

OFFICIAL TRANSLATION OF

Prüfungsordnung der Fakultät für Betriebswirtschaft für Studiengänge mit dem Abschluss „Master of Science (M.Sc.)“

Vom 19. Juni 2019

(Amtliche Bekanntmachung Nr. 47 vom 02. Oktober 2019)

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ONLY THE GERMAN VERSION SHALL BE LEGALLY
VALID AND ENFORCEABLE!**

Examination Regulations for the Master of Science (MSc) Degree Programs in the Faculty of Business Administration (Hamburg Business School)

dated 19 June 2019

On 30 August 2019 pursuant to Section 108 subsection 1 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG) dated 18 July 2001 (HmbGVBl. p. 171) as amended on 29 May 2018 (HmbGVBl p. 200), the Executive University Board ratified the revised Examination Regulations for the Master of Science (MSc) degree programs in the Faculty of Business Administration (Hamburg Business School) adopted by the Faculty of Business Administration on 19 June 2019 in accordance with Section 91 subsection 2 no. 1 HmbHG, taking into consideration the General Examination Regulations for Academic Examinations at Universität Hamburg dated 25 January 2018, 22 February 2018, and 8 November 2018.

Preamble

These examination regulations govern the general structure and examination procedure for all consecutive Master of Science (MSc) degree programs in the Faculty of Business Administration and is also supplemented by the subject-specific provisions for the individual degree programs.

Section 1

Program and examination objectives, academic degree, and implementation of the degree program

(1) The general objectives of university teaching are defined in Section 2 subsection 1 of the General Examination Regulations for Academic Examinations at Universität Hamburg dated 25 January 2018, 22 February 2018, and 8 November 2018. In addition, master's degree programs aim to provide in-depth specialist knowledge and a qualification based on profound competence in academic methodology. The specific program objectives are listed in the subject-specific provisions.

(2) Successfully passing the examinations established for a master's degree program is evidence of achieving the program objectives set forth in the respective subject-specific provisions.

(3) Successfully passing master's degree program examinations qualifies students for the award of the graduate academic degree Master of Science (MSc).

(4) The details of organizing and implementing the various degree programs are governed in the subject-specific provisions.

(5) The selection criteria and special conditions of admission for the master's degree programs are governed by separate bylaws for the Faculty of Business Administration.

(6) In addition, the rules for safeguarding good academic practice and the avoidance of academic misconduct at Universität Hamburg are set forth in the Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg issued by the Academic Senate on 15 May 2014, as amended.

Section 2

Regular period of study

The regular period of study is four semesters, including all exams, the master's thesis, any internships, which may have been made part of the degree curriculum, and field trips. For students studying part-time, the regular period of study increases by one semester for every two semesters of part-time study.

Section 3

Subject advising

(1) Upon commencement of the program, students must meet with a subject advisor from their chosen program.

(2) Students who have exceeded the regular period of study pursuant to Section 2 herein must meet with a subject advisor within two semesters after the end of the regular period of study, unless they have already registered to take all outstanding

examinations by the end of this time period. Students who do not meet with a subject advisor after exceeding the regular period of study will be withdrawn as a student pursuant to Section 42 subsection 2 no. 7 HmbHG.

Section 4
Program and examination structure,
modules, and ECTS credits

(1) The basic structure of an MSc consists of subject-specific modules and an elective area.

(2) The master's degree is a modular program: the number and scope and content of the modules and any module examinations are set forth in the subject-specific provisions. The modules are described in detail in a module handbook.

(3) Modules constitute discrete teaching and learning units. Modules are designed to convey a portion of the overall information established for the respective degree program. A module generally concludes with an examination (module examination). The workload (attendance, independent study, and examination preparation) for each module is accounted for in ECTS credits. As a general rule, 1 ECTS credit corresponds to 30 hours of work. A total of 120 ECTS credits inclusive of the master's thesis must be earned in order to complete the degree program. The subject-specific provisions govern this in more detail. Earning ECTS credits is contingent on passing module examinations. The subject-specific provisions govern this in more detail.

(4) The examination for the master's degree program is comprised of module examinations and the master's thesis. The subject-specific provisions may provide that the master's thesis be part of a final module along with other examination requirements.

(5) The degree program can be studied part-time. Students can apply for part-time status at the Campus Center pursuant to the provisions of the Universität Hamburg enrollment regulations, as amended. Part-time study is not permitted for the semester in which the master's thesis will be completed. The student must inform the academic office of their change of status.

(6) Generally, the master's degree program must be commenced immediately upon admission.

Section 5 Courses

(1) Course types include especially the following:

1. Lectures
2. Practical courses
3. Introductory seminars / seminars
4. Advanced language courses
5. Projects, project studies, and project seminars
6. Internships
7. Colloquia
8. e-learning units

The subject-specific provisions may provide for other types of courses or combinations of course types.

(2) Generally, courses will be conducted in German or English or in the target language of the degree program. The subject-specific provisions govern this in more detail.

(3) Courses must be registered for in advance.

(4) In accordance with Section 5 subsection 2 of the General Examination Regulations for Academic Examinations at Universität Hamburg dated 25 January 2018, 22 February 2018, and 8 November 2018, the subject-specific provisions may only deem in-person attendance compulsory for courses where this is justified by the teaching methods in higher education. The subject-specific provisions must list those courses that have a mandatory attendance requirement and provide justification for said requirement. The subject-specific provisions also specify whether compulsory attendance is required for admission to repeat examinations.

Section 6

Limiting attendance for specific courses or focus fields

(1) The number of participants for individual courses or focus fields may be limited, provided this is required for proper implementation. Any limitation must set forth the criteria for the selection of the participants and must be published in an appropriate manner.

(2) Students who cannot be assigned their first preference for a focus field due to the reasons provided in subsection 1 above, will be assigned to another focus field. The preferences of the students must be taken into account wherever possible.

Section 7
Examinations board

(1) Examinations boards will be created for the organization of examinations and compliance with the provisions hereof as well as the additional duties established by means of these examination regulations. The examinations board is comprised of three members, who must be university teachers including lecturers who have been assigned to this group who have completed a *Habilitation* (postdoctoral qualification), a member of the academic faculty, which includes lecturers who have not completed a *Habilitation*, and a student. Members of the examinations board should ideally be associated with the relevant degree program.

(2) The office of the dean appoints members of the examinations board and their substitutes upon nomination by the respective group. Members and their substitutes have a term of office of two years, and the student member is appointed for a term of one year. A member's term of office may be extended. If a member should prematurely retire from the board, a successor will be appointed for the remaining term of office. The examinations board must elect a chair and vice-chair from the group of university teachers sitting on the board.

(3) Meetings of the examinations board are not open to the public. The board has a quorum when at least three members are present, of which the chair or vice-chair and another member from the group of university teachers are present. In case of a tied vote, the chair has the deciding vote. The student member does not participate in decisions on appeals concerning examination results (Section 64 subsection 6 HmbHG) or appeals against decisions concerning recognition of completed coursework and examinations. Decisions made by the examinations board must be documented.

(4) The examinations board may delegate the completion of the following tasks to the chair of the examinations board, insofar as no fundamental decisions on hardship applications or appeals from students are involved:

- Section 9 subsection 4: Conditions for admission to module examinations
- Section 10 subsection 4: Decisions on examinations subsequent to the completion of the second semester of the regular period of study
- Section 13 subsection 2: Different types of examinations in justified exceptional cases
- Section 14 subsection 4: Assigning a supervisor for the master's thesis
- Section 16 subsections 1–3: Decisions on withdrawal from or missing examinations as well as periods of statutory maternity leave
- Section 17 subsection 1: Decisions regarding attempts to cheat

(5) In cooperation with the relevant office of the dean, the examinations board must warrant that coursework and examinations can be completed within the time period set forth in these regulations. Furthermore, the examinations board must ensure that module examination dates are set and publicized well in advance.

(6) Members of the examinations board have the right to attend examinations. This right, however, does not extend to decisions about grades or to the disclosure of grades.

(7) Members of the examinations board and their substitutes are subject to a duty of confidentiality. If a board member is not a public employee, then the chair must obligate that member to confidentiality.

(8) Onerous decisions made by the examinations board must be provided to students without undue delay, stating the reasons and legal basis therefor in writing. Administrative notices for decisions must contain information about the legal rights and remedies available to the persons affected.

(9) The examinations board may publicize rules, dates, and other decisions that the board has been charged with deciding pursuant to these regulations by posting a notice in the academic office, on the internet, or in any other reasonably suitable manner—especially the publication of registration and examination dates as well as examination results. These must have binding effect and be in accordance with data protection and privacy regulations.

Section 8

Recognition of periods of study, completed coursework and examinations, and crediting knowledge and skills acquired by means other than university study

(1) Recognition of coursework and examinations completed at other universities is carried out pursuant to Section 40 subsection 1 HmbHG. Crediting of knowledge and skills acquired by means other than university study is carried out pursuant to Section 40 subsection 2 HmbHG.

(2) If examinations are recognized, then these grades will be taken into account for the final grade, provided that the grading systems are comparable, and the examination regulations do not provide otherwise. The conversion of grades is performed with the help of the Bayerische Formel (Bavarian formula) (see appendix). If the grading systems are not comparable, then successful examinations will be recorded as a “pass.”

(3) Recognized coursework and examinations as well as crediting of knowledge and skills should be marked as recognized or credited results in the examination certificate. In addition, the nature and origin of the recognized coursework and examinations or the credited knowledge and skills must be specified precisely.

(4) The documents required for recognition or crediting must be included in full with the student's application. Coursework and examinations must be fully documented by the relevant proof (overview of subjects and grades listing credit points or ECTS credits, transcripts of records, module descriptions). In particular, a description is also required of whether, and where required, for which other degrees the recognized achievements have been applied or will be applied. The qualification goals of the individual degree program must be comprehensively documented (submission of examination regulations including subject-specific regulations where available, academic regulations, module handbook, or degree program guide).

(5) Application for recognition of results or crediting knowledge and skills completed before the degree program must be submitted immediately on enrollment, but at the end of the first semester at the latest. Results achieved during studies at another university must be submitted for credit or recognition no later than one semester after their completion or returning from the related study abroad program.

(6) The chair of the examinations board decides on the recognition or credit on submission of a student application.

(7) Negative decisions must be communicated in writing and accompanied by information about legal rights and remedies. Positive decisions may be announced by inclusion of the recognized result in the electronic grade-recording system.

Section 9

Admission to module examinations

(1) Participation in module examinations requires registration with the academic office in the Faculty of Business Administration. Registration for a module examination becomes binding once the registration deadline expires. Registration periods and the registration procedure will be announced by the academic office in the Faculty of Business Administration in an appropriate manner.

(2) Generally, students must be enrolled in the respective degree program to register for module examinations and the master's thesis. Enrollment also applies to taking courses in elective and required elective modules offered by other degree programs.

(3) Any additional requirements set forth in the subject-specific provisions must be satisfied before a student may be admitted to a module examination.

(4) The examinations board may make admission to the last examination attempt contingent on the student meeting with a subject advisor.

(5) Admission to an examination may be denied if any of the conditions set forth in subsections 1 through 4 above have not been satisfied.

(6) A student must be notified without undue delay if not admitted.

Section 10

Deadlines and number of module examinations

(1) Students have a minimum of three attempts to pass each examination required for their studies. Two potential dates for the module examination will be offered. The subject-specific provisions may specify exceptions for particular course forms. The subject-specific provisions may stipulate that the first examination date constitutes an examination attempt. If a student does not sit for this examination and cannot show this was for reasons beyond their control, according to Section 16 subsection 1 below, the student is deemed to have failed the examination attempt.

(2) Once an examination has been passed, it may not be retaken. An examination that has not been passed should be repeated at the next possible examination date. This may be deemed mandatory by the subject-specific provisions.

(3) If courses are offered at multiple times to students, students may only take the examination scheduled for their respective course.

(4) Module examinations must be completed within the regular period of study; repeat examinations may be taken in the second two subsequent semesters. If the student is not responsible for the lack of a failed examination attempt within the regular period of study, the time limit ends after the third opportunity to sit the examination after the expiry of the regular period of study. The examinations board may only extend the regular period of study beyond the end of the second semester of the regular period in individual cases of extraordinary hardship.

(5) For part-time study as defined by the enrollment provisions, dates and deadlines are extended so as to count two university semesters as one subject semester.

(6) If an elective or required elective module is no longer offered for organizational reasons, the deadline for students who have already made one examination attempt

in this module ends with the third examination opportunity for another elective or required elective module.

Section 11
Compensation for disadvantages for students who have a disability or are chronically ill

(1) Students who can substantiate they are unable to wholly or partially complete an examination under the prescribed conditions or within the periods set forth in these regulations due to a long-term severe or chronic illness or disability may submit a written application for reasonable compensation for disadvantages to the chair of the examinations board. Such suitable measures could include altering the external examination conditions, extending the time to complete the examinations or accepting equivalent examination performance. This also applies to coursework.

(2) The disability representative must be consulted pursuant to Section 88 subsection 3 HmbHG if the chair of the examinations board must render a decision pursuant to subsection 1 herein.

(3) The student must set forth the reasons for any requested compensation for disadvantages. Appropriate proof may be requested to substantiate the legitimacy of any such requests.

Section 12
Examiners

(1) The chair of the examinations board appoints examiners pursuant to the provisions of the HmbHG, as amended.

(2) In principle, the lecturers responsible for the courses in the respective module are the examiners for the module examinations. The chair of the examinations board decides on exceptions to this rule. If there is one examination and several lecturers, the examinations board may appoint one or more lecturers to be responsible for the examination.

(3) Members of other higher education institutions and academics from nonuniversity research institutions may also be appointed as examiners.

Section 13
Completed coursework and module examinations

(1) The module description may provide for the completion of coursework. Completed coursework may be graded. The subject-specific provisions may provide that coursework must be successfully completed prior to students being allowed to take a module examination.

(2) Module examinations are given at the scheduled times and in the form specified by the examiners according to the module descriptions. In certain justified exceptional cases, the examinations board may specify an alternative form of examination for an examination that was not passed and will be repeated.

(3) Module examinations may be implemented as a general examination (module final examination) or as course examinations. ECTS credits for a module are granted after either all course examinations or all component parts of a course examination or the module final examination have been passed.

(4) The subject-specific provisions may set forth the following types of examinations for module examinations:

- a) Written examination: A written examination is supervised and specifies tasks that must be completed independently in writing using only approved resources. The duration of written examinations must be at least 45 minutes and no more than 180 minutes long. Selecting answers from a list of choices (multiple choice) may also be given as a written examination.
- b) Oral examination: An oral examination is an examination in which students should demonstrate verbally that they have mastered the subject matter being tested. Oral examinations may be conducted individually or in groups. The duration of the examination for each examinee should be at least 15 minutes and no more than 45 minutes long. Students may suggest subject matter for oral examinations. Oral examinations are given by an examiner in the presence of an assistant examiner who must, at a minimum, have a master's degree within the meaning of Section 1 or such equivalent. The essential subject matter and results of the oral examination must be documented. The record must be signed by the examiner and assistant examiner and placed in the student's examination file. Students wanting to take the same examination at a later date must be allowed to attend oral examinations as an audience. This right, however, does not extend to decisions about grades or to the disclosure of grades. The examinee may request that the public be excluded.
- c) Term paper: A term paper is a lengthy essay written about an assigned topic that is part of the general subject matter of the respective module. Term papers must be submitted in writing and, at the request of an examiner, also on an electronic storage device to the examinations office. Within the scope of grading term papers, an external institution may be employed to check for plagiarism using a computer-assisted plagiarism detection system. Any copies

of the work furnished for this purpose may not be disclosed to any third party and must be deleted once the plagiarism check has been completed.

- d) Presentation: A presentation is an oral lecture on an assigned topic. A written report of the oral presentation may also be required.
- e) Field experiments: Field experiments are deemed successfully completed once students have conducted the experimental work assigned by the instructor responsible and substantiated their findings in experiment colloquia, protocols, or written reports. Deadlines for written reports must be set before the beginning of the course.
- f) Projects: Projects are deemed successfully completed when solutions to the selected topic are presented in an oral presentation and/or a written final project report.
- g) Completing practical courses: Practical courses require continual active student participation. Written reports or other individual practical exercises may be used for practical courses.

The subject-specific provisions may specify other types of examinations.

(5) If the subject-specific provisions provide for alternative types of examinations for a module, then the respective method of examination will be announced at the beginning of the course. The same applies to the alternatives or optional portions of the individual examination types set forth in subsection 4. Examinations may be given in either the German or English language. The subject-specific provisions govern this in more detail.

Section 14

Master's thesis

(1) The master's thesis is a demonstration of the candidate's ability to independently address a problem from the respective field of study in accordance with academic methods within a set period of time.

(2) Applications for admission to the master's thesis must be submitted within four weeks if all required modules have been completed and the number of subject semesters required for these modules has been exceeded.

(3) Section 9 applies mutatis mutandis for admission to the master's thesis.

(4) On application the examinations board may assign a supervisor (first assessor). The candidate may suggest topics and a supervisor (first assessor) in their application for admission.

(5) The supervisor (first assessor) or responsible faculty body assigns the thesis topic. The date of the assignment, topic, and names of both examiners (first and second assessors) will be recorded in the student's file. An assigned topic may be rejected with justification only once after it has been assigned, and this must be done within the first four weeks. Upon a reasoned application, the supervisor may withdraw the topic of the master's thesis, if for subject-related reasons treatment of the topic is no longer possible. In cases of doubt, the chair of the examinations board must render a decision on the matter. A new topic must be assigned without undue delay and no later than four weeks thereafter.

(6) Generally, a master's thesis is written in either German or English. The subject-specific provisions govern this in more detail.

(7) Students have six months to write their master's thesis (30 ECTS credits). The chair of the examinations board may approve a one-time extension of no more than an aggregate total of four weeks to complete the thesis upon submission of a reasoned application prior to expiration of the deadline for completion. A condition for any extension of time is that the reasons for the extension must not be attributable to the candidate and must have been communicated without undue delay. Candidates must comprehensively explain and substantiate the reasons for any requested extension in writing—in the event of illness through submission of a medical certificate (see Section 16 subsection 2). In individual cases of extraordinary hardship, the chair of the examinations board may grant longer extension periods.

(8) Three hard copies of the master's thesis, as well as an electronic copy must be submitted to the academic office in the Faculty of Business Administration. If mailed to the academic office, the postmark applies as the date of submission. The candidate has the burden of proving the master's thesis was submitted. The date of submission must be recorded in the student's file. The candidate must also submit a written affidavit along with the thesis stating that they wrote the thesis without assistance. Moreover, the candidate must affirm they did not use any aids or resources other than those listed (in particular, Internet sources not listed in the bibliography), did not previously submit the thesis in another examination procedure, and that the hard copy submitted corresponds to the version on the electronic storage medium. If, for reasons not attributable to the student, the thesis is not submitted by the deadline, the chair of the examinations board decides on the further course of action. As a rule, a new topic will be assigned that will not be regarded as a second attempt. In such an event, subsection 5 sentence 6 applies *mutatis mutandis*. If, for reasons attributable to the candidate, the thesis is not submitted by the deadline, Section 16 subsection 1 applies.

(9) The master's thesis must be evaluated in writing by the supervisor (first assessor) and a second examiner (second assessor) from the group of authorized examiners (Section 12). The first assessor must be a university teacher. Within the scope of evaluating master theses, an external institution may be employed to check for plagiarism using a computer-assisted plagiarism detection system. Any copies of the work furnished for this purpose may not be disclosed to any third party and must be deleted once the plagiarism check has been completed.

(10) Both examiners must promptly evaluate the master's thesis, no later than three months after its submission. The responsible faculty body may grant an extension of time for evaluations if there is a higher than average number of theses to be graded or for other comparable substantive reasons. The grade for the master's thesis is the arithmetic mean of the grades awarded by the two examiners, taking into account Section 15 subsection 3. If the master's thesis is graded "insufficient" (5.0) by only one of the two examiners, the chair of the examinations board must appoint a third examiner. If the third reviewer assesses the work as at least "sufficient" (4.0), then the grade awarded for the master's thesis will be the mathematical average of all three grades awarded in accordance with Section 15 subsection 3 and no less than the grade of "sufficient" (4.0). If the third reviewer assesses the work as "insufficient" (5.0), then the aggregate grade for this work is "insufficient" (5.0).

(11) If the overall grade received for a master's thesis is "insufficient" (5.0), it may be redone once. This revision of the thesis must be begun no later than four weeks after notification of the insufficient grade. A second attempt is only possible in justified exceptional cases. A rejection of the master's thesis topic within the period set forth in subsection 5 sentence 3 herein is only permitted if the candidate has not previously utilized this option.

Section 15 **Evaluation of examinations**

(1) Examinations must be graded promptly, no later than six weeks after the examination is taken; Section 14 subsection 10 sentence 2 applies. Examination grades are assigned by the examiners responsible. Grades for examinations are assigned as follows:

- 1 = excellent outstanding performance
- 2 = good performance that materially exceeds standard expectations
- 3 = satisfactory performance that meets standard expectations
- 4 = sufficient performance that meets expectations despite deficiencies
- 5 = insufficient performance that does not meet expectations due to significant deficiencies

Examinations not included in the overall final grade may be graded as a pass or fail where they are not graded according to the grades listed in sentence 4.

(2) Evaluating performance may be differentiated by decreasing or increasing grades by an intermediate increment of 0.3. The grades 0.7, 4.3, 4.7, and 5.3 may not be used.

(3) If the examination performance assessed in a module includes several components, the grade for the module may be calculated based on the mathematical average of the grades received for the individual components or as a weighted average of the grades received for the individual components as a function of ECTS credits. The grades for the components of the final module may be weighted independently of the ECTS credit allocation. Only the first two positions behind the decimal point are included in the calculation of grades; all other values after that are ignored and not used as a rounding function. This also applies to the evaluation of performance by more than one examiner. The subject-specific provisions set forth the manner of calculation.

The grades are as follows:

| | |
|-------------------|------|
| from 1.0 to 1.15 | 1.0 |
| over 1.15 to 1.50 | 1.3 |
| over 1.50 to 1.85 | 1.7 |
| over 1.85 to 2.15 | 2.0 |
| over 2.15 to 2.50 | 2.3 |
| over 2.50 to 2.85 | 2.7 |
| over 2.85 to 3.15 | 3.0 |
| over 3.15 to 3.50 | 3.3 |
| over 3.50 to 3.85 | 3.7 |
| over 3.85 to 4.0 | 4.0 |
| over 4.0 | 5.0. |

An overall final grade must be calculated for the master's degree. Section 3 applies *mutatis mutandis*. The subject-specific provisions set forth how module grades and the grade for the master's thesis will be weighted for the calculation of the overall final grade. Furthermore, the subject-specific provisions may specify that certain examination grades may not be used to calculate the overall final grade.

(4) The overall final grade for the successful completion of a master's degree program is:

| | |
|---|--------------|
| an average up to and including 1.50 | excellent |
| an average from 1.51 up to and including 2.50 | good |
| an average from 2.51 up to and including 3.50 | satisfactory |
| an average from 3.51 up to and including 4.00 | sufficient. |

(5) The overall final grade is supplemented by an ECTS percentile rank in accordance with the applicable regulations.

Section 16

Nonperformance and withdrawal

(1) An examination is graded as “insufficient” (5.0) if an examinee fails to take an examination on the date or within the period scheduled without a good reason as defined in these regulations, withdraws after an examination (or an examination component) has already begun, or does not begin or render a written examination during the time scheduled.

(2) The examinations board must be promptly notified of the withdrawal or nonperformance in writing and given proof of the reason. An examinee must submit a qualified medical certificate if the reason is due to illness. This must contain information about the physical or mental disorder originating from the affliction, the effect from a medical point of view that the affliction has on the examinee’s ability to be tested, the date of the medical examination for the medical certificate, and the medical prognosis for the duration of the affliction. If the reason given is deemed valid, then the next possible examination date will be set for the student. Any course examinations that have already been fully completed may be credited. Reasons for withdrawal may not be asserted once an examination has taken place.

(3) The German protection of mothers at work and during training or studies act (Gesetz zum Schutz von Müttern bei der Arbeit, in der Ausbildung und im Studium, MuSchG) dated 23 May 2017, as amended, applies to students who are pregnant or are nursing infants.

A pregnant student should notify the relevant office at the University of their pregnancy and the expected date of delivery as soon as they know they are pregnant. If requested, a medical certificate from a primary care physician, midwife, or obstetrician must be furnished as proof. A student who is nursing an infant should inform the relevant University office of that fact as soon as possible. As soon as the relevant body has been informed, it must promptly conduct a risk assessment and ascertain necessary protective measures. The student must be informed about the results of the specific assessment.

Students opting to take leave from their studies during the statutory period of six weeks leave prior to the expected date of birth must inform the examinations board via the academic office as soon as possible.

Students are generally prohibited from studying during the statutory protection period of eight weeks (or 12 weeks for premature or multiple births) pursuant to Section 3 subsections 2 and 3 in conjunction with Section 1 II no. 8 MuSchG. Participation in studies is automatically suspended. The student may, however,

submit a written declaration (to the examinations board via the academic office) requesting to participate in studies during this period.

The decision to participate in studies during the pre- or post-birth periods of leave may be withdrawn at any time with future effect.

The federal parental allowance and parental leave act (Gesetz zum Elterngeld und zur Elternzeit, BEEG) dated 5 December 2006, as amended, applies. Students with children may apply to the Campus Center for a leave of absence beyond the statutory maternity leave periods to care for a child under the age of 18 years pursuant to the rules set forth in the enrollment provisions.

Section 17

Cheating and violation of regulations

(1) If a student attempts to cheat or use unauthorized aids or resources during an examination, the examination will be graded as “insufficient” (5.0) or “fail.” This also applies to students who allow others to copy their work during an examination, where such group work has not been explicitly permitted. Unauthorized aids or resources for written and oral examinations include, for example, mobile phones.

(2) A student will not be excluded from continuing the examination if caught cheating or using unauthorized aids or resources as defined in subsection 1 herein during or after an examination has been handed out. The respective proctor must prepare a brief report about the incident and after the examination is finished promptly submit it to the chair of the examinations board. The examinee must be promptly notified of the accusation. The chair of the examinations board determines whether or not the examinee attempted to cheat. Prior to that, however, the examinee must be given an opportunity to be heard.

(3) If an examinee cheated on an examination and this is discovered only after the examination was taken, the grade may be corrected commensurate with subsection 1 herein and the student declared to have failed the master’s degree program, as appropriate. The inaccurate examination certificate must be recalled and a new one issued, if appropriate. If a student has been declared to have failed the master’s degree program because of cheating, the master’s degree diploma must also be recovered along with the incorrect examination certificate. A decision in accordance with sentence 1 above is barred after five years from the date of issuance of the examination certificate.

(4) An examinee who disrupts the proper course of an examination may be excluded from the remainder of the examination by the respective examiner or proctor and have their work on the examination graded as “insufficient.” In egregious cases, the

examinations board may prohibit the examinee from taking any further examinations.

(5) The examinee may request that the examinations board review any decisions taken in accordance with subsections 1, 2, and/or 4 above. Any request for review must be submitted without undue delay.

(6) Students who are repeatedly guilty of academic misconduct or guilty of particularly egregious academic misconduct in a written examination may be expelled pursuant to Section 42 subsection 3 no. 5 HmbHG.

Section 18

Conclusively failing the master's degree program

(1) A student has conclusively failed the master's degree program if:

- a) a module examination is not completed by the deadline, unless the student is not at fault for missing the deadline.
- b) a module examination has been graded or allocated the grade of "insufficient" (5.0) and no further attempts at retaking the examination are permissible.
- c) the master's thesis has been graded or allocated the grade of "insufficient" (5.0) or is deemed to have been graded as "insufficient" (5.0) and no further submissions are permissible.
- d) the student does not register the master's thesis (or a redoing of the master's thesis pursuant to Section 14 subsection 11) by the deadline.

(2) If a student has failed the master's degree program, the chair of the examinations board must issue an administrative notice of decision listing all examination results and the reasons why the student failed the program. The administrative notice of decision must contain information about the student's legal rights and be given to the student.

Section 19

Reconsideration proceeding

Students may submit an appeal regarding examination and program decisions to the chair of the examinations board. This must be completed within one month of the respective decision if the student was given information about their legal rights and remedies; otherwise, they have up to one year from the date of notification of the decision to submit an application. The application for reconsideration must be submitted in writing and contain points and authorities in support of the student's position. If the appeal is denied relief in whole or in part by the examinations board, the matter must be remitted to the University's appeals committee.

Section 20

Examination certificate, diploma, diploma supplement, and transcript of records

(1) An examination certificate for the master's degree program must be promptly issued after the last examination has been passed, if possible within four weeks. The examination certificate contains information about the modules completed, the grades and number of ECTS credits earned, the topic and grade of the master's thesis, the overall final grade, the total number of ECTS credits, and the date the last examination was taken. The examination certificate must be signed and dated by the chair of the examinations board and affixed with the seal of Universität Hamburg. Upon submission of the examinee's application therefor, an English-language translation of the diploma will also be included.

(2) In addition to the examination certificate, the graduate also receives a diploma dated the same date as the examination certificate. The diploma confers the academic degree Master of Science. The diploma must be signed by the dean and affixed with the seal of Universität Hamburg. Upon submission of the examinee's application therefor, an English-language translation of the diploma will also be included.

(3) Moreover, the academic office issues a diploma supplement and a transcript of records in both English and German.

Section 21

Invalidity of the master's degree and rectifying prerequisite deficiencies

If the prerequisites for taking an examination were not satisfied and there was no deception on the part of the examinee, and these facts become known only after the examination certificate has been issued, then passing the examination rectifies any deficiencies. If the examinee has fraudulently registered for and completed an examination for which they have not satisfied the prerequisite requirements, the examination must be declared as "insufficient" (5.0), and the student is deemed to have "failed" the master's degree program. However, before any decision is taken, the examinee must be given an opportunity to be heard. Section 17 subsection 3 sentences 2 and 3 apply mutatis mutandis.

Section 22

Inspection of the examination file

Within one year after the completion of the individual module examinations and upon an examinee's written request, the chair of the examinations board may grant the examinee a reasonable period of time to inspect his or her written examinations, the written assessments thereof, and record of examination to the extent that these have not already been given to the examinee.

Section 23
Effective date

These regulations become effective on the day following official publication by the University. They first apply to students commencing their studies in Winter Semester 2019/20.

Hamburg, 2 October 2019
Universität Hamburg

Appendix

Modified Bavarian Formula

Maximum grade minus the grade earned, divided by the maximum grade minus the lowest passing grade, times 3, add 1.

$$x = 1 + 3 \frac{N_{max} - N_d}{N_{max} - N_{min}}$$

| | |
|------------------|---|
| X | = German grade |
| N _{max} | = highest grade earned under the foreign grading system |
| N _{min} | = lowest passing grade in the foreign grading system |
| N _d | = the grade to be converted to the German system |