to state the grades obtained in the different modules.

§ 29 Perusal of the examination documents

- 1) For each written examination performance, within two months of the announcement of the results, an appointment shall be stipulated for perusal of the corrected work. The perusal may be replaced by return of the work to the examined candidate.
- 2) Within two months of announcement of the overall result of the bachelor's or master's study, a candidate may, on application, inspect the documents that are relevant for the evaluation of their performance. Within a year after completion of the examination procedure, the examinee shall be granted, on application to the chairperson of the examination committee, inspection (perusal), within a reasonable timeframe, of the written examination work, the expert reports of the examiners and the examination minutes.

§ 30 Invalidity of examinations, de-recognition of the degree or of the certificate

- 1) If an examinee has been deceitful in the examination and this only becomes known after the certificate has been handed out, the examination office may retrospectively declare those examination performances where the candidate has been guilty of misrepresentation to be not passed. In grave cases of deception pursuant to § 21 (2)

sentence 4, a repetition of such an examination (i.e. which has been deemed to be not passed) shall no longer be possible at the European University Viadrina Frankfurt (Oder).

- 2) If the preconditions for admittance to an examination were not met, without the candidate having intended to deceive, and if this only becomes known after handover of the diploma or the certificate, this defect shall be remedied by passing this examination. If a candidate has deliberately and unjustifiably brought about their admittance, the examination committee shall, bearing in mind the general principles, rule on the revocation of illicit diplomas and certificates.
- 3) Prior to this ruling, the candidate shall be given the opportunity to comment.
- 4) The incorrect examination certificate shall be revoked (i.e. confiscated) and, if appropriate, a new one issued. The bachelor's or master's diploma shall be withdrawn, too, if in the light of a deception the examination is deemed to be "not passed". Any decision pursuant to paragraph 1 and paragraph 2 sentence 2 shall be barred after a period of five years from the date of the examination certificate.

§ 31 Retention periods

- 1) The following retention periods shall apply for documents in the courses of study and supplementary study governed by this ASPO.
 - a) 50 years for:
 - Copies of the final documents (diplomas, diploma supplements, transcripts of records) with the information needed for reproduction.
 - Expert reports for written work, in particular on theses (bachelor's and master's theses) as well as records on the appointment of experts
 - corresponding lists on examinations that have not been passed
 - On de-registration without a degree, copies of the curriculum agreements and formal notices
 - in the case of definitive failure to pass the examination, copy of the formal notice issued to the student
 - b) 10 years for:
 - Lists of grades or certificates with the information necessary for reproduction
 - Minutes of examinations (e.g. on oral final examinations) - Bachelor's theses, master's theses
 - other documents of special importance relevant to examinations (e.g. certificate issued by the public health officer, ruling on attempted deception)

- Applications for admittance to examinations, in particular to theses, including the documents required for admittance except where these were returned to the student.
 - c) 8 years for:
 - Written, electronic or practical examination performances (in particular, written examinations, homework, written and practical work) and minutes on examinations (e.g. on oral examinations for modules in bachelor's and master's courses of study).
 - d) 5 years for:
 - any formal revocation or withdrawal notice
 - other documents (e.g. applications for leave of absence with copy of approval or rejection, applications to change the SPO, FSO or other regulations of the specific curriculum, applications for issue of reports, applications for part-time study).
- 2) The retention periods mentioned in paragraph 1 shall begin with the end of the calendar year in which the student was informed of the definitive result of the relevant examination, or was issued the official notice of de-registration without graduation, or was issued with the official notice of definitive failure.
- 3) All documents that are no longer needed to meet current tasks shall, as a rule, be offered to the university archive in their original condition for transfer to the interim archive. On expiry of the retention periods pursuant to paragraph 1, the dossiers shall be inspected as to whether they are worth archiving and – in liaison with the originating office – destroyed or else placed in the final archive.
- 4) The timeframes mentioned in paragraph 1 shall also apply, *mutatis mutandis*, for documents that are only available in digital form. They shall be archived electronically, in accordance with the legal rules in force at the time.

regulations or subject-specific regulations in the version valid until 28.01.2016 complete their examinations in accordance with the study and examination regulations or subject-specific regulations (FSO) valid at the time of their enrolment in conjunction with the General Study and Examination Regulations (ASPO) of 08.05.2013. They can apply to continue and complete their studies in accordance with this new version of the ASPO in accordance with the current version of the study and examination regulations or subject-specific regulations.

§ 32 Taking effect and expiration

The new version of the ASPO shall come into force on the day following its publication in the gazette (“Amtlichen Bekanntmachungen”) of the European University Viadrina Frankfurt (Oder). The General Study and Examination Regulations of 27.01.2016 shall cease to apply on 27.11.2016.

§ 33 Concluding provisions

Students who began their Bachelor's or Master's studies or postgraduate studies at the European University Viadrina Frankfurt (Oder) on the basis of the study and examination