



Announcements of Justus Liebig University Giessen

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General Regulations for Bachelor's and Master's study programmes

General Regulations for Bachelor's and Master's programmes at Justus Liebig University Giessen

of 20 February 2019

These General Regulations come into force in the winter semester 2019/20; the General Regulations for Modular and Multi-Stage Study Programmes at Justus Liebig University of 21 July 2004 shall expire at the same time. Conflicting regulations in previously adopted Special Regulations shall remain valid until their next amendment.

Pursuant to Article 36, second paragraph, No. 2 of the Hesse Higher Education Act (HHG) in the wording of 14 December 2009 (GVBl. I 2009, p. 666), last amended by the Act of 18 December 2017 (GVBl. p. 482), the Senate of Justus Liebig University Giessen issued the following regulations on 20 February 2019:

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Section One: General

§ 1 Scope and area of application

(1) These General Regulations are a directly applicable part of the Study and Examination Regulations for Bachelor's and Master's study programmes at Justus Liebig University Giessen. They are supplemented by Special Regulations issued by Faculty Councils for the individual study programmes. If according to these General Regulations certain decisions are within the discretion of the Examination Board or other bodies, the Special Regulations may also make such decisions.

(2) Study and examination regulations for programmes offered jointly with other universities may deviate from these General Regulations.

§ 2 Purpose of study programme

(1) The Bachelor programme leads to a first professional qualification, the Master's programme to an advanced professional qualification.

(2) Successful completion of the degree is intended to prove that the graduate has acquired the specialist knowledge needed to progress to professional practice, understands the different areas of this field and has the ability to work according to scientific methods. The Master's degree proves the graduate has a more developed aptitude for academic work.

(3) To successfully complete the programme, students must pass the Bachelor's or Master's examinations according to § 20.

§ 3 Academic qualifications

On successful completion of the programme, the faculties award a Bachelor's or Master's degree. They may also award these degrees in the equivalent Latin wording.

§ 4 Admission to Bachelor's programme

(1) The Special Regulations may specify which programme-specific skills and knowledge (e.g. language skills, artistic aptitude, work experience) are required in addition to the higher education entrance qualification needed for admission to the programme and according to which procedure these may be evidenced (e.g. language test, aptitude test). They may allow support documents to be submitted within the first two semesters.

(2) Applicants with an international higher education entrance qualification must prove they are sufficiently proficient in German in order to matriculate. Details are set out by the regulations governing the Deutsche Sprachprüfung für den Hochschulzugang (DHS) (German language proficiency examination for admission to a higher education) in their current version.

(3) Students may ask to enrol in a higher semester if they

- a) can prove they have completed the periods of study required to reach the chosen semester in an earlier programme of the same name or with comparable content, or
- b) have obtained recognition of credits from a previous programme amounting to at least 80% of the credit points (§ 6 (2), first sentence) required to reach the chosen semester (§ 27).

(4) Enrolment in a programme shall be denied if the applicant has definitively failed the Bachelor's or Master's examination in this programme at Justus Liebig University. The Special Regulations may stipulate that matriculation is to be denied if the applicant has definitively failed a particular subject at Justus Liebig University according to § 32 (1).

(5) In programmes with restricted admission, entry requires authorisation according to federal state legislation.

§ 5 Admission to Master's programme

(1) In accordance with the Special Regulations, admission to a Master's programme requires a first university degree with an academic profile that provides an adequate foundation for the Master's programme. The Special Regulations may stipulate other admission requirements if this is necessary according to the academic profile of the Master's programme in order to ensure the suitability of students (e.g. aptitude tests or special language skills).

(2) Admission may be subject to demonstration of additional achievements worth up to 30 CPs if the first university degree only meets the requirements of (1), first sentence, together with such credits. Proof of credits must be provided within the first two semesters. If admission is conditional on the achievement of 10 CPs or more, the standard duration of studies is extended by one semester.

(3) If the first university degree certificate is not available by the end of the application period, provisional admission to the chosen study programme is possible on one occasion only. Article 19, third and fourth paragraphs of the Studienplatzvergabeordnung Hesse (regulations on study place allocation for the state of Hesse) (GVBl. 2013, p. 172), last amended by the decree of 16 May 2017 (GVBl. p. 92), shall apply accordingly.

(4) The Examination Board is responsible for deciding whether admission requirements are fulfilled and conditions are necessary according to (1) and (2). It may delegate this task to an appointed commission or accreditation officer.

(5) Otherwise, § 4 (2) to (4) shall apply accordingly.

Section Two: Programme organisation

§ 6 Workload and standard duration of studies

(1) The programme workload is measured in credit points (CPs) according to the European Credit Transfer and Accumulation System (ECTS). The attendance time in classes is measured in weekly hours during the lecture period (hours per week).

(2) One semester equals 30 CPs, one CP equals 30 hours. Deviations may occur as a result of individual study and work arrangements.

(3) A Bachelor's degree programme has a standard duration of 6 to 8 semesters and is worth 180 to 240 CPs. A Master's programme has a standard duration of 2 to 4 semesters and is worth 60 to 120 CPs. If studied consecutively, the Bachelor's and Master's programmes have a standard duration of altogether 10 semesters and are worth a total of 300 CPs.

(4) One module is worth between 6 and 12 CPs. The thesis module in a Master's programme, however, is worth 15 to 30 CPs. In exceptional cases that are justified by the subject and in modules taken to acquire skills not related to the subject, deviations from the first and second sentence may apply.

§ 7 Programme structure

(1) The Special Regulations describe the structure of studies in a compulsory section and, if applicable, in one or more compulsory elective sections and set out possible electives according to § 8 (2), first sentence.

(2) The Special Regulations may specify that the choice of a certain specialisation requires prior consultation with an academic adviser or the approval of the Examination Board.

(3) Appended to all Special Regulations is an exemplary programme structure which gives students guidance on how to plan their studies.

§ 8 Modules

(1) The curriculum is divided into modules as described in the appendix to the Special Regulations. The module descriptions are based on the attached sample and contain details about the following:

1. module name in German and English as well as the module code,
2. number of credits and hours per week,
3. the professorship or position whose holder is responsible for the module (§ 12),
4. status as a compulsory or compulsory elective module,
5. study programmes to which the module applies (5),
6. module frequency and semesters to which it applies,
7. content and academic objectives,
8. any participation requirements (3),
9. planned courses,
10. any examination requirements (§ 17),
11. nature, form and scope of module examination and, if applicable, a different form of repeat examination,
12. in the case of intra-module examinations, composition of the module grade and
13. language of instruction and examination if not German.

(2) Alongside modules which have to be taken and passed (compulsory modules), the Special Regulations may also require students to elect modules from a certain group of modules (compulsory elective modules). Unless otherwise specified by the Special Regulations, students can voluntarily switch compulsory elective modules if they have definitively failed a module as long as modules that have not been definitively failed are still available. The Special Regulations may stipulate that compulsory elective modules can only be elected and taken for as long as is necessary to achieve the CP required according to § 6 (3). The Dean may decide not to offer a compulsory elective module if no suitable lecturer is available or fewer than five students have registered for it.

(3) The Special Regulations may specify that attendance of a module or course requires attendance or the successful completion of other modules or courses. On request, the module coordinator shall decide on exceptions.

(4) Apart from in well-founded exceptional cases, modules may not extend beyond two semesters.

(5) A module can be common to several study programmes. To this end, Special Regulations may refer to modules in the respectively valid version of other regulations, which are issued by other Faculty Councils or by the Presidential Board and which require inclusion of the module in the respective course of study ((1), fifth sentence). To offer such a module, the regulations from which the module originates shall have priority; the referring regulations shall apply additionally.

§ 9 Courses

(1) A course required in the module description (module part) may be offered in the form of a single course or several parallel courses depending on the decision of the Dean's Office. A course can be used to conduct several modules or teaching units.

(2) If fewer than five students register for a course, the Dean may decide to cancel it and refer the registered students to parallel courses.

(3) If demand for a course exceeds capacity, selection shall occur by drawing lots. Exceptions are decided on request by the module coordinator. The Special Regulations may specify a different procedure for their modules.

(4) The faculty's obligation to offer the necessary courses in accordance with its budgetary resources so that as many students as possible can complete their studies within the standard period of study shall remain unaffected.

§ 10 Internships and work placements

Work placements may be specified as an admission requirement (§ 4 (1)) or as part of the curriculum by the Special Regulations or a special work placement regulation.

§ 11 Student Advisory Service

General advice for students is provided by the Central Student Advisory Services at Justus Liebig University. Subject-related academic advice is provided by the Dean of the Faculty or a person designated by him/her.

§ 12 Module coordinators

Module coordinators according to § 8 (1), No. 3, are responsible, in particular, for

- organising and supervising the module, and
- granting exceptions to the prescribed order of modules or courses (§ 8 (3)).

Section Three: Examination arrangements

§ 13 Examination Board

(1) An examination board shall be formed by the Dean for each study programme; one joint examination board may be formed for several study programmes. In the case of programmes offered by several faculties, the relevant Deans shall form a joint examination board by mutual agreement.

(2) An examination board generally consists of the following:

- five professors (Article 32, third paragraph, No. 1 of the Hesse Higher Education Act),
- two research associates with a degree that is appropriate to or comparable with the study programme, and
- two students

as well as a deputy for each of the above. The group of professors must have a majority.

(3) The members are selected by their respective group in the Faculty Council and appointed by the Dean. If several faculties are involved in a programme, members are appointed from the participating faculties in accordance with the requirements of the respective subject areas. The Deans may agree on alternating members. The term of office for student members shall be one year, for all other members two years. Members may be appointed more than once.

(4) The Examination Board elects a chairperson and a deputy from among the participating professors.

(5) If matters concerning examinations relate to a member's examination, said person's membership shall be suspended and can be dealt with only by the deputy. This does not apply to purely organisational matters.

(6) The members of the Examination Board are bound by the duty to maintain confidentiality.

(7) Without prejudice to the rights of the President, the Examination Office shall be supervised legally and academically by the Dean's Office and the Examination Board.

§ 14 Duties of the Examination Board

(1) The Examination Board is responsible for examination arrangements and takes decisions on all matters relating to examinations that are not assigned to another official body. Its duties include, in particular

- setting dates and registration dates for examinations (§ 25 (1) and (3)),
- appointing examiners (§ 26, § 21 (2)),

- assigning thesis subjects (§ 21, (2) and (3)), and
- recognising credits (§ 27).

(2) The Examination Board may confer individual duties on the Chairperson, the Examinations Office or special representatives. In matters that cannot be delayed, the Chairperson alone shall make a decision if the matter cannot be dealt with by the Examination Board in time; the Examination Board shall be informed of this immediately.

(3) Each member of the Examination Board may appeal against decisions by the Chairperson, Examination Office or special representative according to (2), first sentence within one month of notification.

(4) The Examination Board shall assist students who appeal against decisions made by the Examination Board, its Chairperson, the Examination Office, special representatives according to (2), the module coordinator or instructor regarding compensation for periods of absence according to § 17, (3), third sentence, insofar as it considers this justified. Otherwise, the President as reviewing authority (Articles 68 et seq. of the Law on Administrative Court Proceedings, Article 38, second paragraph of the Hesse Higher Education Act).

(5) The Examination Board shall report to the Dean's Office about its activities and propose ways to improve the programme.

(6) Members of the Examination Board are entitled to attend examinations insofar as the examinee does not object to this.

§ 15 Examination Office

(1) The Examination Office is the office of the Examination Board and conducts the day-to-day business in accordance with its decisions. Its duties include, in particular

- managing student enrolment in modules, courses and examinations (§ 16 (1)),
- managing and announcing examination results (§ 16 (2) and (3)),
- preparing degree documents (§ 34 to 37) and
- issuing notifications about definitively failed examinations (§ 32 (3)).

(2) Without prejudice to the rights of the President, the Examination Office shall be supervised legally and academically by the Dean's Office and the Examination Board.

§ 16 Examination management system

(1) To perform its duties, the Examinations Office uses an electronic examination management system to which all students have personal access. Students use this system to register for modules, courses and examinations and to find out about examination dates and results. Registration for courses may mean simultaneous registration for examinations. The Examination Board is responsible for exact arrangements; the Presidential Board may issue guidelines in this regard.

(2) After an examination has been marked, examiners enter the results in the system. The results of written examinations must be entered into the system within two months of the examination or submission date.

(3) Examination results are announced via the electronic examination management system. Students are obliged to regularly check their personal account for entries and messages.

(4) If required by special features of the programme, the Special Regulations may contain provisions which deviate from the above paragraphs.

(5) The announcement of examination results is considered a decision by the Examination Office.

Section Four: Examinations

§ 17 Examination requirements

- (1) Modules may include performances whose assessment does not count towards the module grade but which must be passed for the module examination to be weighted according to § 20 (examination requirements).
- (2) An examination requirement is considered passed if it would have been awarded at least five grade points in accordance with § 31 (1). Failed examination requirements may be repeated indefinitely.
- (3) Regular attendance of a course may also be specified as an examination requirement; this applies to lectures only in well-founded exceptional cases. Unless otherwise specified by the Special Regulations, regular attendance means that at least half of the teaching units were attended. In the case of additional absences through no fault of the student's own, the instructor shall decide whether and in what manner these can be compensated for by equivalent performance or attendance of other courses.
- (4) The authority of the instructors to set appropriate assignments and to effect performance for the purpose of teaching content and achieving the academic objectives of a module shall remain unaffected.

§ 18 Module examinations

- (1) A module generally ends with a single examination (end-of-module examination). In well-founded exceptional cases, the Special Regulations may stipulate that the module examination consists of several intra-module examinations (part examinations).
- (2) Module examinations must be appropriate in terms of form and scope to the academic objectives of the module. Up to three alternative forms of assessment may be required for one examination. In such cases, the examiner shall decide on type of examination and announce this decision bindingly at the start of the course. If the examiner is not known at this point in time, the decision shall be made by the module coordinator.
- (3) Participation in an examination is conditional on registration for the examination. The Special Regulations may specify that students register by attending the examination.
- (4) Examinees must be enrolled in the respective study programme when they take an examination for the first time. Exmatriculation or change of subject does not interrupt the legal examination relationship. According to § 19 (2) and (3) or § 29 (4), fourth and fifth sentences, binding retake dates shall remain binding. This does not apply if there was a valid reason for exmatriculation or change of subject (e.g. a reason that would also have justified a leave of absence under the terms of the Matriculation Regulations of Hesse).
- (5) A module examination is passed if it has been marked with at least five grade points. In the case of intra-module examinations, the module examination is passed if intra-module examinations produce an average of at least five grade points; the Special Regulations may specify a special weighting for this. It may stipulate that individual intra-module examinations must each be passed individually if the competences to be demonstrated therein are key to the qualification within the meaning of the degree. Notwithstanding the second sentence, the module examination is not passed if an intra-module examination is not passed because it was missed (§ 29 (1)) or if an attempt was made to commit an act of deception (§ 30).
- (6) The Special Regulations may specify that end-of-module examinations merely have to be passed but are not given a grade. In other respects, examination grades are based on § 31 (1) to (3).
- (7) Possible forms of assessment are, in particular, written examinations, assignments and oral examinations. The Special Regulations may define other forms of assessment. Unless otherwise specified, the provisions of § 22 to 24 shall apply to the aforementioned forms of assessment.

§ 19 Repeating examinations

- (1) Students may retake examinations they have not passed twice. Intra-module examinations may only be repeated on one occasion if the module examination was not passed by means of a compensation according to §

18 (5), second sentence. In the case of intra-module examinations, the Special Regulations may stipulate that the grade is based on the average result of all required examination attempts rather than on the result of the first passed attempt. For repeat examinations, the Special Requirements may specify a different type or form of examination to that of the initial attempt. Contrary to the first sentence, a failed thesis can only be repeated once.

(2) If the Special Regulations do not release students from registration for repeat examinations, repeat examinations must be taken on the next possible date, which will be more than two weeks after the announcement of the examination result. Students are considered to be registered for this examination. The Examination Board shall decide on exceptions by request. If the Special Regulations require a repeat examination to be the revision of a piece of work within a set period of time, the examinee shall be requested to revise the piece of work at the latest by the time it is returned; failing this, a repeat examination in accordance with the first and third sentence shall take place at the examinee's request.

(3) The Special Regulations may stipulate that retaking examinations requires the retaking of the corresponding courses. The next possible date within the meaning of (2) is then the regular examination date of the repeated course.

§ 20 Bachelor's and Master's examination

The Bachelor's or Master's examination consists of individual module examinations in accordance with the Special Regulations. It is passed if all the required module examinations are passed. The Special Regulations determine which module grades count towards the final grade and with what weighting. If these are not determined, the module grades are weighted according to the CPs allocated to the modules. The Special Regulations may allow students to exclude certain module grades. If more than the required number of compulsory elective modules have been taken, the best grades count towards the degree. In cases of doubt, the examinee shall make the choice. The grade for the thesis module always counts towards the final grade.

§ 21 Thesis

(1) Towards the end of the study programme, a thesis must be written as part of a separate module (thesis module). It cannot be replaced by way of recognition according to § 27. The Special Regulations may require the thesis to be defended orally in the context of an oral examination.

(2) The Examination Board assigns the topic and appoints an examiner to supervise the thesis and prepare the first review from the group of eligible supervisors according to § 26 (1) and decides who will prepare the second review. The examinee may make proposals with regard to topic and examiner.

(3) If the topic is appropriate, the thesis may take the form of group work if it can be guaranteed that the contributions are clearly attributable to the individual examinees. At the examinee's request, the thesis and oral examination may be conducted in a foreign language if corresponding assessment can be guaranteed. Decisions based on the first and second sentences are made by the Examination Board.

(4) Contrary to § 25 (5), withdrawal is no longer possible after the write-up period has begun. However, the topic may be rejected once up until the mid-point of the regular write-up period. In this case, a new topic is assigned immediately, and the write-up period starts again. It is not possible to reject the topic again.

(5) The thesis must be submitted on paper and in digitally searchable form.

(6) The Special Regulations set out further details, especially the write-up period. In all other respects, the provisions on assignments shall apply with the proviso that decisions pursuant to § 22 (4) and (5) shall be taken by the Examination Board.

§ 22 Assignments

(1) Assignments are unsupervised pieces of written work that are undertaken independently within a period of several weeks. The Special Regulations determine their scope and the write-up period.

(2) Assignments must be written according to the principles of good academic practice. Examinees must declare in writing that they have written the assignment independently, indicated all sources and aids used and agree to the assignment being checked by an electronic anti-plagiarism programme.

(3) In order to meet the deadline, it is sufficient to submit the assignment by post. In cases of doubt, the postmark shall suffice as proof. If submission of a digital version is required according to (6), the timely submission of the digital or the written version is sufficient to meet the deadline, provided the missing version is submitted within two weeks.

(4) In cases justified by the subject matter, the examiner may, upon request, extend the write-up period by up to 50%.

(5) If reasons pursuant to § 29 (2) are plausibly substantiated but these come into effect only during part of the write-up period, the Examinations Office shall extend the deadline by an appropriate period upon request, but by no more than 50 percent. If this is not sufficient to compensate for the impairment, withdrawal is only possible pursuant to § 29.

(6) The examiner may stipulate that the assignment must be submitted in digitally searchable form in addition to or instead of paper form.

(7) If repeat examinations do not consist of a revision of the assignment, the same topic may not be re-assigned.

(8) The provisions in these General Regulations on assignments shall apply accordingly to other written work carried out without supervision.

§ 23 Written examinations

(1) Written examinations are taken under supervision in a limited time with defined aids. The Special Regulations define their duration; they should be no shorter than 45 minutes.

(2) If an examinee arrives late through no fault of their own, the invigilator may offer them appropriate additional write-up time insofar as this is possible. The possibility of withdrawal according to § 29 remains unaffected.

§ 24 Oral examinations

(1) Oral examinations always take the form of individual examinations. The Special Regulations may allow group examinations with up to five examinees. The examination duration to be specified in the Regulations should be no shorter than 15 minutes per examinee. § 23 (2) shall apply accordingly.

(2) As long as the focus remains on the subject of the examination, written assignments may also be set in oral examinations.

(3) The most important content and results of the examination are documented in a report. The examination result is announced after a consultation following the examination.

§ 25 Examination dates and registration deadlines

(1) The Examination Board sets examination dates or decides that they shall be set by the examiners. The Examinations Office must be informed of dates for examinations in the winter semester by 15 November, for examinations in the summer semester by 15 May. The Examinations Office shall announce these at the latest one month before the examination via the electronic examination management system in accordance with § 16. The possibility of announcing dates by other appropriate means remains unaffected.

(2) In courses which require individual examination dates, the examiners shall set the dates themselves, deviating from (1), and inform the students in an appropriate manner.

(3) For repeat examinations, separate dates may be set. The first repeat examination should be taken as soon as possible after the first attempt. If the Special Regulations for Repeat Examinations provide for a different form of assessment from that of the first attempt, separate dates must be set for this purpose.

(4) The Examination Board sets the dates by which registration for the examinations is possible and announces these in an appropriate manner.

(5) Students may deregister up to the third day before an examination or submission date which is not binding according to § 19 (2) and (3) or § 29 (4), fourth and fifth sentences, without giving a reason. Thereafter, withdrawal is only possible according to § 29. Deviating from the first sentence, the Examination Board may set a uniform date for several examinations, by the end of which deregistration is possible, and announce this in an appropriate manner.

(6) Students are obliged to keep themselves informed about the dates and deadlines specified according to (1) to (5).

(7) If required by the special features of the programme, the Special Regulations may contain provisions which deviate from the above paragraphs.

§ 26 Examiners

(1) Examiners must have at least the same or an equivalent qualification to the one to be tested by the examination. Professors, independent research associates, adjunct lecturers and teaching staff with special duties may be appointed as examiners. Anyone who is an examiner for a particular examination shall remain so with their consent even after leaving Justus Liebig University. The Dean may also appoint as examiners with their consent persons specified in the first and second sentences who are not employed by Justus Liebig University, as well as persons with experience in professional practice and training.

(2) A course lecturer is simultaneously the examiner of the relevant examination. If the lecturers of several courses are eligible for an end-of-module examination, the Examination Board shall decide which lecturer to appoint.

(3) If Article 18, third paragraph, first sentence of the Higher Education Act of Hesse requires the participation of a second examiner, the examiner in accordance with (2), first sentence, shall appoint another person from the group of authorised examiners as set out in (1) with their consent. If no agreement can be reached or if the first and second examiner are to be selected from the group of possible examiners according to (2), the Examination Board shall decide.

(4) Unless Article 18, third paragraph, first sentence of the Hesse Higher Education Act requires the participation of a second examiner, oral examinations shall take place in the presence of an observer. (3) shall apply to their election accordingly.

(5) In particular cases, the Examination Board may lay down general or individual provisions deviating from paragraphs (2) to (4).

§ 27 Recognition of credits

(1) The Examination Board shall decide on request on the recognition of credits in accordance with Article 18, fifth and sixth paragraphs of the Hesse Higher Education Act. From the group of authorised examiners according to § 26 (1), first and second sentence, the Examination Board may appoint recognition officers in accordance with § 14 (2), first sentence, who decide on recognition matters on its behalf.

(2) If grading systems are comparable or can be rendered comparable, the grades of the recognised credits shall be adopted or converted. Otherwise, the comment "pass" will be used and the credit shall not be included in the calculation of the overall grade according to § 20. Credits acquired through recognition can be identified as such in the certificate. The Presidential Board may issue guidelines on comparability and conversion in accordance with the first sentence.

(3) The recognition procedure may be used to place students in a higher semester in the context of the allocation of study places or simply to avoid the repetition of corresponding coursework in a study programme.

(4) Recognition is not possible if the examination performance to be replaced by way of recognition has already been attempted in accordance with the Special Regulations. Agreements on periods spent abroad may deviate from this.

(5) The terms set out in the above paragraphs also apply to the recognition of credits gained at Justus Liebig University.

§ 28 Allowances for student disadvantages

(1) Throughout the study programme, account shall be taken of stress situations caused by disability, chronic illness, pregnancy or the care of children under the age of 14 by their guardian or the care of close relatives in the meaning of Article 20, fifth paragraph of the Administrative Procedure Act of Hesse, who have been assigned a care level according to Article 15 of the Eleventh Book of the Social Code.

(2) If students can present a credible case for their inability to complete an examination in the planned form as a result of said stress situations, the Chair of the Examination Board shall take corresponding measures to offset this disadvantage on request (e.g. extension of write-up times, breaks, technical aids, approval of assistance). The requirements concerning the skills to be tested shall not be reduced.

(3) The application for allowances for disadvantages must be submitted at the latest one month before the examination date. The nature and severity of the stress situation must be substantiated in a plausible way with appropriate documentation. In cases of doubt, other documents may be required (e.g. a medical certificate from a medical officer).

§ 29 Withdrawal and non-appearance

(1) An examination is considered not passed if the examinee fails to turn up at a binding examination date, hands in a blank examination paper, remains silent in an oral examination or does not submit a written paper within the write-up period without having effectively withdrawn according to the following paragraphs (non-appearance).

(2) Withdrawal from an examination is only possible for a valid reason which must be substantiated by appropriate evidence. Credible evidence must be provided immediately; uncertainties arising due to the passage of time shall be to the detriment of the examinee. If withdrawal is attributable to illness, this must be proven by a medical certificate. In cases of doubt, a medical certificate from a medical officer may be requested.

(3) Withdrawal from an examination already started may not be based on reasons known to the examinee when he/she started the assignment. If the examinee becomes aware of a valid reason only after starting the assignment, withdrawal may still be declared until announcement of the examination result. In exceptional cases, this may be declared later if the examinee was unable to identify the valid reason or announce his/her withdrawal prior to the announcement.

(4) The withdrawal application can be presented to the Chair of the Examination Board, the Examinations Office or the examiners or examination invigilators. The Chair of the Examination Board shall decide whether to recognise the withdrawal and, if necessary, request an official medical certificate. With the exception of the cases set out in (3), he or she may assign the decision to the Examinations Office. If the withdrawal is accepted, the examination attempt is cancelled and the examination is repeated at the next possible date. The examinee is considered to be registered for the examination.

(5) If the examinee is in doubt about the existence of a valid reason, he/she may announce withdrawal on a conditional basis and participate in the examination. The examination shall then only be assessed if the withdrawal is not recognised.

§ 30 Attempted deception and violation of rules

(1) An examination is not passed if the examinee has deliberately cheated or attempted to cheat. An act of deception is deemed to exist in particular if unauthorised aids are used or brought to the examination or if the work of a third party is presented as the examinee's own. An act of deception is also deemed to exist if more than 15%

of the text of a written piece of work, measured in words, consists of earlier work by the same examinee, without this being indicated as such.

(2) If an examinee attempts to cheat again in the same study programme after having been warned that he/she will fail the examination due to an earlier attempt at cheating, the relevant module examinations and the entire Bachelor's or Master's examination are definitively failed.

(3) Anyone who repeatedly or seriously disrupts a class or examination procedure may be excluded from continuing the said class or examination by the instructors, examiners or invigilators, and expelled from the room.

Section Five: Evaluation

§ 31 Grades

(1) Examination performances are evaluated in whole grades according to the following table:

Grade points	Descriptive grade	Grade points	Descriptive grade
15	Very good with distinction	6	Sufficient
14	Very good	5	
13		Good	4
12	3		
11	2		
10	1		
9	Satisfactory	0	
8			
7			

(2) If two examiners provide different evaluations, the average of their two evaluations shall be calculated and rounded up to whole grades.

(3) If the module grade according to § 18 (5), second sentence, results from the grades of several intra-module examinations, the result will be rounded up to whole grades.

(4) In accordance with § 20, the end-of-module grade is based on the individual module grades and rounded up to one digit after the decimal point. The following table shows the end-of-module grade as a decimal grade and as a descriptive grade:

Grade points	Decimal grade	Descriptive grade
15.0	0.7	Very good with distinction
14.9 to 14.7	0.8	
14.6 bis 14.3	0.9	
14.2 bis 14.0	1.0	Very good
13.9 to 13.7	1.1	
13.6 to 13.3	1.2	
13.2 to 13.0	1.3	

12.9 to 12.7	1.4	
12.6 to 12.5	1.5	
12.4 to 12.3	1.6	
12.2 to 12.0	1.7	Good
11.9 to 11.7	1.8	
11.6 to 11.3	1.9	
11.2 to 11.0	2.0	
10.9 to 10.7	2.1	
10.6 to 10.3	2.2	
10.2 to 10.0	2.3	
9.9 to 9.7	2.4	
9.6 to 9.5	2.5	
9.4 to 9.3	2.6	
9.2 to 9.0	2.7	Satisfactory
8.9 to 8.7	2.8	
8.6 to 8.3	2.9	
8.2 to 8.0	3.0	
7.9 to 7.7	3.1	
7.6 to 7.3	3.2	
7.2 to 7.0	3.3	
6.9 to 6.7	3.4	
6.6 to 6.5	3.5	
6.4 to 6.3	3.6	

6.2 to 6.0	3.7	Sufficient
5.9 to 5.7	3.8	
5.6 to 5.3	3.9	
5.2 to 5.0	4.0	

(5) Grades are announced in accordance with § 16 (2) and (3).

§ 32 Definitive failure

(1) The Bachelor's or Master's examination is deemed definitively not passed if

- a) the examinee has definitively failed one compulsory module, or
- b) the examinee has definitively failed all available compulsory elective modules.

(2) A module is deemed definitively failed if the module examination was also not passed on the third attempt.

(3) The Examination Office announces that the examinee has definitively failed the Bachelor's or Master's examination in a written notification. It can also announce the failure of individual module examinations through an official notification.

§ 33 Inspection of records and review procedure

(1) After each examination, the examinee is granted access to records on request. The Examination Board may set deadlines and inspection periods for this purpose. Inspections must always occur at the latest one week before a repeat examination. Statutory rights to access records, e.g. during ongoing review or appeal proceedings, remain unaffected.

(2) If an examinee submits to the Examinations Office reasoned written objections to the evaluation, the examiners shall review their evaluation on the basis of said objections. The Examination Board shall inform the examinee through an official notification whether the evaluation is improved or remains the same.

(3) If the evaluation is an administrative act (e.g. in the case of § 32 (3)), a review pursuant to (2), first sentence, shall only take place within the framework of review or appeal proceedings. Separate notification pursuant to (2), second sentence, shall not be issued.

Section Six: Degree documents

§ 34 Examination certificate

(1) After successfully completing the Bachelor's or Master's examination, the examinee shall receive an examination certificate indicating the final grade as a decimal grade and descriptive grade according to § 31 (4), the evaluation of the modules passed and required as part of the degree as well as the topic of the thesis. At the request of the examinee, any specialisations may also be specified.

(2) The examination certificate is signed by the Chair of the Examination Board and bears the seal of the University. It shall bear the date on which it was issued and name the day on which the final piece of work required for the degree was completed as the day the degree was passed. The examination certificate shall be handed over immediately, however no later than one month after announcement of the evaluation.

§ 35 Bachelor's and Master's degree certificate

After passing the Bachelor's or Master's examination, the examinee shall receive a certificate attesting conferral of the academic degree according to § 3. The certificate is signed by the Dean and shall bear the seal of the

University. It shall also bear the date on which it was issued and be issued and handed over together with the certificate.

§ 36 Diploma supplement

(1) In addition to the examination certificate and degree certificate, the examinee receives a diploma supplement in English according to the specifications of the German Rectors' Conference (HRK).

(2) The Diploma Supplement may be accompanied by a ranking table indicating the relative distribution of grades in relation to a reference group.

§ 37 "Leistungsübersicht" and Transcript of Records

(1) At the end of the programme, each examinee receives a list of all examination results in the form of a table containing at least module names, module grades and credit points achieved. The list will be issued in German ("Leistungsübersicht") and in English (Transcript of Records).

(2) On request, a current list can also be printed out for students in the course of their programme. They can also print out the list themselves.

§ 38 Design of degree documents

The Presidential Board may issue guidelines regarding the content and layout of the degree documents. These guidelines may specify that certificates and Bachelor's and Master's degree certificates are also issued in English.

§ 39 Withdrawal of degree documents

If the evaluation of an examination is withdrawn according to Article 48 of the Hesse Administrative Procedure Act or if the Bachelor's or Master's degree is revoked according to Article 27 of the Hesse Higher Education Act, incorrect degree documents shall be withdrawn and, if necessary, replaced by corrected documents. The parties concerned are obliged to surrender the documents to be withdrawn.

Section Seven: Final provisions

§ 40 Entry into force and transitional provision

These General Regulations enter into force in the winter semester 2019/20; at the same time, the General Regulations for Modular and Multi-Stage Programmes of Study at Justus Liebig University of 21 July 2004 shall expire. Conflicting regulations in previously issued Special Regulations remain valid until their next amendment.

Giessen, 5 March 2019

Prof. Dr Joybrato Mukherjee

President of Justus Liebig University Giessen

Appendix: Sample of module description

Module code	Module name		CP
	English module name		
Compulsory/ compulsory elec- tive module	Faculty/Institute		Semester (if applicable as- signment to study programme)
	First offered in [semester]		
Academic objectives: ...			
Content: ...			
Course frequency and duration: ...			
Professorship or position responsible for coordinating module: ...			
Applicable to the following study programmes: ...			
Participation requirements: ...			
Course:	Contact hours	Preparation and follow-up work	
Lecture/seminar/...	
...			
Total:			
Examination requirements: ...			
Module examination:			
– Type of examination (end-of-module examination or intra-module examinations)			
– Type(s) of assessment			
– Scope (in the case of written and oral examinations: length of examination; in the case of assignments or other written work: scope and write-up time)			
– In the case of intra-module examinations: calculation of module grade			
– If applicable, different form of repeat examination			
Language of tuition and examination: ...			
Other notes if applicable			