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General Part Examination Rules for Master's Degree (Part A MPO)

General Part Examination Rules for Master's Degree of Jade University Wilhelmshaven/Oldenburg/Elsfleth

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Wilhelmshaven/Oldenburg/Elsfleth
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Based on § 44 para. 1 University Act of Lower Saxony (Niedersächsisches Hochschulgesetz; NHG) from 26 February 2007 (Nds. GVBl. p. 69), last changed by section 12 of the law from 20 December 2016 (Nds. GVBl. p. 308), the following general part (part A) of the examination rules for the master's courses of studies of Jade University Wilhelmshaven/Oldenburg/Elsfleth was passed by resolution of the department committee for seafaring and logistics on 27 June 2017 (to be applied as of WiSe 2017/18) and economy on 13 June 2017 (to be applied as of WiSe 2017/18):

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§ 1
Scope of application

(1) ¹The general part of the examination rules (part A) contains course-comprehensive provisions for all master's courses of studies at Jade University Wilhelmshaven/ Oldenburg/ Elsfleth. ²It shall apply in conjunction with the examination rules of a course of studies (part B), which shall specify the provisions of part A of the examination rules as binding for that course of studies in one section.

(2) ¹The special part of the examination rules (**part B**) specific for a course of studies stipulates the structure of the studies, regular study time, academic degree to be awarded, type, number, requirements and processing time for the results to be rendered for passing the Master's examination, preliminary admission to the modules of the Master's examination referring to the respective course of studies. ²It also stipulates the total time scope of the teaching offers and admission to the Master's thesis while not all modules have been passed yet.

§ 2
Target of the studies

(1) ¹The Master's examination forms the conclusion of the studies to qualify for a profession. ²The examination is to document a high technical and scientific level. ³More details on the targets may be provided for in part B.

(2) **Part B** specifies whether the course of studies is a consecutive or further-education master's course of studies and whether the contents of the course of studies are rather "application-oriented" or rather "research-oriented" in their alignment.

§ 3
Graduation

¹After successfully completing the studies, the Master's degree will be awarded. ²The university will issue a certificate of this with the date of the grade sheet. ³The degree to be awarded is stipulated in **part B**.

§ 4
Scope of studies and regular study time

(1) The regular study time for the respective master's course of studies, including the Master's thesis and colloquium, as well as any practice phases, is stipulated in **part B**.

(2) ¹Depending on the regular study time, at least 60 ECTS credits and no more than 120 ECTS credits are intended. ²The work load for full-time studies is indicated at 1,500 to 1,800 working hours per year of studies. ³One credit corresponds to a student work effort of 25 to 30 hours. ⁴The work effort per credit is stipulated in **part B**.

(3) The studies are structured and organised to permit completion within the regular study time – but no later than six months after its end.

(4) ¹The student may complete the studies or a study phase in part-time upon request, provided that **part B** of the respective examination rules permits this. ²More details are provided in **part B**.

§ 5
Structure of the studies

(1) ¹The studies are built in modules. ²Modules are self-enclosed study units in terms of content and time that result in a partial qualification referring to the respective study target.

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(2) ¹Modules may be made up of various teaching and learning forms (e.g. lectures, seminars, exercises, projects, internships, excursions, operating internships, individual self-studies). ²They usually take one, but no more than two semesters. ³The work effort connected to a module may also cover the lecture-free period.

(3) Designation, work effort and results to be rendered in a module are recorded in the respective module catalogue in **part B**.

§ 6

Requirements of the studies, credits, study design

(1) ¹The studies are made up of mandatory, mandatory elective and elective modules. ²The modules that are part of subject studies and the status they have in it are provided for in **part B**.

a) The student must successfully pass **mandatory modules**.

b) The student must choose **mandatory electives** from a choice of modules and pass them completely.

c) ¹The student can also complete further modules as **electives** in the scope of free module capacities. ²No credits are awarded for electives. ³They will not be considered in determination of the total grade. ⁴Upon the student's request, passed electives may be listed in a certificate.

(2) ¹Modules are completed with one or several examination of study results (§ 7). ²**Part B** may stipulate that several modules can be summarised into a meta-module.

(3) For successful completion of a module according to paragraph 1 numbers a) and b), credits are awarded at the numbers stipulated in the module catalogue.

(4) It is recommended that the student completes the modules in a sequence determined in the corresponding annex of the subject-specific provisions in **part B**.

§ 7

Examination results, study performances and advance performances for exams

(1) ¹An **examination result** is assessed and can only be repeated within limitations (§ 11 paragraph 2). ²**Part B** specifies whether an examination result is graded or assessed as "passed"/"not passed" and the weighting at which it is included in grade calculation.

(2) ¹A **study result** can be repeated any number of times, and may be graded or only assessed as "passed" or "not passed". ²The result is not included in further calculation of the grade.

(3) ¹An **advance performance for an examination** is required to be admitted to an exam; this means that the exam can only be taken when the advance performance has been documented. ²An advance performance for an examination can be repeated any number of times, and may be graded or only assessed as "passed" or "not passed". ³The result is not included in further calculation of grades.

§ 8

Forms of exams

(1) ¹The following forms of exams (examination results, study results, advance performances for examinations) may be completed according to the proviso of the special part of the examination rules (**part B**):

- Written test
- Oral exam
- Student paper
- Design

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- Presentation
- Compilation and documentation of computer programs
- Test at the computer
- Experimental work
- Work portfolio
- Project report
- Practice report
- Exercise for practical application
- Course paper
-

(2) ¹A **written test** requires processing of a specified suitable task with the common methods of the subject in a limited period of time, with previously determined tools and under supervision.

²The processing times are specified in **part B**.

(3) ¹The **oral exam** takes place before two examiners (collegial exams) or before an examiner and a qualified assessor as an individual exam or group exam for up to five students together.

²Assessors must be heard before the grade is determined. ³The essential objects of the exam, evaluation of the performance and the relevant considerations of the evaluation decision must be recorded in minutes. ⁴It must be signed by the examiners (or examiner and assessor). ⁵The oral exam usually takes 30 minutes per student. ⁶In the scope of the oral exam, tasks may also be set at an appropriate scope for written treatment if this does not revoke the character of the exam.

(4) ¹A **student paper** is the independent written processing of a subject-specific or subject-comprehensive task in the scope of a specified period. ²In suitable cases, the examiner may specify that the developed solutions must be orally presented in a manner typical for the professional work.

(5) A **design** includes processing of a subject-specific or subject-comprehensive task in conceptual and constructive respects, with special consideration of the planning aspects.

(6) ¹A **presentation** is an oral lecture with subsequent discussion of independent and reinforced dealing with a subject-specific or subject-comprehensive subject and evaluation of the relevant literature. ²A written representation may be part of the presentation.

(7) ¹The **compilation and documentation of computer programs** usually comprises

1. The description of the task and its differentiation
2. Development of theoretical prerequisites for processing the task, in particular selection of suitable methods, including and evaluating relevant literature
3. Formulation of the algorithms used in a suitable programming language
4. Testing programs with several exemplary data records and review of the results for their accuracy
5. Program documentation, in particular including the methods used, descriptions of the path to solution, the program protocol (source program) and the result protocol
6. Presentation of the program

(8) Tasks must be processed directly at the computer within a specified time in a **test at the computer**.

(9) An **experimental work** comprises theoretical preparation, setup and performance of an experiment and the written or oral presentation of the work steps, test process and results of the experiment as well as their critical consideration.

(10) ¹A **work portfolio** is a collection of work and exercises of a module compiled in the course of a semester (e.g. presentations, written tasks, artwork, drafts, written tests, work compiled at the

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computer). ²These must be handed in at the exam date.

(11) ¹A **project report** is the associated text or media presentation of the problems, the problem analysis and the result of a project, as well as the applied work methods. ²The project report must be explained in a manner typical for the professional work. ³Involvement in the project may be included in the evaluation.

(12) ¹A **practice report** should show that the student is able to combine studies and practice upon didactically-methodical instructions, contribute to making the experience and results usable for teaching. ²It also usually includes:

1. An evaluation of the relevant preparatory literature
2. A description of the place where the internship took place
3. A description of the tasks performed during the internship and the results achieved.

(13) An **exercise for practical application** comprises the solution of a practice-oriented task in a manner typical for the profession and explanation and presentation of the solution path.

(14) A **course paper** is a performance rendered accompanying the lecture based on the choice of the examiner according to paragraphs 4 to 10.

(15) Other exams can be stipulated in **part B** when they are appropriate and equivalent to the exam forms according to paragraphs 2 to 14 regarding requirement and procedures.

(16) ¹Suitable forms of exams can be admitted by the examiner in the form of **group work**. ²Upon application of the Examiners, the examination committee may decide that exams are only rendered in the form of group work. ³The individual's contribution to be assessed as exam or study result must meet the requirements posed to the exam, and be clearly separable and assessable on its own as an individual exam or study result based on indication of sections, page numbers or other objective criteria.

(17) ¹If the examiners can choose between different exam types, the exam type must be disclosed at the latest at commencement of the lectures. ²**Part B** may stipulate that the exam type must be disclosed when the semester starts.

(18) ¹If students credibly explain that they are unable to wholly or partially render a performance in the manner prescribed due to extended or permanent disability or health impairment or due to the protection provisions of the maternity protection act, the examination committee shall give them the opportunity to complete the performance with an extended processing time or equivalent performance in a different form or by permitting technical aids, tools or assistance services. ²This may require the submission of a medical certificate. ³The application according to sentence 1 generally must be filed with the examination committee when signing up for the exam. ⁴Measures to compensate for a disadvantage must not affect the evaluation of study and examination results and must not be included in the proof of performance and the certificates.

§ 9

Sign-up periods, examination periods, study periods

(1) ¹The student shall apply for admission to the exam for every exam and study result within the periods specified by the examination committee (**signing up for the exam**). ²The examination committee shall determine the form in, the office from and the period within which to apply for admission. ³It shall publish all deadlines stipulated by it in the university.

(2) ¹Students are able to withdraw from their registration for an exam up to a date stipulated by the examination committee. ²The examination committee shall determine the form and office to be contacted for the withdrawal. ³**Part B** can provide for withdrawal by non-appearance deviating from this. ⁴Withdrawal from repeat examinations is only possible according to the proviso of § 14.

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(3) ¹The examination committee stipulates the periods for taking exams at the beginning of each semester. ²It shall stipulate the issue and return times for timed exams and the dates for written tests in time. ³For any exam forms except for written tests, the examination committee may transfer this task to the examiners.

(4) ¹Where nothing else or deviating is provided for by this part and **part B** of the examination rules, those students will be admitted to the exams who are matriculated in the respective course of studies and have completed the exams required for admission.

(5) ¹The examination committee shall determine admission to the exam. ²Admission shall be refused if the admission prerequisites are not met. ³A separate notice shall only be issued if admission is refused.

§ 10

Evaluation of examination results and modules, forming of grades

(1) ¹The individual results from the exams according to § 7 shall be assessed by the respective examiners (§ 13 paragraph 1). ² § 8 paragraph 3 shall not be affected. ³Written results usually must be assessed within four weeks after submission. ⁴The results of the exams shall be disclosed in a suitable manner within a deadline to be determined by the examination committee.

(2) ¹The following grades shall be used to assess results:

1.0; 1.3	Very good	A particularly outstanding result
1.7; 2.0; 2.3	Good	A result that is considerably above the average requirements
2.7; 3.0; 3.3	Satisfactory	A result that corresponds to the average requirements in all respects
3.7; 4.0	Passed	A result that meets minimum requirements in spite of defects
5.0	Failed	A result that no longer meets the requirements due to considerable defects.

(3) ¹If the exam is assessed by two examiners, the grade of the examination result is calculated from the average of the individual grades given by the examiners. ²The grade shall be:

at an average up to	1.50	Very good
at an average above	1.50 to 2.50	Good
at an average above	2.50 to 3.50	Satisfactory
at an average above	3.50 to 4.00	Passed
at an average above	4.00	Failed

³When calculating the averages, the first two decimal digits behind the decimal point shall be considered. Any further digits shall be removed without rounding.

(4) ¹If a module exam comprises multiple exams, the module grade shall be calculated by the average weighted by credits of the grades calculated in paragraphs 2 and 3 for the individual examination results (decimal number with two decimal digits), where **part B** of the examination rules does not stipulate any specific weighting. ²The certificate indicates the module grade according to paragraphs 2 and 3. ³If a meta module is formed according to § 6 paragraph 2, the meta-module grade shall be determined from the modules according to sentence 1. ⁴**Part B** shall determine if the modules assigned to the meta module are also to be indicated in the certificate.

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- (5) Paragraphs 2 to 4 shall apply accordingly for formation of the overall grade.
- (6) The evaluation and the main considerations in deciding about the evaluation shall be documented in a suitable manner and placed with the exam documents.
- (7) ¹The total grade shall be indicated in the grade sheet as a relative ECTS-grade as well, if at least twenty final results from the last four semesters are available. ²Conversion shall take place with reference to the total number of the successfully completed Master's examinations of the respective four last semesters based on the following table:

A	the best...10 %	excellent
B	the next 25 %	very good
C	the next 30 %	good
D	the next 25 %	satisfactory
E	the next 10 %	sufficient

³If there have not been twenty final results in the last four semesters, the certificate will have a footnote mentioning the lack of a basic entirety for indicating a relative ECTS-grade.

§ 11

Passing, failing and repeating exams

- (1) ¹An **exam** is passed when the result was graded or assessed at least as "passed". ²If an examination result is assessed by two examiners, the exam shall only be passed if both grade or assess the result at least as "passed". ⁴A **module** shall only be passed when all exams required for it have been passed. ⁵If an exam of a module is failed in the last possible repetition, which means that the associated module is not passed, and if **part B** does not stipulate any compensation for that module, the student will be exmatriculated.
- (2) ¹Failed exams may be re-taken twice (repeat exam). ²Where **part B** stipulates this, a second repeat exam conducted as a written test must only be assessed as "failed" (5.0) after an oral supplementary exam. ³An oral supplementary exam shall be excluded where the assessment of the repeat exam is based on § 14.
- (3) Passed exams cannot be retaken.

§ 12

Examination committee

- (1) ¹The dean of studies has the tasks according to § 45 paragraph 3 sentence 1 NHG. ²He or she or the office charged by him or her shall maintain the exam files. ³According to § 10 paragraph 2 of the basic rules of Jade University Wilhelmshaven/Oldenburg/Elsfleth, the department council may form an examination committee upon the suggestion of the dean of studies to support him or her in conducting exams. ⁴Multiple examination committees may be formed as well; in this case, the department must specify from case to case for which courses they are relevant. ⁵If no Examination committee is formed, the dean of studies shall be responsible for all tasks these examination rules assign to the examination committee or its chairperson.
- (2) ¹The size and composition of examination committees shall be determined by the respective department council. ²The chairperson and deputy chairperson must be members of the group of university teachers; they are elected by the department council. ³Student members shall only have an advisory voice in decisions on assessment and recognition of results and study times. ⁴The basic rules shall provide for the term of office of the examination committee members.
- (3) ¹The chairperson of the examination committee shall disclose dates and deadlines, including exam dates and registration deadlines, in a suitable manner with legally binding effect, notwith-

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standing § 22 Decisions of the examination committee, in particular regarding admission to exams.

(4) ¹The Examination committee shall pass its resolutions with the majority of the valid votes cast. ²In case of a draw, the vote of the chairperson shall be decisive. ³The Examination committee shall have a quorum when the majority of its members, including the chairperson or deputy chairperson and one other member of the group of university teachers is present.

(5) ¹The examination committee shall pass its own rules of procedure. ²Minutes shall be kept regarding the meetings of the examination committee. ³The essential objects of the discussion and resolutions of the examination committee shall be recorded in the minutes.

(6) ¹The examination committee may transfer rights irrevocably to the chairperson and deputy chairperson. ²The chairperson shall prepare the resolutions of the examination committee and execute them. ³He or she shall report to the examination committee on his or her work.

(7) ¹The meetings of the examination committee shall not be public. ²The members of the examination committee and their deputies shall be subject to official secrecy obligations. ³Where they are not public servants, they shall be obligated to secrecy by the chairperson.

(8) The members of the examination committee may participate in all exams except for consulting and disclosure of the results.

§ 13

Examiners, assessors

(1) ¹The examination committee shall appoint the examiners and assessors. ²Only such members and associates of Jade University Wilhelmshaven/Oldenburg/ Elsfleth or other universities can be appointed examiners who are entrusted with the independent representation of an examination subject. ³Where required, this shall also apply if the right to teach independently has only been issued for a partial area of the examination subject. ⁴Teachers for special tasks and persons experienced in professional practice and training may be appointed examiners for exams in suitable examination areas. ⁵Persons appointed as examiners must at least have the qualification to be determined by the exam or an equivalent one.

(2) ¹At least one examiner shall be appointed to assess an exam. ²For the last repeat exam each, two examiners shall be appointed. ³§ 8 paragraph 3 shall not be affected.

(3) ¹Students may suggest examiners for taking oral exams not taken accompanying the studies and for the Master's thesis notwithstanding the provision in paragraph 4. ²The suggestion is to be used except in case of important reasons against it or if unreasonable stress for the suggested examiner opposes it. ³The suggestion shall not found any claim.

(4) ¹Where exams are taken accompanying the studies, the teacher with examination rights according to paragraph 1 sentences 2 to 4 shall be the examiner without any special appointment. ²This shall also apply if exams are taken in connection with lectures for which several teachers were responsible. ³If more authorised examiners are available than is required for taking the exam, the examiners shall be appointed by the examination committee.

(5) ¹The examination committee shall ensure that the students are informed of the names of the examiners no later than two weeks before the date of the respective exam.

§ 14

Exceeding of deadlines, omissions, withdrawal, violations of rules

(1) ¹A result shall be deemed "failed" if the student

a) has not unregistered in time or does not appear on the date of the exam without important cause or misses the submission deadline, or

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- b) withdraws from the exam without important cause after the exam starts.
- (2) ¹The reasons asserted for withdrawal or omission shall be reported and documented to the examination committee or the charged office in writing **without delay**. ²Otherwise, the respective examination result shall be deemed assessed as "failed". ³In case of illness, a medical certificate must be submitted **without delay**, containing the information that the examination committee requires to determine the inability to take the exam, generally issued no later than on the day of the exam. ⁴Upon the examination committee's request, a certificate issued by the medical officer shall be submitted if the illness is not obvious. ⁵If the reasons are accepted, the examination attempt shall be deemed not made.
- (3) ¹If the student tries to influence the result of the exam by fraud or use of non-approved aids, contributes to a fraud, or disturbs the proper course of the exam, or if another person's intellectual property is violated for the purpose of deliberate fraud or published materials of third parties is used without indicating the sources/authors and submitted as own performance (plagiarism), the respective result shall be assessed as "failed" (5.0) or "not passed"; the student may be excluded from continuing the exam by the respective examiners. ²The determination shall be made by the examiners and recorded in the file.
- (4) If violations only become known after the end of the exam and if the student has not completed his or her studies yet, the exam will also be assessed as "failed" (5.0).
- (5) The student must be given the opportunity to make a statement before the decision is made.

§ 15

Recognition of study times, examination results and credits

- (1) Study times, Study and examination results in the same or a related master's course of studies in the Federal Republic of Germany shall be recognised for the corresponding results upon request without determination of equivalence.
- (2) ¹Study times, study and examination results in any other course of studies at a university in the Federal Republic of Germany or another university of the signatory states of the convention of Lisbon shall be accepted if there are no essential differences from the corresponding study and examination results to be rendered at the university. ²The burden of proof that an application does not meet the corresponding prerequisites shall be with the examination committee.
- (3) ¹Study times, study and examination results at a foreign university outside of the signatory states of the convention of Lisbon shall be accepted if the university or the course of studies is properly recognised or accredited based on the legal provisions of the respective country and the applicant documents that the results essentially correspond to the requirements and competences taught by the chosen course of studies in contents and scope. ²Any deviating recognition provisions based on agreements with foreign universities shall not be affected.
- (4) Any competences acquired outside of universities shall be recognised at half the credits indicated for the course of studies upon application if the examination committee finds that the competences are equivalent to the study modules in content and level or can replace them.
- (5) Study times, study and examination results in state-recognised open universities or state-subsidised open studies facilities shall be subject to paragraphs 1 and 2 accordingly.
- (6) ¹If examination results are recognised, the grades shall be transferred or converted where there are any grades and where the grading systems are comparable, or where there is any agreement with the foreign university. ²If there are no grades, or if the grading systems are not comparable, the note "passed" shall be included. ³Where there are any corresponding agreements with foreign universities, conversion shall be admissible as well. ⁴Marking of the recognition in the grade sheet shall be permitted.
- (7) ¹Applications for recognition of study and examination results should be filed at commence-

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ment of the studies. ²Recognition of the respective study and examination result shall no longer be possible after commencement of examination proceedings. ³The application shall be sent to the examination committee. ⁴The application shall usually be decided on within four weeks. ⁵The deadline shall commence when all documents required for the decision are present.

§ 16

Master's examination

(1) The Master's examination comprises:

1. modules that are completed accompanying the studies
2. the Master's thesis including the colloquium.

(2) ¹**Part B** provides for the type and scope of the exams with which the modules are completed. ²It may also stipulate that the colloquium for the Master's thesis according to paragraph 1 no. 2 does not apply.

§ 17

Admission to the Master's thesis

(1) Students shall be admitted to the Master's thesis when they have passed the modules required according to **part B** of the Master's examination passed and were matriculated at Jade University Wilhelmshaven/Oldenburg/Elsfleth for the corresponding course of studies at least for the last semester before registering for the Master's thesis.

(2) ¹**Part B** may stipulate, deviating from this, that admission to the Master's thesis is to be possible before all modules of the Master's examination have been passed. ²This requires that it can be expected that the missing results can be caught up with within one semester without impairing the Master's thesis.

(3) ¹The application for admission to the Master's thesis shall be filed in writing within the reporting period stipulated in the examination committee according to § 9 paragraph 1.

§ 18

Master's thesis

(1) ¹The Master's thesis is to show that the student is able to independently process an issue from the specialisation of the respective course of studies on a scientific basis within a specified period of time. ²The type and task of the Master's thesis must correspond to the target of the studies (§ 2) and the processing time. ³The Master's thesis can be produced in the form of a group work. ⁴§ 8 paragraph 16 shall apply accordingly. ⁵Where nothing different has been determined in **part B**, the Master's thesis shall be submitted in writing. ⁶**Part B** stipulates how many copies of the Master's thesis must be submitted, whether and if so with which content and scope a separate summary of the Master's thesis must be submitted.

(2) ¹The subject of the Master's thesis may be stipulated by every member of the group of persons of the department the course of studies is assumed to. ²With the consent of the examination committee, the subject may also be stipulated by a professor who is not a member of the respective department. ³It may also be stipulated by any other authorised examiner according to § 13 paragraph 1; in this case, the second examiner must be a professor. ⁴§ 13 paragraph 2 shall not be affected.

(3) ¹**Part B** may stipulate that the final thesis may be written in a foreign language with the examiners' consent.

(4) ¹Issuing of the subject is provided for by the examination committee. ²Upon request, the examination committee shall ensure that the student will receive a subject for the Master's thesis in time.

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³Upon issuing the subject, the examiner who has designated the subject (main examiner), and another examiner (secondary examiner) will be appointed. ⁴The student will be supported by the main examiner while completing the thesis.

(5) ¹The subject of the Master's thesis can only be returned once within the first three weeks of the processing time. ²**Part B** shall stipulate the processing time of the Master's thesis. ³There (**part B**), an extension of the processing time up to a total time of up to 6 months may be stipulated.

(6) ¹If the maximum duration of the processing time according to paragraph 5 sentence 3 is exceeded due to accepted permanent inability to take exams for a period of at least 20 percent of the processing time, the examination attempt shall be deemed not taken. ²A new subject shall be issued upon the student's request. ³Upon request of the examination committee, a certificate from the medical officer shall be submitted where the inability to take exams has not been sufficiently documented by a specialist's certificate or is evident.

(7) ¹The submission time of the Master's thesis must be recorded in the file. ²In the Master's thesis, the student must represent in writing that he or she has

- a) independently written the thesis or the part of the thesis marked accordingly in case of a group work,
- b) not used any other than the indicated sources and tools,
- c) marked all parts of the work that were taken over from other sources either verbatim or accordingly as such and
- d) not submitted the thesis – except for a Double or Joint Degree - in the same or similar form in any other examination proceedings in the country or abroad or as a final thesis at any other university.

(8) ¹The Master's thesis is usually preliminarily assessed within four weeks after its submission by the examiners before the colloquium. ²§ 10 paragraphs 2, 3 and 5 shall apply accordingly. ³**Part B** may provide for separate weighting and assessment of the Master's thesis and the colloquium each, in which case the Master's thesis will be assessed finally rather than preliminarily, deviating from sentence 1.

§ 19 Colloquium

(1) In the colloquium, the student must document based on a discussion of the Master's thesis and explain in a subject-specific discussion that he or she is able to process subject-comprehensive and problem-specific questions from the area of the specialisation independently on a scientific basis.

(2) ¹Students shall be admitted to the colloquium when the required modules of the Master's examination have been passed and the Master's thesis has been preliminarily assessed at least as "passed" by an examiner.

(3) ¹The colloquium shall be conducted together by the examiners of the Master's thesis as individual exam or group exam. ²The main examiner shall be the chairperson. ³The colloquium shall usually take 30 minutes per student. ⁴The colloquium is public within the university, with the exception of consulting and disclosure of the exam results. ⁵An audience shall be excluded upon the examinee's request.

(4) ¹Every examiner forms a final grade for the Master's thesis and the colloquium from his or her preliminary grade for the Master's thesis and the result of the colloquium. ²The average from the grades stipulated by the examiners in this manner results in the assessment of the Master's thesis with colloquium grades relevant for the Master's examination. ³ § 10 paragraphs 2, 3 and 5 shall apply accordingly.

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(5) ¹If **part B** has stipulated a separate weighting and assessment of the Master's thesis and colloquium, the examination committee may also appoint dedicated examiners for the colloquium. ²The appointed examiners shall in this case each form a final grade for the Master's thesis and for the colloquium, deviating from paragraph 4. ³Weighting of the grades for the overall result of the Master's thesis with colloquium is determined according to the proviso of **part B** in this case. ⁴§ 10 paragraphs 2, 3 and 5, § 11 paragraph 1, § 20 paragraph 2 and § 21 paragraph 2 shall apply accordingly.

(6) Apart from this, § 8 paragraph 3 shall apply accordingly.

§ 20

Passing, failing of the Master's examination, repeating

(1) ¹The Master's examination shall be passed when all modules and the Master's thesis with the colloquium have been passed.

(2) ¹The overall grade for the Master's examination is the credit-weighted average of the grades for the modules stipulated for this in **part B**, where **part B** of the examination rules does not stipulate any special weighting, and the Master's thesis with the colloquium. ²**Part B** may stipulate a special weighting of the Master's thesis with colloquium. ³Calculation of the overall grade shall include the module grades calculated according to § 10 paragraph 4 sentence 1 (decimal figure with two decimal digits). ⁴The grade sheet shall indicate the overall grade determined in this manner subject to application of § 10 paragraph 3 with the grades "very good", "good", "satisfactory" or "passed", and additionally with the calculated result with two decimal digits in brackets.

(3) ¹For an overall grade of 1.00 to 1.30, the student shall receive the award "with honours" for particularly outstanding results. ²This award shall be noted in the grade sheet.

(4) The Master's examination shall be finally failed when a module or the Master's thesis with the colloquium is assessed or deemed assessed as "failed" and it is no longer possible to repeat it.

(5) ¹The Master's thesis may be repeated once if assessed or deemed assessed as "failed"; a second repetition shall be excluded. ²Return of the subject at the repetition, however, shall only be admissible if this option was not used already for the first thesis.

§ 21

Master's grade sheet and Master's certificate

(1) ¹The student will receive a grade sheet reflecting the result of the passed Master's examination without delay. ²The grade sheet shall at least contain the following information:

- The university,
- The department with the site of studies
- The course of studies
- The subject of the Master's thesis
- The grade of the Master's thesis including the colloquium
- The list of the modules relevant for the final grade and the grade
- The overall grade
- The mandatory modules
- The mandatory electives

(2) ¹ The grade sheet shall give the date on which the last examination result was completed. ²It shall be signed by the chairperson of the examination committee. ³**Part B** may stipulate that the student will receive a translation into the English language or, for integrated courses of studies according to the DAAD, the official language of the country of the cooperating university, upon request. ⁴The grade sheet shall include a Diploma Supplement in English. ⁵**Part B** may stipulate that the student can receive a Diploma Supplement in German or, for integrated courses of studies ac-

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according to the DAAD, the official language of the country of the cooperating university, upon request.

(3) ¹At the same time as the grade sheet, the student shall receive a certificate with the same date as the grade sheets. ²It shall certify awarding of the academic degree according to **part B**. ³The certificate shall be signed by the department management and the chairperson of the examination committee, and applied with the university's seal. ⁴**Part B** may stipulate that the student will receive a translation into English upon request.

(4) ¹If the master's course of studies is finally failed, the student shall receive a certificate issued by the examination office for the results achieved by him or her upon request, including all failed attempts or certificate of all results passed. ²This shall apply accordingly when students who have completed parts of the course of studies leave Jade University Wilhelmshaven/Oldenburg/Elsfleth.

§ 22

Viewing the examination and study files

¹The student shall be permitted to view the written exams, the comments of the examiners and the examination records upon request after completion of each exam, if this is required. ²The request must be filed with the examination committee. ³It shall determine the location and time for viewing. ⁴The students are to be allowed to view their written exams by the examiners in the course of a follow-up discussion of the exam.

§ 23

Invalidity of the examination results, withdrawal of the Master's degree

(1) ¹In case of fraud during an exam that becomes known only after handover of the grade sheet, the examination committee may subsequently correct the grades for those exams in which the student committed fraud and declare the exam wholly or partially "not passed".

(2) ¹If the prerequisites for admission to an exam were not met without the student trying to commit fraud regarding this, and this fact only becomes known after handover of the grade sheets, this defect shall be remedied by passing of the exam. ²If the student wilfully acquired admission illegally, the examination committee shall decide about this under consideration of the law on the withdrawal of illegal administrative acts.

(3) ¹The student shall be given the opportunity to discuss the matter with the examination committee before a decision is passed.

(4) ¹The inaccurate exam grade sheet shall be withdrawn and replaced by a correct grade sheet or certificate according to § 21 paragraph 4. ²Along with the inaccurate exam certificate, the Master's certificate shall be withdrawn as well if the exam is declared "not passed" (5.0) due to fraud. ³A decision according to paragraphs 1 and 2 shall be excluded after a period of five years of the date of the exam certificate.

§ 24

Decisions in exceptions, objection proceedings

(1) ¹Negative decisions and other burdening administrative acts that are made under these examination rules shall include a written statement of reasons, applied with a legal remedy notice and disclosed according to § 41 administrative procedure act. ²Decisions within the meaning of § 8 a paragraph 3 sentence 1 number 1 Lower-Saxon execution act regarding the administrative court rules are subject to objection filed with the examination committee according to §§ 68 et seqq. of the administrative court rules within one month of the notice.

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(2) ¹The examination committee shall usually decide about the objection within three months. ²Where the objection is against assessment by one examiner, the examination committee shall decide upon review according to paragraph 3.

(3) ¹If the student states any specific and substantiated objections to examination-specific valuations and technical assessments by one examiner, the examination committee shall submit the objection to that examiner for review. ²If the examiner changes the assessment as requested, the examination committee shall remedy the objection. ³Otherwise, the examination committee shall review the decision based on the examiner's statement for whether:

1. The examination procedure was not properly performed or
2. The assessment was based on an incorrect situation or
3. General assessment principles were not observed or
4. An acceptable solution logically explained with relevant arguments was assessed as wrong or
5. The examiner was guided by considerations not related to the subject.

⁴This shall apply accordingly if the objection is against assessment by several examiners.

(4) ¹As far as the examination committee does not remedy the objection in case of violation according to paragraph 3 sentence 3 number 1 to 5 in this phase of the procedure already or if there are any specific and substantiated objections to examination-specific assessments without the examiner changing his or her opinion accordingly, exams shall be re-assessed by other examiners not previously involved in conducting this exam or the oral exam shall be repeated. ²The new assessment must not lead to a worse grade in the exam.

§ 25

Transfer provisions

(1) Parts B of the Master's examination rules applicable at the time of entering into effect of this part A of the Master's examination rules at Jade University Wilhelmshaven/Oldenburg/Elsfleth shall be adjusted to this part A within a period of two calendar years of publication of these rules.

§ 26

Entering into effect

(1) These rules shall enter into effect upon publication in the official journal of Jade University Wilhelmshaven/Oldenburg/Elsfleth and shall apply for the first time with the respective changed parts B of the Master's examination rules.