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The German version of this document is the only *legally binding version*. This English translation is for your convenience only.

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I. General provisions

§ 1 Applicability

These examination regulations apply to all master's programmes of the Faculty of Humanities at the University of Konstanz.

§ 2 Graduation

Once candidates have passed the master's examination, the academic degree "Master of Arts" (MA) will be awarded.

§ 2a Master's programmes with double degree option

Based on agreements with universities outside of Germany, students can acquire, in addition to the master's degree as per § 2, a corresponding degree from abroad (double degree) at the same time. In this case, there may be deviations from these examination regulations, governed by the subject-specific provisions.

§ 3 Programme structure, standard period of study and workload

(1) Master's programmes in the humanities comprise:

1. an academic core subject
and, if applicable,
2. supplementary courses

The master's programmes have a modular structure. A module is a study unit consisting of several courses, which either build methodically on one another or are connected in terms of content.

(2) As a rule, a total of 120 ECTS credits must be acquired in the master's programme.

(3) For graduation, courses worth a total of 40 weekly teaching hours (SWS) are usually required, of which – depending on the subject – 18 to 30 SWS have to be completed in the academic core subject, and 8 to 22 SWS in the corresponding supplementary courses (including potential work experience).

(4) The standard period of study until graduation is four semesters. In the fourth semester, students take the final master's examination. In study programmes for which the subject-specific regulations state the documentation of language skills and a student did not provide this documentation at the start of studies, times of studies used to acquire these skills of up to two semesters will not be counted towards the standard period of study.

- (5) The weekly teaching hours and contents of the study programmes are determined in the subject-specific regulations for the core subjects in Attachment B (in German) as well as in Attachment C (supplementary courses, in German), which are an integral part of these examination regulations. The content in the subject-specific regulations must be determined and limited in such a way that the students can complete the study programme within the standard period of study. It must also be possible for the students, in line with the examination regulations and the syllabus, to set individual focus areas of study.
- (6) When starting the study programme, the student should consult the departmental student advisory service. The subject-specific regulations may determine that the departmental student advisory consultation is mandatory and/or an additional consultation must take place at a later point of time.
- (7) The subject-specific regulations for the core subjects (Attachment B) may determine that students have to study a semester abroad.

§ 4 Supplementary courses, practical work experience

- (1) In the area of supplementary courses, it may be mandatory or optional to complete courses in other subjects than the core subject. The area of supplementary courses as well as the corresponding workload are governed by Attachment C in connection with the subject-specific regulations for the relevant core subject (Attachment B).
- (2) The subject-specific regulations for the core subject may determine that students have to complete during their studies, usually during the lecture-free period, practical work experience related to the subject in a private or public institution where students can get an insight into professional work in their core subject. Details are governed by the relevant subject-specific regulations.

§ 5 Organization of examinations and the Examination Board

- (1) The departments are responsible for organizing course-related performance assessments. The Central Examination Office is responsible for organizing the final examination (master's thesis, oral master's examination, final written examination, if applicable).
- (2) Each master's programme has an Examination Board, which is responsible for the tasks determined in these examination regulations.
- (3) The members of an Examination Board are:
 1. three university teachers
 2. two academic staff members
 3. one student in an advisory capacity
 4. the secretary of the Examination Board in an advisory capacity

The subject-specific regulations may determine another composition in terms of numbers in line with § 10 para. 3 Landeshochschulgesetz LHG (state law on higher education).

- (4) The relevant Study Commission appoints the members eligible to vote and the secretary of the Examination Board for two years, the student member for one year. Reappointment to this board is possible.
- (5) From among its members, an Examination Board elects a chairperson and a vice chairperson who are university teachers.
- (6) A decision within the scope of these examination regulations that applies to several Examination Boards at the same time shall be taken by mutual consent.
- (7) The Examination Board ensures that the provisions stipulated in these examination regulations are observed.
- (8) The Examination Board is quorate if more than half of its members are present. It may delegate assigned tasks to its chairperson.
- (9) The members of an Examination Board have the right to sit in on examinations.
- (10) The members of an Examination Board and their representation are legally bound to maintain confidentiality. Those who are not in civil service shall be instructed by the chairperson to maintain confidentiality.
- (11) A data processing system may be used for administrative aspects of the exam organization. Students are required to inform themselves about dates and information on examinations, at regular intervals and on specific occasions as needed. If they fail to do so, they will have to bear the consequences.

§ 6 Examiners and observers

- (1) The relevant Examination Board appoints the examiners and observers.
- (2) Usually, examinations that are not held in connection with individual courses may only be conducted by university teachers and "Privatdozenten" (lecturers) as well as academic staff members who have been authorized to conduct examinations by the Rectorate on suggestion of the faculty board as per § 52 para. 1 Sentence 6 LHG. Academic staff members, contract lecturers and "Lehrkräfte für besondere Aufgaben" may, as an exception, be appointed as examiners only if there are not enough university teachers available.

- (3) Observers may only be appointed to sit in on an examination if they have passed at least a master's examination or equivalent in the same subject.
- (4) The candidate may suggest the examiners for the final oral examination or thesis or final written examination. There is no legal entitlement to the appointment of a certain examiner.
- (5) Course-related performance assessments are usually conducted by the course instructors.

§ 7 Course and examination languages

- (1) Courses may also be held in other languages than German. Further details can be determined in the subject-specific regulations (Attachment B).
- (2) According to the subject-specific regulations (Attachments B and C), coursework and performance assessments have to be completed in other languages than German or may be completed in other languages than German.

§ 8 Assessment of performance assessments

- (1) Grades for the individual performance assessments (individual grades) are determined by the examiners. The following grades are used:

1 = very good	=	excellent performance
2 = good	=	performance well above average
3 = satisfactory	=	average performance
4 = sufficient	=	performance that meets the requirements despite shortcomings
5 = fail	=	performance that does not meet the requirements due to considerable shortcomings.

- (2) For a more detailed evaluation of the student's performance, grades can be raised or lowered by a value of 0.3. Values of 0.7, 4.3, 4.7 or 5.3, however, are not permitted, unless the subject-specific regulations provide otherwise.
- (3) If a performance assessment is evaluated by more than one examiner, the grade will be calculated from the unrounded arithmetic mean of the individual grades given by each of the examiners as per paragraphs 1 and 2. For the determination of the grade only one decimal place will be taken into account; additional decimal places will be discarded without rounding.

**§ 9 Retaking examinations; failing the overall examination,
voluntarily taking examinations**

- (1) Students can retake course-related performance assessments once that were graded “fail (5.0)” or were considered not to have been passed. For individual partial exams as per § 14 para. 3, there may be deviations from this provision. Retaking performance assessments that were passed is not permitted. The provisions of paragraph 8 remain unaffected.
- (2) The exam retake must be completed at the next examination date available, but no later than during the semester following the failed examination. If a student misses this deadline, his/her right to take examinations expires, unless the reasons were beyond the student's control. The exam retake must take place no sooner than four weeks after the result of the first examination was announced.
- (3) A second retake of the same course-related performance assessment is only permitted if the subject-specific regulations provide for this option, and only under the stated conditions.
- (4) Candidates can once repeat a master's thesis that was graded “fail (5.0)” or was considered not to have been passed. Students must submit their application for repetition, with a new topic, two months after the examination result gained legal validity at the latest. If a student misses this deadline, his/her right to take examinations expires, unless the reasons were beyond the student's control. The second topic can only be given back if the candidate did not use this option while writing his/her first master's thesis.
- (5) A final written examination graded “fail (5.0)” or considered not to have been passed can be repeated once. Students must submit their application for repetition two months after the examination result gained legal validity at the latest. If a student misses this deadline, his/her right to take examinations expires, unless the reasons were beyond the student's control. The exam retake must be completed in the context of the examination dates of the following semester at the latest. If a student misses this deadline, his/her right to take examinations expires, unless the reasons were beyond the student's control.
- (6) Candidates can once retake a final oral examination that was graded “fail (5.0)” or considered not to have been passed. Students must submit their application for the retake two months after the examination result gained legal validity at the latest. If a student misses this deadline, his/her right to take examinations expires, unless the reasons were beyond the student's control. The exam retake must be completed in the following semester at the latest. If a student misses this deadline, his/her right to take examinations expires, unless the reasons were beyond the student's control.
- (7) Candidates have finally failed the entire master's examination if they have finally failed one or several course-related performance assessments or the master's thesis or the final oral examination or the final written examination.

- (8) If students write the master's thesis and take the final written examination as well as the final oral examination after completing their study programme without interruptions within the standard period of study, the corresponding exam parts of these not course-related performance assessments will not be counted as exam attempts in case of failure (Freiversuch = voluntarily taking examinations). Not counted as interruptions are: subject-specific studies at a comparable university outside of Germany of up to three semesters, work periods in the student self-administration as per § 34 para. 4 LHG of up to two semesters as well as periods in which compelling reasons prevent the student from studying and he/she is granted leave of absence. As far as voluntarily taking examinations is concerned, these times will not be counted towards the standard period of study as per Sentence 1. Examinations completed and passed in line with the conditions lined out in Sentence 1 may be repeated once by the examination date of the next semester at the latest in order to improve the grade; the better grade will count.

§ 10 ECTS credits

ECTS credits will only be granted if the corresponding coursework or performance assessments were successfully completed. No credits will be awarded merely for attending a course.

§ 11 Recognition of previous studies, coursework and performance assessments

- (1) Periods of study as well as coursework and performance assessments in master's programmes and/or other programmes at a university or equivalent institution of higher education in Germany or abroad are recognized upon application, (in line with the ECTS-credits given for these achievements at the University of Konstanz according to these examination regulations), provided that the competencies thus acquired do not differ significantly from those they replace. There is no significant difference if contents, learning objectives and examinations largely correspond to the requirements of the relevant master's programme at the University of Konstanz. When recognizing credits, the examination periods defined in these examination regulations are to be taken into account.
- (2) When recognizing previous studies, coursework and performance assessments completed outside of Germany, the following have to be considered:
- Recommendations of the *Kultusministerkonferenz, Zentralstelle für ausländisches Bildungswesen* (Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, Central Office for Foreign Education)
 - Agreements on Equivalence of the Federal Republic of Germany
 - Agreements with partner universities.
- (3) Paragraph 1 applies accordingly for periods of study, coursework and performance assessments completed in a state-accredited university distance learning programme or at a state or state-accredited *Berufsakademie* (university of cooperative education) or *Fachhochschule* (university of applied sciences).
- (4) These achievements cannot be recognized as master's thesis or as final oral master's examination.

- (5) If performance assessments are recognized, the grades earned - insofar as the grading systems are comparable - will be transferred and included in the calculation of the module grades and the overall grade in line with the grade tables in §§ 8 and 18. If the grading systems are not comparable, the remark "passed" will be included. Recognitions may be marked as such in the certificate.
- (6) Students must submit the required documents when applying for recognition of credit. If the pre-requisites as per paragraphs 1, 2 or 3 are met, students are legally entitled to recognition of credits; the provisions of paragraph 4 remain unaffected.
- (7) The corresponding Examination Board (§ 5 para. 2), or a person appointed by it, makes decisions as per paragraphs 1 - 6 in cooperation with the representatives of the subject.

§ 11a Recognition of non-higher education achievements

- (1) Non-higher education achievements will be assessed as coursework and performance assessments if the following apply:
 - The knowledge and skills thus acquired are equivalent to the coursework and performance assessments they stand to replace
 - The prerequisites for acceptance at an institution of higher education are met at the time credit is granted for such achievements
 - The institution at which the knowledge or skills were acquired has implemented a quality assurance system.
- (2) An overall view must be taken and an overall assessment made when determining whether knowledge and skills are equivalent. They will be considered equivalent if there is no significant difference between the knowledge and skills acquired. There is no significant difference if the knowledge and skills achieved outside of any institution of higher education largely correspond to the contents, learning objectives and requirements of the corresponding achievement in the study programme at the University of Konstanz.
- (3) If equivalence cannot be determined, a placement test may be administered.
- (4) A maximum of 12 ECTS credits can be granted for achievements obtained outside the higher education system.
- (5) Decisions on whether to recognize the achievements and on the necessity and form of placement tests will be made by the Examination Board or a representative appointed by it.
- (6) The regulations regarding recognition will come into effect only after the criteria for recognition have been verified in the context of an accreditation procedure.

§ 12 Non-attendance, withdrawal, fraud, breach of regulations, leave of absence for family reasons

- (1) A performance assessment will be considered as failed (5.0) if the candidate misses an examination date without adequate justification or withdraws without adequate justification after the performance assessment has already started. The same applies if a written performance assessment is not completed within the allotted time, unless the reasons for not completing it in time were beyond the candidate's control.
- (2) Students must provide the relevant Examination Board with credible reason for missing or withdrawing from an examination without delay. In the case of illness of the candidate, or of a child for whom the candidate has sole responsibility or other family member in need of care, the candidate may be required to submit a medical certificate (using the required form provided by the Examination Office) and, in case of doubt, a medical certificate from a doctor specified by the Examination Office. If the reason is recognized, a new examination date will be set. In this case, examination results acquired up to that point will be credited.
- (3) If the candidate attempts to influence the result of a performance assessment through fraud (e.g. plagiarism) or the use of aids that are not permitted, the performance assessment will be considered as failed (5.0). For repeated or otherwise serious fraud or plagiarism cases, the Examination Board may decide to deny the candidate permission to retake the examination, resulting in a complete loss of right to take examinations in the corresponding study programme.
- (4) The relevant examiner or supervisor can exclude a candidate who has disturbed the proper proceedings of a performance assessment from continuing the performance assessment. In this case, the corresponding performance assessment is considered as failed (5.0). In serious cases, the Examination Board may exclude the candidate from completing further performance assessments.
- (5) Within a period of four weeks, the candidate can demand that decisions taken as per paragraph 3 and paragraph 4 Sentence 1 be examined by the Examination Board.
- (6) On request, the *Mutterschutzfrist* (maternity protection period), as defined by the applicable federal law in Germany on the protection of working mothers (*MuSchG*) will be taken into consideration. The required documentation must be submitted with the request. The *Mutterschutzfrist* interrupts all other periods defined in these examination regulations; this means that time spent on *Mutterschutz* (maternity protection) is not counted as elapsed time within these periods.
- (7) Equally, the time periods for *Elternzeit* (parental leave) as defined in the *Bundeselternzeit- und Elternzeitgesetz BEEG* (German law on parental leave allowance and parental leave) will be recognized on request. The candidate must inform the Examination Board of the period(s) of *Elternzeit* to be taken no later than four weeks before the first day of planned *Elternzeit*. This must be done in writing and include the necessary documentation.

The Examination Board will assess whether the legal prerequisites are met under which employees have the right to *Elternzeit* in accordance with the *BEEG*, and shall inform the candidate of their decision and, if applicable, of the new schedule for examination dates, without delay. The time period allowed for completing the master's thesis cannot be interrupted by *Elternzeit*. In this case, the topic is considered not to have been assigned. After the *Elternzeit* period has ended, the candidate will be assigned a new topic.

- (8) Students who have familial obligations beyond those described in paragraph 7 can also apply for an extension of the deadlines set down in these examination regulations. The required documentation must be submitted with the request.
- (9) If students are board members in the university's self-administration or in the *Studierendenwerk* (student services), up to two semesters can be taken into account on request when determining the examination deadlines.

II. Coursework and course-related performance assessments

§ 13 Coursework

- (1) Coursework are individual achievements completed by a student in the context of a course. Type, number and scope of coursework shall be determined in such a way that the workload required for completion matches the ECTS credits granted for the relevant course. Students will be informed about the coursework to be completed when the corresponding course is announced in the course catalogue at the latest.
- (2) The course instructors have to assess the completed coursework, but do not necessarily have to grade it.
- (3) The subject-specific regulations (Attachments B and C) determine in which courses the students have to complete coursework and which coursework they have to document for admission to individual performance assessments, if applicable.

§ 13a Regular attendance as a special form of coursework

- (1) In seminars, tutorials and other dialogue-oriented courses as well as in practical courses such as language or sports classes, the instructors **may** request regular attendance in the course as a pre-requisite for completing coursework and performance assessments and/or for acquiring credits. In this case it must be announced, in writing or electronically and at the beginning of the course, that regular attendance is an admission requirement for course-related achievements and/or a pre-requisite for acquiring credits.

- (2) Regular attendance means that not more than one fifth of course time or course dates was missed. Otherwise admission to coursework and performance assessments in that course will be denied, irrespective of whether or not the student is responsible for the absences. In this case, no ECTS credits can be acquired. In justified cases¹ it is possible to deviate from these regulations in favour of the students; corresponding requests have to be submitted to the Examination Board via its secretary.

§ 14 Types of course-related performance assessments

- (1) Course-related performance assessments in the sense of these examination regulations are:
1. Final module exams, testing all components of a module in the examination
 2. Module exams in one component of a module
 3. Partial module exams in several components of a module
- (2) The type of performance assessments (oral and/or written and/or practical) to be completed is determined in the subject-specific regulations (Attachments B and C). The course instructor announces the type of performance assessment at the beginning of the course.
- (3) A course-related performance assessment may also consist of several separate components. In addition to a written exam or term paper, it might be comprised of other types of assessment such as mini-tests, presentations etc. At the beginning of the course, the course instructor announces the number and type of performance assessments and the calculation of the overall grade, and also determines when a performance assessment is passed as well as the options for a retake.
- (4) If all required performance assessments are completed in a module, no further examinations may be taken in that module. Students can only register for additional, voluntary performance assessments in the module "Additional voluntary course work". If successfully completed, they will not be included in the calculation of the overall grade, but will be included in the transcript of records as additional achievements.

¹ Cases, for which exceptions may be granted are, in particular: 1. Students with a medically certified chronic or longer-term illness who may request academic adjustments in line with these examination regulations and who cannot participate in all dates of the course for health reasons; 2. Student-parents whose child is ill as well as students with relatives in need of care if they submit corresponding documentation that the care is necessary; 3. Students who are members of a university body or the Students' Union in the current semester and consequently miss individual course dates if they submit documentation of their participation in the meeting of the committee; 4. Top athletes in the sense of the university's cooperation agreement for supporting top-class sports if they can document that they were required to participate in competitions or training camps; 5. Study abroad stays during the ongoing semester with corresponding documentation; 6. Startup founders with corresponding documentation.

Deviating from Sentence 1, students can complete additional examinations in required elective courses. In this case, the best partial module grades will be included in the module grade. The subject-specific regulations (Attachments B and C) may determine a deviating provision.

- (5) If a candidate is able to verify by means of a medical certificate that he/she is unable to complete performance assessments in part or in full in the designated form or deadline due to a longer or permanent medical condition, the chair of the Examination Board will allow him/her additional time or grant him/her permission to complete an equivalent type of performance assessment in a different form or period of time. The same applies for coursework assignments.

§ 15 Registration and admission for coursework and course-related performance assessments

- (1) Candidates have to register for coursework and course-related performance assessments. The registration dates are posted along with the deadlines for registration. If a candidate meets the pre-requisites for an examination, he/she will be admitted to the course-related performance assessment.

If coursework or a performance assessment is completed without prior registration, it will be deemed invalid regardless of the result and will not be counted as exam attempt.

This regulation does not apply to coursework if students also have to complete a performance assessment in the corresponding course.

- (2) If a candidate meets the pre-requisites for an examination, he/she will be admitted to the course-related performance assessment.
- (3) Only candidates can be admitted to course-related performance assessments who
1. have been admitted and enrolled in their core subject in the master's programme at the University of Konstanz
 2. have not lost the right to take examinations in this master's programme
 3. and, if applicable, can document meeting the subject-specific admission requirements for the relevant course-related performance assessment as determined in the subject-specific regulations (Attachment B).
- (4) When registering for the first course-related performance assessment, students have to submit the documentation as per para. 3 no. 1.
- (5) The relevant Examination Board as per § 5 para. 2 decides about admissions. The Examination Board can task the chairperson to take the decision.

If the student cannot be admitted, he/she will be informed in writing, including the reason(s) for the rejection.

Admission to coursework or a performance assessment may only be denied if:

1. the pre-requisites listed in paragraph 3 are not met,
 2. the documents listed in paragraph 3 were not complete and, even upon request, have not been submitted completely within the time allowed,
 3. the candidate has finally failed, in the relevant core subject, a master's or Diplom examination, or the scientific examination as part of the "Lehramt an Gymnasien" state examination, or has lost his/her right to take examinations, or is currently involved in any such examination procedures.
 4. The attendance requirement as per § 13a is not fulfilled.
- (6) If students cannot submit one of the documents required as per paragraph 3 (above) in the prescribed manner, the Examination Board may permit the students to provide proof in a different form.

§ 16 Oral course-related performance assessments

- (1) Oral performance assessments may be oral examinations, class presentations and other oral forms of examinations. Oral examinations may be group or individual examinations. They shall last at least 10 minutes, but not more than 40 minutes per candidate. Further details may be provided in the subject-specific regulations (Attachments B and C). The course instructor also announces the details at the beginning of the course.
- (2) The essential topics and results of the examination shall be recorded. Subsequently to the oral examination, the candidate will be informed about the result.

§ 17 Written course-related performance assessments

- (1) Written performance assessments may be written examinations, papers, essays, class presentations and other written exam types. Usually, written examinations shall last at least 60 minutes but not more than 240 minutes. The usual period for completing term papers is 4 weeks. Details may be provided in the subject-specific regulations (Attachments B and C). The course instructor also announces the details at the beginning of the course.
- (2) The process for assessing written examinations should not exceed four weeks; § 22 para. 9 Sentence 1 remains unaffected.

§ 18 Module grades

- (1) If a module has to be completed with a final module examination or a module examination, the grade for this examination will be the grade for that module.
- (2) If partial module exams are to be taken in a module, the unweighted average grade of all partial module exam grades will be the grade for this module, unless the subject-specific regulations provide for weighted averages. Even if students acquired more ECTS credits in a module or module part, the number of ECTS credits determined in the subject-specific regulations will be used for the calculation of the module grade and the overall grade – not the number of actually acquired credits in a course or module. Students have to achieve at least the grade “sufficient (4.0)” in each of the individual partial module exams. The overall grade will be calculated to only one decimal place. Additional decimal places will be discarded without rounding. The module grades are:

an average up to 1.5 = very good

an average of 1.6 up to 2.5 = good

an average of 2.6 up to 3.5 = satisfactory

an average of 3.6 up to 4.0 = sufficient

an average above 4.0 = fail
- (3) The overall grade of the master's examination is calculated based on the numeric values of the module grades as per para. 2 Sentence 4 achieved in the modules relevant for the final grade.

III. Master's examination

§ 19 Objective of the master's examination

- (1) After completing the master's examination and being awarded the academic degree MA, students have acquired an advanced degree in the corresponding core subject qualifying them for a profession.
- (2) In the master's examination, candidates must show that they have extensive knowledge in the chosen field, are able to work independently according to scientific principles and can apply scientific methods and insights.

§ 20 Content, type and scope of the master's examination

- (1) The master's examination consists of:
 1. the course-related performance assessments in the core subject and, if applicable, in the area of supplementary courses,
 2. a master's thesis in the core subject,
 3. a final written examination in the core subject in case the subject-specific regulations (Attachment B) provide for such an exam component, and
 4. a final oral examination in the core subject in case the subject-specific regulations (Attachment B) provide for such an exam component.
- (2) The subject-specific admission requirements, content, type and scope of performance assessments as well as additionally required coursework are determined for each subject in the subject-specific regulations of these examination regulations (Attachments B and C). Coursework and performance assessments cannot be recognized for the master's examination if they were completed in the context of a bachelor's examination in the corresponding subject.

§ 21 Registration and admission to the master's thesis, final written and oral master's examinations

- (1) In the third semester, students should apply for admission to the master's thesis and final written examination by the announced registration dates. Upon request, the Examination Board will assign the candidate a topic and the reviewers (supervisor and secondary reviewer) for the master's thesis, or the two examiners for the final written examination.
- (2) Students can only be admitted to the master's thesis and the final written examination if they
 1. have been admitted and enrolled in their core subjects in the master's programme at the University of Konstanz
 2. have not lost their right to take examinations in this master's programme
 3. have completed at least half of all required course-related performance assessments in the core subject and the area of supplementary courses and, if applicable, meet the additional subject-specific admission requirements,and, if stipulated in the subject-specific regulations,
 4. have completed mandatory practical work experience as per § 4 para. 2 or a required semester abroad as per § 3 para. 7;
- (3) The registration along with the application for admission has to be submitted in writing to the relevant Examination Board via the Central Examination Board. Applications must include:

1. Documentation of meeting the admission requirements listed in paragraph 2
 2. A declaration whether the candidate has already failed, in his/her core subject, a master's or Diplom examination, or the scientific examination as part of the "Lehramt an Gymnasien" state examination, or is currently involved in any such examination procedures.
- (4) The Examination Board decides on admissions based on the documents submitted.
- Admission is to be denied if:
1. The pre-requisites listed in paragraph 2 are not met,
 2. The documents listed in paragraph 3 were not complete and, even upon request, have not been submitted completely within the time allowed,
 3. The candidate has finally failed, in his/her core subject, a master's or Diplom examination, or the scientific examination as part of the "Lehramt an Gymnasien" state examination, or has lost the right to take examinations in this study programme at the University of Konstanz or at another academic institution of higher education.
- (5) The registration, together with the application for admission to the oral examination, must be submitted to the Examination Board via the Central Examination Office by the announced registration dates and must include documentation of meeting the requirements as per para. 4.
- (6) Students can only be admitted to the final oral examination if, no later than one week before the examination date, all required coursework and performance assessments in the core subject and the area of supplementary courses as per Attachments B and C were graded (grade sufficient (4.0) or better) and recorded in the computer-system (POS), the master's thesis was submitted, and, in case a final written examination is required, this examination was graded and recorded. Paragraphs 1 to 3 apply accordingly.

§ 22 Master's thesis

- (1) The master's thesis is a written examination component in which candidates have to demonstrate that they are able to work according to scientific methods on a problem in their core subject within a defined period of time.
- (2) Group work is admissible if the relevant subject-specific regulations for the core subject (Attachment B) provide this option and the individual contribution can be clearly distinguished, assessed and graded.
- (3) The candidate must be given the opportunity to suggest a topic and a supervisor. With the assignment of the topic, the appointed reviewer as per § 6 para. 1 becomes responsible for supervising the master's thesis.
- (4) The Examination Board decides about the suggested topic and reviewers. The Examination Board informs the candidate about the time of the assignment, the topic and the appointed reviewers. This information has to be kept on file.

The period for completing the master's thesis begins with the assignment of the topic.

- (5) The time period allotted for the master's thesis is four months. The subject-specific regulations may determine a longer period of up to six months. Topic and supervision must match that time period. In individual cases and upon justified request of the candidate, the Examination Board may grant an extension of the deadline for the time period the student was prevented from working on the thesis – but not more than two months. The request must have been received by the Examination Board no later than two weeks before the allotted time period ends, except in justified cases, and must be approved by the supervisor of the master's thesis. § 12 para. 2 applies accordingly. If the candidate is prevented for a longer period, he/she can give the topic back. In this case, the topic is considered as not assigned and the candidate must request the assignment of a new topic as soon as the preventing circumstances have ended.
- (6) Candidates may return a topic only once and only within the first two weeks of the time period allotted for the completion of the thesis. A new topic must be determined and assigned within four weeks.
- (7) Three copies of the master's thesis must be submitted to the Examination Board via the Central Examination Office within the prescribed time limit; one copy will remain with the Central Examination Office until the examination procedure is completed. The date of submission must be recorded. If the thesis is not submitted by the due date, it will be considered as failed (5.0), unless the student missed the deadline due to circumstances beyond his/her control.
- (8) When submitting the master's thesis, the candidate must provide written confirmation of being the sole author of the thesis and of not having used any sources or aids other than the ones stated, and that the thesis was not submitted before as a thesis in the context of a master's examination. Candidates must retain any materials that can prove their sole authorship until the examination procedure has been concluded.
- (9) Two reviewers as per § 6 para. 2 have to assess the thesis within eight weeks. As a rule, one of the reviewers is the person who determined the topic. The Examination Board appoints the second reviewer in agreement with the primary reviewer. The grade will be calculated as the arithmetic mean from both reviews; § 18 para. 2 Sentences 4 and 5 apply accordingly.
- (10) The subject-specific regulations for the core subject (Attachment B) may determine that the Examination Board appoints a third reviewer in case the grade given by one of the reviewers is "sufficient (4.0)" or better, and the other grade is "fail (5.0)". If the third reviewer grades the thesis "sufficient (4.0)" or better, the master's thesis is passed. In this case, the grade will be "4.0", or will be calculated as the arithmetic mean from all three individual grades if that value is lower. § 18 para. 2 Sentence 4 and 5 apply accordingly. If the third reviewer grades the thesis "fail (5.0)", the master's thesis has failed.

§ 23 Final written examination

- (1) Students have to take a final written examination if determined in the subject-specific regulations for the core subject (Attachment B). The subject-specific regulations govern the requirements of the final written examination. The candidate has to be notified about the date of the final written examination.
- (2) The examination has to be assessed by two examiners as per § 6 para. 2 within six weeks.

§ 24 Final oral examination

- (1) The subject-specific regulations (Attachment B) govern the requirements of the final oral examination. They may determine that the final oral examination consists of a colloquium about the topic of the master's thesis.
- (2) An examiner as per § 6 para. 2, in the presence of an observer, or several examiners as per § 6 para. 2 will conduct the oral examination. Observers must have completed a relevant master's examination in the corresponding subject, or at least an equivalent examination and must be members of a university. In case of several examiners, the grade will be the arithmetic mean of the two individual grades. § 18 para. 2 Sentence 4 and 5 apply accordingly.
- (3) The candidates will take the examination individually or in groups of up to three candidates. The candidate has to be notified of the date of the examination and the examiners.
- (4) As a rule, the oral examination lasts one hour. The subject-specific regulations may also determine another duration.
- (5) The essential contents, the procedure and results of the examination shall be recorded. The examiner and observer, or the examiners, sign the minutes, which are part of the examination records.
- (6) Subsequently to the oral examination, the examiners will inform the candidate about the result.
- (7) Students in the same study programme who have not yet registered for the same examination may be present as audience in proportion to the space available during the oral examination, however, not during the consultation or the announcement of the examination result. If sufficient reason is given or on request of the candidate, the public may be excluded from the proceedings.
- (8) In justified exceptional cases, one of the two examiners may take part in the exam via videoconferencing.

§ 25 Assessment of the master's examination, determination of grades

- (1) The master's examination is passed if all coursework and performance assessments were graded "sufficient (4.0)" or better.
- (2) The calculation of the overall grade including the weighting of the individual examination parts is determined in the subject-specific regulations for the corresponding core subject (Attachment B).

§ 26 Examination certificate and degree certificate

- (1) Once students have passed the master's examination and all achievements relevant for passing the examination have been recorded, they will receive a certificate with the overall grade of their study programme as well as the final grades in their core subject and, if applicable, in the area of supplementary courses. The certificate also includes the grade and topic of the master's thesis.
- (2) The certificate will be awarded "with distinction" if students achieve an overall grade of 1.3 or better.
- (3) With the examination certificate, students also receive a degree certificate confirming that they have earned an academic master's degree and indicating the subject studied.
- (4) The examination and degree certificate are signed by the chairperson of the Examination Board and stamped with the seal of the University of Konstanz. The date to be entered is the date on which, according to the request for issuing a certificate, the last coursework or performance assessment was completed.
- (5) A diploma supplement in line with the European Diploma Supplement Model and a transcript of records are issued as further components of the certificate. The transcript of records contains the completed modules and their components, the module grades, the ECTS credits acquired in the modules and the overall number of ECTS credits as well as the grades for the completed coursework and performance assessments; ungraded modules and achievements will be included with a remark about successful participation. Coursework and performance assessments that are not included in the master's examination will be included in the transcript of records as "Sonstige Leistungen" / "Additional voluntary course work".
- (6) In addition to that, a transcript of records as per para. 5 is issued without the grades for the individual coursework and performance assessments.
- (7) On request of the student, the duration of studies until completion of the study programme can be included in the transcript of records.
- (8) All documents mentioned in paragraphs 1, 3, 5 and 6 are issued in German and –as far as possible – in English.
- (9) The subject-specific regulations may determine that the core area of studies is specified in the examination and degree certificates.
- (10) In the subject-specific regulations, the English name of the studied subject may be determined.

§ 27 Deleted

§ 28 Confirmation of failed overall examination

- (1) If a candidate has finally failed the master's examination, he/she will receive a written notification containing information on the options available for legal recourse.
- (2) If a candidate has finally failed the master's examination, he/she will receive, on request, a written confirmation listing all examinations that were passed and coursework achievements, if applicable. It will also state that the candidate has finally not passed the examination.

IV. Final provisions

§ 29 Invalid results

- (1) If a candidate cheated during a performance assessment and this fact is discovered after the certificate has been issued, the corresponding grades may subsequently be corrected. If appropriate, the performance assessment may be deemed to have failed (5.0) and all or part of the master's examination may be declared failed.
- (2) If the prerequisites for admission to an examination taken were not met, and this fact is discovered after the certificates have been issued, the deficit shall be deemed to have been rectified by the passing of the examination, provided the candidate had no intent to deceive. If the candidate intentionally practised deceit to obtain admission to the performance assessment, it may be considered as failed (5.0) and the Examination Board may declare the master's examination failed.
- (3) Before a decision goes into effect, the candidate shall be given the opportunity to make a statement.
- (4) The incorrect examination certificate will be revoked and, if appropriate, a new certificate issued. If the master's examination is declared "fail" due to deceitful practices, the examination certificate as well as the degree certificate will be revoked.
- (5) Revocation of the academic degree will be handled in accordance with statutory provisions.

§ 30 Legal recourse

Candidates can object to decisions in the examination procedure that constitute an administrative act (§§ 68 et. seq. VwGO). The Vice-rector for Academic Affairs at the University of Konstanz will issue a ruling on the matter following a recommendation of the Central Examination Board, which shall hear the corresponding Examination Board on that matter.

§ 31 Inspection of examination records

On request and within one year of the conclusion of the master's examination, candidates are permitted to inspect their written examination records, the examiners' assessments as well as the examination minutes. The Examination Office determines the place and time of the inspection.

§ 32 Coming into effect

- (1) These study and examination regulations including Attachments A, B and C come into effect as of 1 April 2003.
- (2) The amendments as of 27 July 2007 come into effect as of 01 October 2007. They do not apply to students who have already been admitted to all parts of the final examination at this point of time.
- (3) The amendments as of 6 August 2010 and 25 May 2011 come into effect the day after their publication in the "Amtliche Bekanntmachungen" (official announcements) of the University of Konstanz.
- (4) The amendments as of 05 September 2012 come into effect the day after their publication in the "Amtliche Bekanntmachungen" of the University of Konstanz.
- (5) The amendments as of 06 August 2013 come into effect the day after their publication in the "Amtliche Bekanntmachungen" of the University of Konstanz.
- (6) The amendments as of 30 September 2015 come into effect the day after their publication in the "Amtliche Bekanntmachungen" of the University of Konstanz.

Please note:

The German version of these examination regulations was published in the *Amtliche Bekanntmachungen* (official announcements) of the University of Konstanz No. 22/2003 on 15 September 2003.

The 1st amendment as of 16 July 2007 was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 59/2007.

The 2nd amendment as of 27 July 2007 was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 60/2007.

The 3rd amendment as of 06 August 2010 was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 39/2010.

The fourth amendment as of 25 May 2011 was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 45/2011.

The fifth amendment as of 08 February 2012 was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 4/2012.

The sixth amendment as of 05 September 2012 was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 32/2012.

The seventh amendment as of 12 September 2012 was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 35/2012.

The eighth amendment as of 06 August 2013 was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 75/2013.

The ninth amendment as of 30 September 2015 was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 71/2015.

The correction as of 26 July 2018 was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 33/2018.

The tenth amendment as of 28 November 2019 was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 51/2019.

Attachment A: Core subjects in the master's programme

Anthropology and Sociology

History

Studies in European Culture

Linguistics

Literature
(Konstanzer Masterschule Literatur)

Literature-Art-Media

Multilingualism

Eastern European Studies: History - Media

Philosophy

Sociology

Speech and Language Processing