*In the course of drafting the study and examination regulations, please also submit the English translation of the name of the degree programme and the module title.*

**Regulations of the faculty … [*designation*]/the faculties … [*designations*] of the Johann Wolfgang Goethe University Frankfurt am Main**

**for the Master’s degree programme … [*designation*] leading to award of the degree**

**“Master of Arts (M.A.)”**

**alternatively:**

**“Master of Science (M.** **Sc.)“**

**from … [*date of the last passing of a resolution in the Faculty Board* ]**

***Note:*** *Concerning the degree awarded please see § 3 RO.*

Based on §§ 20, 44 Paragraph 1 No. 1 of the Hessian Act on Higher Education in the version from 14 December 2009, last altered by the law passed on 27 May 2013, the faculty board of the faculty … [*designation*] of the Johann Wolfgang Goethe University Frankfurt am Main agreed on …\* upon the following set of regulations for the Master’s degree programme … [*designation*]. This set of regulations has been authorised by the presidium of the Johann Wolfgang Goethe University according to § 37 Paragraph 5 Hessian Act on Higher Education on … [*date*]. It is hereby announced.

*...\* Date of the last passing of a resolution about the set of regulations in the Faculty Board.*

**alternatively:**

Based on §§ 20, 44 Paragraph 1 No. 1 of the Hessian Act on Higher Education in the version from 14 December 2009, last altered by the law passed on 27 May 2013, the faculty board of the faculty … [*designation*] of the Johann Wolfgang Goethe University Frankfurt am Main agreed on …...\* upon the following set of regulations for the Master’s degree programme … [*designation*]. This set of regulations have been authorised by the presidium according to § 37 Paragraph 5 Hessian Act on Higher Education on … [*date*]. It is hereby announced.

*...\* Designations of the faculties involved and dates of the last resolutions in the respective faculty boards.*

**Note concerning the Table of Contents:** *If the paragraph titles change please also adapt the Table of Contents.*

**Table of Contents:**

[Abschnitt I: Allgemeines](#_Toc400008400)

[§ 1 Geltungsbereich der Ordnung (RO: § 1)](#_Toc400008401)

[§ 2 Zweck der Masterprüfung (RO: § 2)](#_Toc400008402)

[§ 3 Akademischer Grad (RO: § 3)](#_Toc400008403)

[§ 4 Regelstudienzeit (RO: § 4)](#_Toc400008404)

[§ 5 Auslandsstudium (RO: § 5)](#_Toc400008405)

[Abschnitt II: Ziele des Studiengangs; Studienbeginn und Zugangsvoraussetzungen zum Studium](#_Toc400008406)

[§ 6 Ziele des Studiengangs(RO: § 6)](#_Toc400008407)

[§ 7 Studienbeginn(RO: § 7)](#_Toc400008408)

[§ 8 Voraussetzungen für die Zulassung zum Masterstudiengang(RO: § 9)](#_Toc400008409)

[Abschnitt III: Studienstruktur und –organisation](#_Toc400008410)

[§ 9 Studienaufbau; Modularisierung(RO: § 11)](#_Toc400008411)

[§ 10 Modulverwendung (RO: § 12)](#_Toc400008412)

[§ 11 Praxismodule (RO: § 13)](#_Toc400008413)

[§ 12 Modulbeschreibungen/Modulhandbuch (RO: § 14)](#_Toc400008414)

[§ 13 Umfang des Studiums und der Module; Kreditpunkte (CP) (RO: § 15)](#_Toc400008415)

[§ 14 Lehr- und Lernformen; Zugang zu Modulen (RO: § 16)](#_Toc400008416)

[§ 15 Studiennachweise (Leistungs- und Teilnahmenachweise) (RO: § 17)](#_Toc400008417)

[§ 16 Studienverlaufsplan; Informationen (RO: § 18)](#_Toc400008418)

[§ 17 Studienberatung; Orientierungsveranstaltung (RO: § 19)](#_Toc400008419)

[§ 18 Akademische Leitung und Modulbeauftragte (RO: § 20)](#_Toc400008420)

[Abschnitt IV: Prüfungsorganisation](#_Toc400008421)

[§ 19 Prüfungsausschuss; Prüfungsamt (RO: § 21)](#_Toc400008422)

[§ 20 Aufgaben des Prüfungsausschusses (RO: § 22)](#_Toc400008423)

[§ 21 Prüferinnen und Prüfer; Beisitzerinnen und Beisitzer (RO: § 23)](#_Toc400008424)

[Abschnitt V: Prüfungsvoraussetzungen und –verfahren](#_Toc400008425)

[§ 22 Erstmeldung und Zulassung zu den Masterprüfungen (RO: § 24)](#_Toc400008426)

[§ 23 Prüfungszeitpunkt und Meldeverfahren (RO: § 25)](#_Toc400008427)

[§ 24 Versäumnis und Rücktritt von Modulprüfungen (RO: § 26)](#_Toc400008428)

[§ 25 Studien- und Prüfungsleistungen bei Krankheit und Behinderung; besondere Lebenslagen (RO: § 27)](#_Toc400008429)

[§ 26 Verpflichtende Studienfachberatung; zeitliche Vorgaben für das Ablegen der Prüfungen (RO: § 28)](#_Toc400008430)

[§ 27 Täuschung und Ordnungsverstoß (RO: § 29)](#_Toc400008431)

[§ 28 Mängel im Prüfungsverfahren (RO: § 30)](#_Toc400008432)

[§ 29 Anerkennung und Anrechnung von Leistungen (RO: § 31)](#_Toc400008433)

[§ 30 Anrechnung von außerhalb einer Hochschule erworbenen Kompetenzen (RO: § 32)](#_Toc400008434)

[Abschnitt VI: Durchführungen der Modulprüfungen](#_Toc400008435)

[§ 31 Modulprüfungen (RO: § 33)](#_Toc400008436)

[§ 32 Mündliche Prüfungsleistungen (RO: § 34)](#_Toc400008437)

[§ 33 Klausurarbeiten [und sonstige schriftliche Aufsichtsarbeiten] (RO: § 35)](#_Toc400008438)

[§ 34 Hausarbeiten [und sonstige schriftliche Ausarbeitungen] (RO: § 36)](#_Toc400008439)

[§ 35 Portfolio (RO: § 37)](#_Toc400008440)

[§ 36 Projektarbeiten (RO: § 38)](#_Toc400008441)

[§ 37 Fachpraktische Prüfungen und andere Prüfungsformen (RO: § 39)](#_Toc400008442)

[§ 38 Masterarbeit (RO: §§ 40, 41)](#_Toc400008443)

[Abschnitt VII: Bewertung der Studien- und Prüfungsleistungen; Bildung der Noten und der Gesamtnote; Nichtbestehen der Gesamtprüfung](#_Toc400008444)

[§ 39 Bewertung/Benotung der Studien- und Prüfungsleistungen; Bildung der Noten und der Gesamtnote (RO: § 42)](#_Toc400008445)

[§ 40 Bestehen und Nichtbestehen von Prüfungen; Notenbekanntgabe (RO: § 43)](#_Toc400008446)

[§ 41 Zusammenstellung des Prüfungsergebnisses (Transcript of Records) (RO: § 44)](#_Toc400008447)

[Abschnitt VIII: Wechsel von Pflicht- und Wahlpflichtmodulen/ Studienschwerpunkten; Wiederholung von Prüfungen; Verlust des Prüfungsanspruchs und endgültiges Nichtbestehen](#_Toc400008448)

[§ 42 Wechsel von Pflicht- und Wahlpflichtmodulen/Studienschwerpunkten (RO: § 45)](#_Toc400008449)

[§ 43 Wiederholung von Prüfungen; Freiversuch; Notenverbesserung (RO: § 46)](#_Toc400008450)

[§ 44 Verlust des Prüfungsanspruchs und endgültiges Nichtbestehen (RO: § 47)](#_Toc400008451)

[Abschnitt IX: Prüfungszeugnis; Urkunde und Diploma Supplement](#_Toc400008452)

[§ 45 Prüfungszeugnis (RO: § 48)](#_Toc400008453)

[§ 46 Masterurkunde (RO: § 49)](#_Toc400008454)

[§ 47 Diploma Supplement (RO: § 50)](#_Toc400008455)

[Abschnitt X: Ungültigkeit der Masterprüfung; Prüfungsakten; Einsprüche und Widersprüche; Prüfungsgebühren](#_Toc400008456)

[§ 48 Ungültigkeit von Prüfungen (RO: § 51)](#_Toc400008457)

[§ 49 Einsicht in Prüfungsakten; Aufbewahrungsfristen (RO: § 52)](#_Toc400008458)

[§ 50 Einsprüche und Widersprüche (RO: § 53)](#_Toc400008459)

[§ 51 Prüfungsgebühren (RO: § 54)](#_Toc400008460)

[Abschnitt XI: Schlussbestimmungen](#_Toc400008461)

[§ 52 In-Kraft-Treten [und Übergangsbestimmungen] (RO: § 56)](#_Toc400008462)

Appendices:

Appendix 1: Regulation for special entry requirements/aptitude tests for Master’s degree programme entrance (Appendix 2 RO)

Appendix 2: An exemplary course of study plan

**Note:** *Please see the appendices to the framework regulations for further models.*

List of abbreviations:

GVBl. Gesetz- und Verordnungsblatt für das Land Hessen (Official Gazette of Hessen)

HHG Hessisches Hochschulgesetz (Hessian Act on Higher Education) from 14 December

 2009 (GVBl. I, p. 666), last altered by Article 11 of the law passed on 27 May 2013

 (GVBl. I, p. 218),

HImmaVO Hessische Immatrikulationsverordnung (Hessian Enrolment Regulations) from

 24 February 2010 (GVBl. I, p. 94), last altered on 23 April 2013 (GVBl. I, p. 192),

RO Framework regulations for tiered and modular degree programmes which are offered by

 Johann Wolfgang Goethe University Frankfurt am Main from 30 April 2014

***Note:*** *Add further abbreviations used as necessary.*

Section I: General Points

§ 1 The area of validity of the regulations (RO: § 1)

This set of regulations contains the degree programme specific regulations for the Master’s degree programme … [*designation*] It applies when used in combination with the framework regulations for tiered and modular degree programmes which are offered by Johann Wolfgang from 30 April 2014, UniReport statutes and regulations from 11 July 2014 in the respective currently valid version, hereinafter referred to as the framework regulations (RO).

§ 2 Purpose of the Master’s examination (RO: § 2)

(1) The Master’s degree studies finish with the first qualification for entry into a profession. The Master’s examination serves to determine whether the student has achieved the goal for taking the Master’s degree programme. The examinations occur cumulatively, that is the sum of the module examinations taken during the Master’s degree programme … [*designation*] , including the Master’s thesis, constitute the Master’s examination.

(2) The cumulative Master’s examination is intended to establish whether the student has acquired sufficient specialist knowledge in the examination areas and also has the ability to use basic scientific methods and knowledge, self-sufficiently, as well as being prepared to enter into professional practice or a consecutive course of studies.

§ 3 Academic degree (RO: § 3)

Upon successful completion of the course of studies and upon passing of the examinations, the faculty … [*designation*] awards the academic degree Master of Arts, abbreviated as M.A.

**alternatively:**

Upon successful completion of the course of studies and upon passing of the examinations, the faculties … [*designations*] award the academic degree Master of Arts, abbreviated as M.A.

**alternatively:**

Upon successful completion of the course of studies and upon passing of the examinations, the faculty … [*designation*] awards the academic degree Master of Science, abbreviated as M.Sc.

**alternatively:**

Upon successful completion of the course of studies and upon passing of the examinations, the faculties … [*designations*] award the academic degree Master of Science, abbreviated as M.Sc.

**Note:** *The degree awarded is oriented according to § 3 of the Framework Regulations (RO).* *Subject-specific additions are excluded.* *In a case of interdisciplinary degree programmes the designation of final qualifications is oriented on the specialist field which is the primary area of study.* *Comparisons for determination of the title, also the “Shared state structural regulations for accreditation of Bachelor and Master’s degree programmes”.* *Resolution of the Ministerial Conference of Ministers of Education and the Arts (KMK) from 10.10.2003 in the version* *From 04.02.2010.* [*http://www.kmk.org/fileadmin/veroeffentlichungen\_beschluesse/2003/2003\_10\_10-Laendergemeinsame-Strukturvorgaben.pdf*](http://www.kmk.org/fileadmin/veroeffentlichungen_beschluesse/2003/2003_10_10-Laendergemeinsame-Strukturvorgaben.pdf)*, situation at:* *04.07.2012.*

§ 4 Standard period of study (RO: § 4)

(1) The standard period of study for the Master’s degree programme … [*designation*] is … [*please enter the number*] semesters. The Master’s degree programme can be completed in a shorter period of time.

**Note to Paragraph 1 and Paragraph 3:** *According to § 4 RO the standard period of study for the MA degree programmes as full-time degree programmes is two up to a maximum of four semesters; for consecutive degree programmes the total standard period of study is 10 semesters.* *For a Master’s degree 300 CP should be delivered while taking account of the CP from previous studies .*

(2) If additional requirements were imposed of more than 7 CP up to a maximum of 37 CP in order for working towards equivalence of completion of studies for access to the Master’s degree programme according to § 8 Abs. 3, the standard period of study is extended by one semester, and for additional requirements of more than 37 CP up to a maximum of 60 CP, by two semesters.

**Note to Paragraph 2:** *According to § 9 Paragraph 4 RO additional requirements can be imposed to deliver course performances and examination performances of a maximum of 60 CP for admission to the Master’s degree programme.*

(3) The Master’s degree programme … [*designation*] is a consecutive Master’s degree programme. For consecutive degree programmes the total standard period of study for full-time study is five years (10 semesters).

**Note to Paragraph 3:** *According to § 3 Abs. 4 RO the degree programme specific regulations should establish whether it is a consecutive, non-consecutive or an additional education Master’s degree programme.*

**alternatively:**

(3) The Master’s degree programme … [*designation*] is a non-consecutive Master’s degree programme.

**alternatively:**

(3) The Master’s degree programme … [*designation*] is an additional education Master’s degree programme.

(4) As part of the Master’s degree programme … [*designation*] it is necessary, according to § 13 to achieve … [*please enter the number*] credit points – hereinafter referred to as CP.

(5) The faculty … [*designation*] provides a course of study on the basis of these regulations and ensures that fixed suitable examination dates are set so the course can be completed within the standard period of study.

**alternatively:**

(5) The faculties participating on the degree programme … [*designations*] provide a course of study on the basis of these regulations and ensure that fixed suitable examination dates are set so the course can be completed within the standard period of study.

§ 5 Studying abroad (RO: § 5)

(1) During the period of studying on the Master’s degree programme we recommend studying for at least one semester at a foreign university or planning in an appropriate period outside of Germany. Connections which exist between the Johann Wolfgang Goethe University and foreign universities can be used, over which information can be distributed in the Academic Advisory Service and in the International Office .

**optional addition:**

(2) Study abroad /a period of stay abroad is recommended in … [*specify*] semester. The modules planned for this period of time are particularly suitable for completion at foreign universities and for crediting to the studies undertaken at Johann Wolfgang Goethe University.

**Note to Paragraph 2:** *The regulation in Paragraph 2 (§ 5 Paragraph 2 RO) is not mandatory.* *In as far as no recommendation can be made according to Paragraph 2, Paragraph 2 is not applicable and therefore also section number (1).*

Section II: Objectives of the degree programme; beginning the degree programme and
entrance requirements to take the course

§ 6 Objectives of the degree programme (RO: § 6)

(1) The Master’s degree programme aims at …

**Note to Paragraph 1:** *According to § 6 Abs. 2 RO the Master’s degree programmes serve to achieve subject-oriented and scientific deepening of knowledge and specialisation.* *Please give a description in § 6 Paragraph 1 of the typical abilities, knowledge (competences) and qualification objectives which are provided by the Master’s degree programme and state the objects and objectives of the course.* *In describing the objectives one should also mention the interdisciplinary competencies acquisition whereby there is creation of interdisciplinary connections and acquisition of key qualifications such language competences, social competences, methodological competences, gender competences, media competences etc.* *Please take note of the detailed notes in the resolution of the KMK “Qualifications Framework for German University Degrees“ from 21 April 2005 (http://www.kmk.org/fileadmin/veroeffentlichungen\_beschluesse/2005/2005\_04\_21-Qualifikationsrahmen-HS-Abschluesse.pdf)*

**optional:**

(2) The Master’s degree programme … [*designation*] is more application-oriented.

**alternatively:**

(2) The Master’s degree programme … [*designation*] is more research-oriented.

**Note to Paragraph 2:** *This regulation is optional according to § 6 Paragraph 2 RO.* *In as far it is omitted, the subsequent paragraph marks will change appropriately.*

(3) Successful completion of the degree programme qualifies the graduate for … [specify]

**Note to Paragraph 3:** *Please give an explanation about the occupational fields the degree programme will qualify graduates to work in.* *Mention all possible occupations or occupational fields, whereby one should avoid use of general phrases such as working as a civil servant or in the media etc..*

§ 7 Beginning the degree programme (RO: § 7)

The degree programme can only be started during the winter semester.

**alternatively:**

The degree programme can only be started during the summer semester.

**alternatively:**

The degree programme can be started either during the winter semester or during the summer semester.

**Note:** *It is possible to begin the degree programme in the summer semester but only when associated with a limited study course.*

§ 8 Prerequisites for approval to take the Master’s degree programme (RO: § 9)

(1) Applications for admission to the Master’s degree programme … [*designation*] … should be submitted to the examining board or to an office designated by the President of Johann Wolfgang Goethe University. The examining board regulates details of the application process and decides on admission of the applicant. Paragraph 10 Sentence 2 remains unaffected by this. In as far as the Master’s degree programme is subject to an admission restriction, the provisions of the university selection statute in its currently valid version must be observed.

(2) A general eligibility requirement to take the Master’s degree programme is

1. verification of completion of any Bachelor degree programme;

**optional:**

1. verification of completion of a Bachelor degree programme in … [*designation*] or in the same subject each with a standard period of study of … [*please enter*] or
2. verification of at least an equivalent degree from a German university or a German polytechnic in a related subject with a standard period of study of at least six semesters or
3. verification of at least an equivalent foreign degree in a related subject with a standard period of study of at least six semesters or

**Note to Paragraph 2, optional:** *Please clearly specify the required university degree.* *According to § 9 Paragraph 3 RO the previous studies must demonstrate an academic profile that is a basis for admission to a degree programme in the respective Master’s degree programme; the technical orientation of the expected degree must be regulated.* *For interdisciplinary degree programmes appropriate regulations should be established.*

(3) In the cases of paragraphs 2 b) and c) the admission can occur subject to delivery of additional course performances and passing of module examinations until equivalence with the Bachelor degree programme … [*designation*] at Johann Wolfgang Goethe University with a scope of a maximum of 60 CP is awarded.

**optional addition by Sentence 2:**

The imposed additional requirements can completely or partially concern contents which are not part of the Bachelor degree programme, but whose general eligibility requirements are, for example, a command of foreign languages.

The additional performances are not a component part of the Master’s examination. In a case of imposed additional requirements the studies can be extended appropriately. The examination committee, in a notification of admission, determines the time limit within which verification of fulfilment of the additional requirements must be delivered. Paragraph 10 Sentence 2 remains unaffected. If the additional requirements are not fulfilled as required the decision associated with them is to be revoked.

**optional:**

(4) … [*specify*]

**Note to Paragraph 4:** *According to § 9 Paragraph 6 RO regulations are to established for this concerning the first qualification for entry into a profession or about possible crediting of performances (for example professional occupations), in as far as less than 120 CP will be attained, also upon completion of the Master’s degree programme.* *This follows from the fact that for the Master’s degree 300 CP in total are needed while taking account of the previous studies up to the first qualification for entry into a profession.* *If Paragraph 4 is omitted the subsequent paragraph marks will change appropriately.*

(5) are regulated in Appendix 1.

**Note to Paragraph 5:** *According to § 9 Paragraph 8 RO, in justified cases, for verification of particular suitability for Master’s degree programme, further qualitative requirements can be imposed according to the respective profile of the Master’s degree programme, other than the first qualification for entry into a profession.* *The special eligibility requirements should be regulated while observing the requirements of § 9 paragraphs 8 and 9 RO.* *If an aptitude test is planned then a special appendix should be created in accordance with § 9 Paragraph 9 RO (according to the sample shown in Appendix 2 RO). If Paragraph 5 is omitted the subsequent paragraph marks will change appropriately.*

**Only for further education degree programmes:**

(6) It is also necessary to produce

* evidence of professional practice in … [*specify*] with the scope of … [*specify*]
* evidence to be submitted along with payment of the fee set by the Presidium according to § 16 Paragraph 3 HHG

**Note to Paragraph 6:** *Please clearly specify in accordance with § 16 Paragraph 2 HHG.* *If Paragraph 6 is omitted the subsequent paragraph marks will change appropriately.*

(7) Foreign applicants must, according to the “regulations of the Johann Wolfgang Goethe University Frankfurt am Main concerning the German language proficiency test for university entrance (DSH) for applicants with a foreign university eligibility to study“ in the respectively currently valid version, submit a language certificate for Level B 2 (DSH-2), in as far as they are not exempted from the German language proficiency test according to the DSH regulations.

**Note to Paragraph 7:** *According to § 9 Paragraph 10 RO the DSH-2 is the prerequisite for admission to the Master’s degree programme. § 1 Paragraph 3 of the DSH regulations allows the faculties to establish lower language entrance requirements (DSH-1) for some studying purposes.* *This is regulated in more detail in the DSH regulations.*

*Applicants to study for a Master’s degree programme with German and English as the language of instruction must demonstrate command of German in accordance with § 10 Paragraph 11 RO for admission to the degree programme.*

*No DSH language testing is required according to the DSH regulations for studies performed in purely foreign language degree programmes.* *However, a command of German at the level B1 on the scales of the Common European Framework of Reference for Languages is strongly recommended.*

*If Paragraph 7 is omitted the subsequent paragraph marks will change appropriately.*

**optional (1):**

(8) One further eligibility requirement is demonstration of a command of English at the language level C 1 of the “Common European Framework of Reference for Languages from the Council of Europe“ from September 2000. The command of languages can be demonstrated by … [*specify*]

**optional (2):**

(8) One further eligibility requirement is demonstration of a command of English at the language level B 1 of the “Common European Framework of Reference for Languages from the Council of Europe“ from September 2000. The command of languages can be demonstrated by … [*specify*]

**Note to Paragraph 8, Option 2:** *Where German and English are the language of instruction or for a multilingual degree programme (with English as one of the languages of instruction) it is also possible to establish a lower language level in English, namely B 1 (§ 9 Paragraph 11 RO).* *The possible means of verification (e.g. a TOEFL test) should be listed with the required level (points).*

**optional (3):**

(8) One further eligibility requirement is demonstration of a command of English at the language level C 1, but at least B 2, of the “Common European Framework of Reference for Languages from the Council of Europe“ from September 2000. The command of languages can be demonstrated by … [*specify*]

**Note to Paragraph 8, Option 3:** *This option applies when the degree programme is only conduced in English.* *The possible means of verification (e.g. a TOEFL test) should be listed with the required level (points).*

**Addition for a consecutive Master’s degree programme:**

(9) If the final examination certificate for the Bachelor degree is not yet available at the point in time of applying for a Master’s university place the application can be supported instead based on an certificate of admission to study and on a special certificate. This must be based to at least 80% on examination performances delivered for the CP needed for a Bachelor degree, must contain a provisional average grade which is calculated based on these examination performances according to the respective set of regulations, and which was issued by the office for creating certificates of the previous university. The provisional average grade is taken as the basis for the procedures to determine aptitude as long as the final grade is not verified before completion of the process. Admission on the basis of the special certificate occurs with the provision that the Bachelor certificate will be submitted by the end of the first semester. If this verification is not produced on time, the admission expires and the enrolment is to be retracted.

(10) The examination committee will decide about existence or not of the eligibility requirements and, if necessary, the provisional admission according to Paragraph 9. The committee may also appoint an admissions committees to carry out this task. Further regulations can be found in Appendix 1: Paragraph 1 Sentence 4 remains unaffected.

(11) If the eligibility requirements have been met the student will be approved and admitted by the President of Johann Wolfgang Goethe University. In all other cases the examination or the admissions committee will issue a written notice of rejection with a section on legal remedies. Any additional requirement imposed according to Paragraph 3 can be issued either in the notification of admission or in a separate notification according to Paragraph 3 from the examination or the admissions committee.

(12) The requirements for obtaining approval to take the Mater’s examination are regulated in § 22. A declaration concerning whether the student had already finally failed an interim examination, an intermediate diploma examination, a Bachelor examination, a Masters examination, a diploma examination or an ecclesiastical university examination or a final state examination in the respective subject or in a comparable degree programme (a degree programme which was primarily focused on the subject) at a university or whether they are currently studying the respective subject or a comparable degree programme in an as yet not completed examination procedure at a university in or outside of Germany;

**Note to Paragraph 12:** *A provision can be made that the required declaration according to Sentence 2 should already be submitted for enrolment in the Master’s degree programme.*

**Note to Paragraph 12:** *Points which do not apply can be crossed out.*

Section III: Structure and organisation of the studies course

§ 9 Structure of the studies course; modularisation (RO: § 11)

(1) The Master’s degree programme … [*designation*] is a “single-subject degree programme”.

**Note to Paragraph 1:** *According to § 10 Paragraph 7 RO the Master’s degree programme is always run as a “single-subject degree programme”.* *Any contents covering a different subject must be shown as an integral part on the regulations in agreement with the faculty offering the programme.*

(2) The Master’s degree programme … [*designation*] consists of a number of modules. A module is a teaching and learning unit restricted in terms of time and scope. It comprises a set of courses whose contents relate to each other including practical training phases, project work as well as private study times and is oriented on a defined learning goal. Modules can extend over one or two semesters.

**Note to Paragraph 2:** *According to § 11 Paragraph 2 RO it s only possible for modules to extend over a period of more than two semesters in special subject-specific and didactically justified cases as well while taking account of the required time windows for stays abroad and work placements in every degree programme.*

**Note:** *For consecutive degree programmes one may only plan in modules whose contents relate to each other in the the Bachelor and the Master’s degree programme if higher module requirements are described on the module description for the Master’s modules or if the degree programme specific set of regulations rules that this module is not to be fulfilled again in the Master’s degree programme and that that the performances from the Bachelor degree programme can also not be credited to the Master’s degree programme if they were already delivered in the Bachelor degree programme (see also § 11 Paragraph 10 RO).*

(3) The Master’s degree programme … [*designation*] is subdivided into …

**Note to Paragraph 3:** *The structure of the Master’s degree programme should be shown here.* *To do this please name and describe the study phases/study areas (if necessary according to their level).* *The university programme can be subdivided into fields of study or major fields of study.* *See also § 11 Paragraph 3 RO:*

(4) Modules can be: Compulsory modules which are obligatory which include the Master’s thesis or optional compulsory modules which can be selected from a given catalogue of modules.

**optional addition:**

Furthermore, there is an optional module included in the Master’s degree programme … [*designation*] which can be freely chosen from the courses being offered by Johann Wolfgang Goethe University. Higher education policy activities will also be taken into account here.

**Note concerning the optional addition 1:** *Please also see § 11 Paragraph 6 RO regarding this as well as the regulation for determination of key competences (§ 11 Paragraph 5 RO).* *Sentence 2 is also optional and can therefore be omitted.*

**optional addition 2:**

The modules … [*specify*] are project and/or practice-oriented. They promote academic reflection in a subject related context. More detailed provisions are in § 11.

**Note concerning the optional addition 2:**
*See also § 11 Paragraph 7 RO.*

(5) The following programme structure is then obtained from assignment of the modules to the course phases, the degree of commitment the modules require and the workload on the student calculated according to § 15 in credit points (CP) for the Master’s degree programme …:

**Note to Paragraph 5:** *The overview should be oriented on the established pattern.*

**Example for the 120 CP degree programme:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Compulsory (PF)/ Optional compulsory (WP)** | **Credit points (CP)** | **Explanation** |
| **Basic phase****(if necessary Area 1)** | **PF** | **30** |  |
|  |  |  |  |
| Module 1 | PF | 10 |  |
| Module 2 | PF | 10 |  |
| Module 3 | WP | 5 | *3 or 4* |
| Module 4 | WP | 5 |  |
| Module 5 | WP | 5 | *5 or 6* |
| Module 6 | WP | 5 |  |
|  |  |  |  |
| **Advanced phase** **(if necessary Area 2)** |  | **30** |  |
| (if necessary area of focus A) | WP | 30 | *A or B* |
| Module 1 |  |  |  |
| … |  |  |  |
|  |  |  |  |
| (if necessary area of focus B) | WP | 30 | *A or B* |
| Module 1 |  |  |  |
| … |  |  |  |
|  |  |  |  |
| **…phase** **(if necessary Area 3)** |  | **30** |  |
| Optional area | PF | 30 |  |
| Module 1 |  |  |  |
| … |  |  |  |
|  |  |  |  |
| **Completion phase** **(if necessary Area 4)** |  | **30** |  |
| Master’s thesis (if necessary the final module) | PF | 30 |  |
|  |  |  |  |
| **Total** |  | **120** |  |
|  |  |  |  |

(6) The availability for selection of optional compulsory modules can be limited by a resolution of the faculty council due to a lack of capacity. The limitation should be announced to the students immediately by the Dean's Office. § 16 Paragraph 2 applies.

**Note to Paragraph 6:** *Paragraph 6 is not applicable if no optional compulsory modules are planned.*

**optional addition:**

Further optional compulsory modules can also be approved by a resolution of the faculty council without making any changes to this regulation if they match in their scope and requirements the optional compulsory modules mentioned in this regulation. § 12 Paragraph 4 is relevant here. § 16 Paragraph 2 should be noted.

**Note concerning the optional addition:** *See also § 11 Paragraph 4 RO.* *For interdisciplinary degree programmes an appropriate announcement is made by the “leading“ Dean's Office.*

(7) The courses included in the modules differ in terms of their degree of commitment in compulsory and optional compulsory courses. Compulsory courses are clearly determined, as concerns the contents and form of the class, in the module description. Optional compulsory courses are courses which students should select within a module from a certain specialist field or concerning a certain subject area.

(8) In as far a individual courses are offered in … [*please specify the foreign language*] then these are regulated in the module description [*or possibly also the module manual*].

**Note to Paragraph 8:** *According to § 11 Paragraph 12 RO it is possible to regulate the fact that the individual courses can be offered in English or in one of the other foreign languages.* *Therefore Paragraph 8 can also be totally deleted.* *If Paragraph 8 is omitted the subsequent paragraph marks will change appropriately.*

(9) If the courses of a module cumulatively build on one another then the students are bound, in accordance with the module description, to the sequence given therein.

(10) The students have the option, within the Master’s degree programme … [*designation*] to ask to be examined or their work to be checked, according to what free places are available, for more modules than those which are prescribed in this regulation (additional modules). The result of the examination will not be included when arriving at the final grade achieved in the Master’s examination.

§ 10 Use of modules (RO: § 12)

**Note:** *§ 10 Paragraph 1 is not applicable if no imported modules are planned.*

(1) If modules of the Master’s degree programme … [*designation*] are from other degree programmes being offered (“imported modules“), they are subject to the examination regulations of the exporting faculty (source regulation). They are listed in Appendix … [*specify*] . Changes made by the examination committee will be included in good time in the module manual (see also § 12) and placed on the degree programme related website (see also § 16 Paragraph 2) at <http://www>... .

……

**Note to Paragraph 1:**
*A sample of the Appendix can be found in the RO.*

[*(2) Apart from that*] The regulations contained in § 12 of the Framework Regulations apply.

§ 11 Practical modules (RO: § 13)

**Note:** *Only regulations for the practical modules need to be established if such modules are at all foreseen in the degree programme.* *If it is omitted the subsequent paragraph marks will change appropriately.*

(1) There is an internal practical module contained in the Master’s degree programme… [*designation*] [*alternatively: there are internal practical modules*] planned in the study phase … [*designation*] in the form of … [*specify*] .

**Alternatively or in addition:**

(2) An external practical module is provided as part of the Master’s degree programme … [*designation*] by the module … [*designation*] This is regulated in more detail in the module description.

**Note:** *The form of the practical module (for example an excursion, project work, project studies) should be described in Paragraph 1 as specified in § 13 Paragraph 2 RO.* *Paragraph 2 can be used as an alternative and/or addition to Paragraph 1.* *The regulations contained in § 13 RO apply.* *According to § 13 Paragraph 2 RO it is possible to specify in the course of studies specific set of regulations that the practical module should be completed in lecture-free time.* *One should also provide for the option for the work placement to be split into several sessions and/or completed part-time and also that pertinent professional experiences can be taken into account.* *Paragraph 2 can also be extended by adopting a regulation according to § 13 Paragraph 4 RO whereby an equivalent, internal module can be offered to students who have not found a work placement despite making efforts to do so.*

**optional:**

This is regulated in more detail in the work placement regulation.

**Note:** *If an own work placement regulation is created.*

**optional addition:**

(3) There is an expectation placed upon the students that they make efforts themselves to find a work placement. The placements officer (module officer) advises the students in their search for a suitable work placement and during the whole work placement.

**Note to Paragraph 3:** *In derogation of this there can also be the regulation that the faculty finds a suitable external work placement within a reasonable period of time for those students who could not find a work placement.* *In this case the optional addition in Paragraph 4 does not apply.*

**optional addition:**

(4) If students have not found a work placement despite making efforts to do so, the faculty can replace the external work placement by the module [*alternatively: the modules*] … [*designation(s)*].

§ 12 Description of modules/the module manual (RO: § 14)

(1) Appendix … [*specify*] contains a module description produced in accordance with § 14 Paragraph 2 RO for every compulsory and optional compulsory module. The module descriptions are an integral part of this set of regulations.

**Note to Paragraph 1:** *Where it is just intended to produce module descriptions (there is no module manual), the module descriptions must, according to § 14 Paragraph 3 RO, also contain the minimum information specified in Paragraph 3.*

**optional:**

(2) The module descriptions are supplemented by a regularly updated module manual. This contains additional information in accordance with Paragraph 3 and, in particular, serves as a source of information for the students.

**Note to paragraphs 2 - 5:** *Creation of a module manual is optional according to § 14 Paragraph 3 RO.* *Therefore paragraphs 2 – 5 may not apply*

**only if Paragraph 2:**

(3) In accordance with § 14 Paragraph 5 RO the module manual should contain at least the following contents:

* if necessary marking as an imported module
* the cycle according to which the module is offered (for example annually or every semester)
* the workload on the student differentiated according to the time they must be present or in regular contact and the private study time in hours and credit points (CP)
* the duration of the module
* recommended prerequisites
* the course/examination language
* Courses with teaching and learning methods as well as the semester periods per week and credit points
* the usability of the module
* the module officer
* if necessary, a time schedule for the module

**Note:** *Observe § 15 Paragraph 5 RO for the designation of the module:* *The courses and their semester periods per week should be given for the time students must be present.* *The workload in hours can be derived from the semester periods per week and the number of weeks for courses, whereby 15 should be taken for this.* *It is also necessary to add at least 30 minutes for preparation for and post-processing of an hour of lessons.* *The time required for checking the student’s work (course performances, examinations) and for their preparation should be listed in hours required.* *The CP should be shown as whole points (see also § 15 Paragraph 6 RO).*

**only if Paragraph 2:**

(4) Changes in the module manual which do not affect the contents of the module descriptions made according to § 14 Paragraph 2 RO by a resolution of the faculty council, made in good time before beginning the courses of a semester, are possible and are to be announced up to this point in time on the degree programme related website. They must not lead to any significant change in the curriculum. The university computer centre should be consulted about the changes in good time before passing of a resolution in the faculty board.

**only if Paragraph 2:**

(5) Changes in the imported modules can be made by the specialist area offering them without any need to change these regulations. They will be included in good time by the examination committee in the module manual and announced on the degree programme related website.

§ 13 Scope of the degree programme and the modules; credit points (CP) (RO: § 15)

(1) Every module is awarded credit points (CP) in the module description on the basis of the European Credit Transfer Systems (ECTS) while taking account of resolutions and recommendations from the Conference of Ministers for Cultural Affairs and the German Rectors' Conference. The CP allow transfer of a student’s performance to other degree programmes offered by Johann Wolfgang Goethe University or another university, or vice versa.

(2) CP are a quantitative measure of the workload which the average student must fulfil to successfully complete the respective module for learning in class, participation on work placements outside the university or on excursions, preparation and post-processing of the lesson contents, preparation and development of one’s own contributions as well as examination performances. A CP represents a workload of 30 hours. One can expect a maximum of 1800 working hours per academic year as a regular workload. 30 CP represents the average workload of a semester.

**Note to Paragraph 1 and Paragraph 2:** *§ 18 Paragraph 1 HHG requires modularisation and introduction of a performance points system for new degree programmes.* *In justified exceptional cases deviations from this of up to 6 CP per semester are permissible for workload (Paragraph 2) in as far the deviation is not greater than 60 CP per academic year above or below.* *The workload (CP) for a module must be clear from the module description.* *According to § 15 Paragraph 4 RO it is at least* *5 CP and at most 15 CP.* *Deviations from this are exceptions and must be justified subject-related and didactically.* *Modules under 3 CP are excluded.*

*(3) For the Master’s degree* … [*designation*] *300 CP in total are needed while taking account of the previous studies up to the first qualification for entry into a profession.*

(4) The CP are only awarded for a fully and successfully completed module.

(5) A credit points account is set up in the examinations office for every student of the degree programme. In as far as this is possible from an organisational point of view, every student can obtain information about the status of his account at any time.

(6) The workload is checked as part of the evaluation according to § 12 Paragraph 1 and Paragraph 2 HHG as well as for re-accreditation for the degree programme and is adapted to the workload determined by the evaluation.

§ 14 Teaching and learning methods; access to modules (RO: § 16)

(1) The courses in the Master’s degree programme … [*designation*] are given in the following forms:

1. Lecture: A logical presentation and communication of basic and specialist knowledge as well as methodological knowledge in the form of a talk, possibly also combined with demonstrations or experiments. The lecturers develop and communicate teaching contents through inclusion of the students;

**Note to Paragraph 1:** *One should only list here the teaching and learning methods used in the Master’s degree programme in accordance with § 1 RO.* *The definitions used there should be adopted.* *Further teaching methods (such as colloquia) can be added (see also § 16 Paragraph 2 RO).* *The widest possible spectrum of course types should be offered during the degree programme.*

1. Exercises: Working with and deepening of understanding of subject matter as well as receiving training in the specialist methodology and communication of special skills through working through and discussing exemplary tasks;
2. Undergraduate seminar/seminar: Development of scientific insights or working on current problem definitions through application of scientific methods, usually prepared by the students, contributions, mastering and practicing or obtaining deeper understanding of presentation and discussion techniques;
3. Work placement: Guided performance of practical tasks in the experimental and apparatus area and/or computer simulations; providing training in use of scientific investigation and problem-solving methods; communication of technical skills and providing insight into functional sequences;
4. Project: Development of concepts as well as realisation of solutions for complex, practical tasks; communication of social competence through primarily self-sufficient performing of a task while, at the same time, receiving subject-specific and work methodology guidance;
5. Excursion: A prepared event taking place outside the university;
6. Vocational work placement: Obtaining experience of practical professional work through active participation, usually outside the university (a provider of practical training) under local guidance and usually accompanied by subject-specific and methodological support from a teacher;
7. Tutoring/mentoring: A course prepared according to § 75 Paragraph 1 HHG for running tutorials as well as running a tutorial; training in communication of subject-specific and didactic competences as well as mastering presentation and discussion techniques. The course is subject-specifically and methodologically lead by teachers;
8. Private study:

**Notes to i):** *The degree programme specific set of regulations establishes which requirements are placed on private study.*

**Note:** *In as far as the other subject-specific learning forms are used in the degree programme, the listing should be supplemented appropriately.* *The same applies to use of electronic media (E-learning).*

(2) If, in accordance with the module description, access to the courses of a module is dependent upon successful completion of another module or from visiting the Academic Advisory Service, or if in the module description participation on an individual course requires a participation or certificate of achievement for another course, then the eligibility will be checked by … [*specify according to* *note*].

**Note to Paragraph 2 (see also § 16 Paragraph 3 RO):** *Please add what office (the course leadership, module officer, examinations office) respectively checks the eligibility* *in the cases mentioned in Paragraph 2*.

(3) The module description can stipulate that a binding registration can be required to participate on the module or particular courses/events of the module. An announcement will be made in good time on the degree programme specific website as to whether and by which means binding registration should occur.

**Note to Paragraph 3 (see also § 16 Paragraph 4 RO):** *Delete Paragraph 3 if there are no further special registration procedures planned.*

§ 15 Study records (performance and attendance records) (RO: § 17)

**Note to § 15:** *A regulation concerning the study records (performance and attendance records) should only be instigated if the respective records are foreseen in the curriculum, that is it not just module tests in accordance with* *§§ 22, 31 which must be passed.* *If § 15 is omitted the subsequent paragraph marks will change appropriately.*

(1) During the degree programme study records (performance and attendance records) are foreseen and planned as verification of orderly study (pre-examination performances) or, together with the CP, for the passing of the module examination, as a prerequisite for awarding the CP to be produced and earned from the module. The following regulations apply:

**Note to Paragraph 1:** *Paragraph 1 should only be adopted if performance* ***and*** *attendance records are required.* *Performance records can only be required in modules which is are not completed with a cumulative module examination (see also § 17 Paragraph 2 RO).*

**1st alternative to Paragraph 1:**

(1) During the degree programme performance records are foreseen and planned as verification of orderly study (pre-examination performances) or, together with the CP, for the passing of the module examination, as a prerequisite for awarding the CP to be produced and earned from the module. §§ 31 ff. apply for the module examinations while the following regulations apply for the performance records:

**Note to Paragraph 1, first alternative:** *Paragraph 1, 1.* *Alternatively it only applies if no attendance records are required, but performance records are required.* *(The latter are course performances not examination performances/credits; the difference between examination performances and course performances is that examination performances can only be repeated in a limited manner and are always assessed.)*

**2nd alternative to Paragraph 1:**

During the degree programme attendance records are foreseen and planned as verification of orderly study or, together with the CP, for the passing of the module examination, as a prerequisite for awarding the CP to be produced and earned from the module. The following regulations apply:

**Note to Paragraph 1, second alternative:** *The second alternative to Paragraph 1 should only be adopted if no performance records are required but attendance records are required.*

(2) If there is a regulation in the module description which states that there is a duty to regularly attend courses then this will be documented on the basis of attendance records or absence lists. The course leadership decides on the form the documentation should take. Recording/certification of regular attendance is not taken as a course performance in accordance with Paragraph 6.

**Note to Paragraph 2 and Paragraph 3:** *According to § 17 Paragraph 3 RO a duty to attend in terms of the attendance records may only be established if it is essential to achieve the acquisition of knowledge and skills associated with the module.* *No duty to attend may be formulated for lectures; this applies for lectures even when a performance record is foreseen.*

(3) Regular participation on a course is taken to be the case when the student was present at all individual courses scheduled by the course leadership throughout a given semester. It must still be confirmed if the student missed up to three individual courses for 15 scheduled dates or 20% of the course time in the case of less scheduled dates. If the permissible period of absence is exceeded for reasons which the student has no control over, such as illness, necessary support of a child living in one’s own household or caring for a close relative (children, parents, grandparents, spouse, partner in a non-marital partnership) or involvement as a named or selected representative in the academic or student self-administration, the module officer will decide whether and in what way an equivalent performance is required and appropriate. The regulations concerning compensation for disadvantages contained in § 25 should be observed.

**Note:** *Paragraphs 2, 3 and 4 should only be adopted if attendance records are required.* *The subsequent paragraph marks will change appropriately if the paragraphs are deleted.*

(4) In derogation of Paragraph 3 a regulation can also be integrated in the module description regarding issuing of an attendance record which states that the student must not only have regularly attended the course in accordance with Paragraph 3 but should also have actively participated in it. It can also just require active participation. According to that which has been established by the course leadership, active participation can include performance of a small amount of work such a writing reports, short presentations and group work. This work will neither be assessed nor evaluated as passed/not passed.

**Note to Paragraph 4:** *Paragraph 4 is not required if just the physical presence of a student should be checked based on the attendance records.* *The subsequent paragraph marks will then change appropriately*

(5) Participation on a vocational work placement should be certified by the training place. The certification must contain the following details: Designation of the establishment, the first name, last name, date of birth, matriculation number of the apprentice as well as the type and duration of the activity. A work placement report should be produced by the apprentice about the work placement which

is assessed in accordance with § 39 Paragraph 3 [*alternatively*: *paragraphs 3 and 4*].

**alternatively:**

... is evaluated as passed/not passed.

**Note to Paragraph 5:** *Delete Paragraph 5 if there is no vocational work placement planned.* *The subsequent paragraph marks are to be changed appropriately* *According to § 17 Paragraph 6 RO it is possible to just evaluate a work placement report as passed/not passed instead of assessing the work placement report.*

(6) A performance record for a course which is produced because it is required according to the module description documents successful delivery of a course performance. The course performance is delivered successfully when it is was assessed by the teacher in accordance with the module description as “passed“ or was positively awarded a grade according to § 39 Paragraph 3. For group work the individual performance must be clearly delimitable and evaluatable. The grades for the course performances are not added into the module grade; § 39 Paragraph 7 remains unaffected.

**optional addition 1 to Paragraph 6:**

In as far as the teachers require it, also regular participation on the course in accordance with Paragraph 3 is required for a performance record.

**Note to paragraphs 6, 1st optional addition:** *Only use addition 1 if Paragraph 3 should be used:*

**optional addition 2 to Paragraph 6:**

In as far as the module description requires it, also regular participation on the course is required to obtain a performance record. This is taken to be the case when the student was present at all individual courses scheduled by the course leadership throughout a given semester. It must still be confirmed if the student missed up to three individual courses for 15 scheduled dates or 20% of the course time in the case of less scheduled dates. If the permissible period of absence is exceeded for reasons which the student has no control over, such as illness, necessary support of a child living in one’s own household or caring for a close relative (children, parents, grandparents, spouse, partner in a non-marital partnership) or involvement as a named or selected representative in the academic or student self-administration, the module officer will decide whether and in what way an equivalent performance is required and appropriate. The regulations concerning compensation for disadvantages contained in § 25 should be observed.

**Note to paragraph 6, 2nd optional addition:** *In as far as no attendance records are required for the degree programme and therefore the regulation concerning this in Paragraph 3 is not required, the second optional addition should be adopted with the definition of “regular attendance“ (in as far as regular attendance is also required for the performance record).*

(7) Course performances can, in particular, include

* written examinations
* written papers or term papers
* presentations (with or without preparation)
* technical discussions
* work reports, reports
* working through practice exercises
* performance of tests and trials
* tests
* literature reports or documentation
* excursions

**Note to Paragraph 7:** *Only list the forms which will actually be used for performance checking in the degree programme.*

The form and the time limit within which the course performance should be delivered is made known to the students by the teachers at the beginning of the course. The criteria for awarding the performance record should not be altered during the current semester in a way which is disadvantageous to the students. The teacher can allow the students to improve a written piece of work within a time limit.

(8) Written work which is not to be produced under supervision should be produced by the students according to the rules of good scientific practice The student must be able, upon submission of the work, to state in writing that they produced the work themselves and that all sources and aids used to complete the work are cited. A declaration should also be made that the work was not yet – even in part – used in another degree programme as a course or examination performance. § 27 Paragraph 1 applies appropriately. In order to check observance of the rules of good scientific practice the teachers are entitled to require that the students also submit written work which is not to be produced under supervision in a suitable electronic form. The examination committee will decide upon more detailed regulations concerning this matter.

(9) Passed course performances cannot be repeated. Course performances which are not awarded a pass can be repeated as many times as necessary.

§ 16 Course of study plan; information (RO: § 18)

(1) The course of study plan included as Appendix … [*specify*] provides the student with some guidelines for target-oriented organisation of his studies. It takes account of content-related references between modules and organisational conditions of the degree programme being offered.

**Note to Paragraph 1:**
*See the RO for a sample course of study plan.*

**alternatively:** **For beginning one’s studies in the summer semester and the winter semester (see also § 18 RO):**

(1) The course of study plans included as Appendix … [*specify*] are based on possible starting of a course in the summer semester or in the winter semester and provide the student with some guidelines for target-oriented organisation of his studies. The course of study plans take account of content-related references between modules and organisational conditions of the degree programme being offered.

(2) The faculty sets up a website for the Master’s degree programme … [*designation*] on which general information and the regulations for the degree programme are presented in the respectively current form. One can also find [*the module manual and*] published there and the course of study plan there and, if modules are imported and/or exported, the list of the currently imported and exported courses for the degree programme.

**Note to Paragraph 2:** *The words “also the module manual and“ should be deleted in Sentence 2 if no module manual is to be introduced for the Master’s degree programme.*

(3) The faculty creates for the Master’s degree programme … [*designation*] on the basis of the module descriptions and the course of study plan

**alternatively:**

the course of study plan

a directory of courses, with comments, with a description of the contents and organisation of degree programme being offered. This should be updated for every semester and should appear in the last lecture week of the previous semester.

**Note to Paragraph 3, alternative:** *Only if Paragraph 1 (alternative) is relevant:*

§ 17 Course guidance service; orientation event (RO: § 19)

(1) The students have the option during the whole course of study to use the services of the Academic Advisory Service for the Master’s degree programme … [*designation*] of the faculty … [*designation*]. The Academic Advisory Service is run by persons commissioned by the Dean of Studies. By making use of the Academic Advisory Service students receive support, in particular concerning questions about study organisation, studying techniques and selection of courses. The Academic Advisory Service should, in particular, be used:

* at the beginning of the first semester;
* when failing to pass examinations and when failing in attempts to obtain the required performance records;
* in case of difficulties experienced in individual courses;
* when changing degree programme or university.

(2) Apart from the course guidance service students also have access to the central course guidance provided by Johann Wolfgang Goethe University. It provides information, as a general course guidance centre, about course options, contents, the structure and requirements of a degree programme and gives advice in cases of course-related personal difficulties.

(3) An orientation event takes place before beginning the lecture period of each semester in which the students can begin their studies to which first-year students are invited by displaying a notice or in some other way. Information is provided during this event about the structure and the overall design of the degree programme and about special features of the specific semester. The students are given the opportunity to ask relevant questions, particularly those concerning organisation of studies.

**Note to Paragraph 3:** *Organisation of an orientation event for a Master’s degree programme is optional according to § 19 Paragraph 4 RO.* *Therefore Paragraph 3 may need to be omitted*

§ 18 Academic management and the module officer (RO: § 20)

(1) The task of academic management of the Master’s degree programme … [*designation*] is performed by the Dean of Studies of the faculty … [*designation*] in as far this is not transferred, based upon her or his suggestion, to a member of the professors group authorised to act as an examiner for the Master’s degree programme for the period of … [*specify*]. The academic leader is the advisory member in the study commission and particularly has the following tasks:

**Note to Paragraph 1:** *According to § 20 Paragraph 1 RO the task of academic management must be handed over for a period of* ***at least*** *two years.*

* Coordination of the courses and examinations involved in the degree programme in cooperation with the module officers, and possibly also with those from other faculties;
* Creation and updating of examiner lists;
* Evaluation of the degree programme and implementation of any required and developed quality assurance measures in cooperation with the study commission (see also § 6 Evaluation statutes for teaching and learning);
* if necessary, commissioning of module officers (Paragraph 2 remains unaffected).

(2) For every module the academic leadership for the degree programme nominates a module officer from the ranks of the teachers of the module. For interdisciplinary modules the module officer is nominated in cooperation with the Dean of Studies of the other faculty. The module officer must be a professor or a permanent scientific member of the teaching unit. She or he is responsible for all consultations concerning the contents of the module and organisational tasks assigned to her or him from this set of regulations, in particular for involvement in organisation of the module examination. The module officer is represented by the academic leadership for the degree programme.

**Note to Paragraph 2:** *According to § 20 Paragraph 1 RO the authority to appoint the module officer can be regulated differently to Paragraph 2 Sentence 1, for example one can arrange for the appointment to be performed by the Dean of Studies.*

Section IV: Organisation of Examinations

§ 19 Examination committee; examinations office (RO: § 21)

**1st** **alternative:**

(1) The faculty board forms an examination committee for the Master’s degree programme … [*designation*]

**2nd** **alternative:**

(1) The faculty boards participating on the Master’s degree programme … [*designation*] form a joint examination committee for the Master’s degree programme.

**3rd** **alternative:**

(1) The faculty board forms a joint examination committee for the … [*please list* ].

**Note to Paragraph 1:** *According to § 21 RO, in derogation of the 1st and 2nd* *alternative, a joint examination committee can be formed for consecutive degree courses for a number of or all BA/MA degree courses the faculty is responsible for.*

**for the 1st**  **alternative:**

(2) There are seven members on the examination committee of which four are members of the group of the professorate, plus one scientific member and two students [*on the Master’s degree programme*].

**for the 2nd and 3rd**  **Alternative:**

(2) There are … [*specify the number*] members on the examination committee, of which … [*specify the number*] are members of the group of the professorate from the faculty … [*designation; mention the specialist field if necessary*] and … [*specify*] are members of the group of the professorate from the faculty … [*designation; mention the specialist field if necessary*], … [*specify the number*] members of the group of scientific members from the faculty … [*designation; mention the specialist field if necessary*] and … [*specify the number*] students on the degree courses … [*specify the degree courses on which the students must be enrolled*].

**Note to Paragraph 2 (alternatives):** *In as far as an examination committee is formed for consecutive degree programmes or for a number of degree programmes of a faculty or for interdisciplinary degree programmes, the number of members can, according to § 21 Paragraph 2 RO, be increased.* *The majority of professorial members on an examination committee must be secured.* *In the case of an interdisciplinary degree programme the faculties involved in the degree programme usually delegate the same number of members of each group in the examination committee.* *The professorial members of the examination committee should primarily deliver their teaching performance in the degree programme or in a* *degree programme of the degree programme group for which the examination committee* *is responsible.* *The student members of the examination committee should be enrolled in a* *degree programme of the degree programme group for which the examination committee* *is responsible.*

(3) The members of the examination committee are selected along with a representative based on a suggestion from the respective group from the faculty board for the faculty … [*designation*] [*or from the faculty boards of the faculties participating on respective degree programme … [please list]*]. The period of office of the students is one year while that of the other members is two years. Re-election is permissible.

**Note to Paragraph 3:** *A regulation in brackets is only for interdisciplinary degree programmes.*

(4) If matters arise which concern a member of the examination committee, his membership will be suspended with reference to this matter and will be performed by his/her representative. This does not apply concerning purely organisational issues.

(5) The Dean of Studies is the chairperson of the examination committee.

**Note to Paragraph 5, Sentence 1, an alternative regulation:** *This alternative permits use of § 21 Paragraph 5 Sentence 2 RO):*

**Alternative to sentence 1:**

(5) The examination committee selects a chairperson from the group of the professors on the committee.

The deputy chairperson is selected from the group of the professors on the committee or their representatives. The chairperson conducts the business of the examination committee. She or her sends out the invitations to the examination committee meetings and is the chairperson for all proceedings and making of resolutions. At least one meeting of the examination committee should normally take place in every semester. A meeting is to be called when at least two members of the examination committee ask for one.

(6) The examination committee does not meet publically. It is empowered to make resolutions when at least one half of the members, including the chairperson or the chairperson, are present and a majority of the professors vote in favour of the resolution. Agreement on the part of a majority present is required to pass resolutions. In the case of an equal number of votes for and against the chairperson has the casting vote. Resolutions made by the examination committee must be minuted. In all other matters the procedure is according to the Rules of Procedure for the committee of Johann Wolfgang Goethe University.

**optional:**

(7) The module officers in the Master’s degree programme … [*designation*] assist the examination committee in an advisory capacity.

**Note to Paragraph 7:** *According to § 21 Paragraph 7 RO it is possible to arrange for the module officers to assist the examination committee in an advisory capacity.* *Delete Paragraph 7 if this is not required.* *The subsequent paragraph marks will then change appropriately*

(8) The examination committee can delegate individual tasks to its superiors for sole performance and decision-taking. The members of the examination committee and the examinee in question have power of veto over their decisions. The chairperson of the examination committee can delegate performance of tasks to the examinations office. This is the business office of the examination committee. It handles the daily business arising under the direction of the examination committee and their superiors.

**Note to Paragraph 8:** *See also § 21 Paragraph 13 and 14 RO for setting up the examinations office.*

(9) The members of the examination committee and their representatives are required to observe official secrecy. In as far as they are not in public office the members are required by the chairperson to observe secrecy; they confirm their intention to do this with their signature which is placed on file.

(10) The members of the examination committee have the right to participate on oral examinations as a listener.

(11) The examination committee can announce decrees, establishment of fixed dates and other decisions, with legally binding effect, while taking account of data protection provisions, by displaying them on a board at the examinations office or by using other appropriate measures according to § 41 of the Hessian Administrative Procedures Act.

(12) Adverse decisions taken by the examination committee or the chairperson of the examination committee should be reported to student concerned without delay, in writing, should be justified and should also make reference to legal remedies. The student concerned should be given the opportunity to make a statement before the decision is finally reached.

§ 20 Tasks of the examination committee (RO: § 22)

(1) The examination committee and the examinations office responsible for the Master’s degree programme … [*designation*] are responsible for organisation and orderly running of the examinations in the Master’s degree programme … [*designation*] . The examination committee ensures that the provisions of this set of regulations are observed and, in cases of doubt, decides on questions of interpretation of this set of regulations. It decides on all examinations matters which are not taken from the set of regulations or statutes of another organ or committee or from the chairperson of the examination committee.

(2) The examination committee is usually fully responsible to fulfil the following tasks:

**Note:** *If the examination committee should be also be responsible for Bachelor degree programmes, the range of tasks it should perform should be extended or the formulations should be altered.*

* Decision concerning fulfillment of the prerequisites for access to the a Master’s degree programme including imposing of some additional requirements concerning catching up on delivery of course performances and examination performances from the Bachelor degree programme and the decision concerning provisional admission;
* Establishment of time limits for examinations, time periods and time limits for registration and withdrawal for the examinations and their announcement;
* (if necessary) Appointment of examiners;
* Decisions concerning admission to examinations;
* the decision concerning allowing crediting of academic performances according to §§ 29, 30 as well as imposing of additional requirements regarding course or examination performances to be caught up on as part of the crediting of academic performances;
* calculation and announcement of the grades achieved in examinations as well as the overall grade for the Master’s degree;
* the decisions concerning the Master’s thesis;
* the decisions concerning passed and failed;
* the decisions concerning compensation for disadvantages and extension of examination or work deadlines;
* the decisions concerning violation of examination regulations;
* the decisions concerning the non-validity of a Master’s degree;
* decisions concerning pleas and inconsistencies by students concerning decisions made in the examination procedure, in as far as these should take place;
* regular reporting in the study commission about the development of examination and study times including the work times required for the Master’s thesis as well as about the demand from students for the various optional compulsory modules;
* disclosure of the distribution of subject and grades (overall);
* suggestions given to reform this set of regulations.

(3) For the purposes of checking observance of good scientific practice the examination committee is authorised to also check scientific work using suitable electronic means for deceptions and attempts to deceive. To do this it can demand that the work to be examined is submitted in an electronic form within a reasonable time limit. If the author of the work does not meet this requirement then the work will be awarded a fail grade.

§ 21 Examiners; observer assessors (RO: § 23)

(1) Members of the professors group, scientific workers who were commissioned with autonomous teaching in undergraduate programmes, as well as lecturers and teaching assistants for special tasks are authorised (§ 18 Paragraph 2 HHG) to check and assess university examination performances. Outside lecturers, unplanned professors, honorary professors who respectively teach in the subjects being examined as well as professors who have been relieved of their post and retired can be appointed by the examination committee with their agreement as examiners.

**Note to Paragraph 1:** *According to § 23 Paragraph 6 RO, for degree programmes which are run in cooperation with foreign universities, the person authorised to act as an examiner at the foreign university can be appointed as an examiner and observer assessor.* *An appropriate regulation would need to be adopted in Paragraph 1.*

**optional Sentence 3:**

The examination committee can, in individual cases, appoint a person who is not at Johann Wolfgang Goethe University but who is authorised to act as an examiner according to Sentence 1 as a second expert assessor for the Master’s thesis.

Examination performances may only be evaluated by persons who themselves hold at least the qualification (or an equivalent one) to be established by the examination.

**Note to Paragraph 1 (optional):** *See also § 23 Paragraph 1 Sentence 3 RO.*

(2) The examination which is associated with a module is usually administered, inspected and approved by the lecturers / teachers of the module without requiring any special appointment by the examination committee. If, for any reason, it is simply not possible for the teachers to administer, inspect and approve the examinations then the examination committee can appoint another examiner.

(3) Written examination performances which can no longer be repeated are to be assessed by two examiners. § 38 Paragraph 17 remains unaffected. Oral examinations are to be run by a number of examiners or by one examiner in the presence of an observer assessor.

**Note to Paragraph 3:** *The duty of assessment of written examination performances which can no longer be repeated by two examiners arises from § 18 Paragraph 3 HHG.* *§ 38 Paragraph 17 applies to the Master’s thesis.*

(4) Only a member of Johann Wolfgang Goethe University or persons closely associated with it may be appointed as an observer assessor for oral examinations who themselves at least have a Master’s degree or have passed an equivalent examination. Appointment of the observer assessor is performed by the chairperson of the examination committee. She or he can delegate the appointment to the examiner.

(5) Examiners, observer assessors are required to observe official secrecy.

Section V: Examination Requirements and Procedures

§ 22 First registration and approval to sit the Master’s examinations (RO: § 24)

(1) At the latest at the time of registration for the first module examination in the minor subject Master’s degree programme … [*designation*] the student should submit a fully filled out registration form for approval to sit Master’s examinations to the examinations office for the Master’s degree programme … [*designation*] . In as far as this did not take place in connection with the application for approval to take a degree programme, the application to sit examinations in particular should be attached:

1. a declaration concerning whether the student had already finally failed a Bachelor examination, a Masters examination, a Master's degree examination, a diploma examination or an ecclesiastical university examination or a final state examination in the subject … [*designation*] or in a comparable degree programme (a degree programme which was primarily focused on the subject) at a university or whether they are currently studying the subject … [*designation*] or a comparable degree programme in an as yet not completed examination procedure at a university in or outside of Germany;
2. a declaration concerning whether and, where relevant, how often the student has already failed module examinations in the Master’s degree programme … [*designation*] or in the same modules of another degree programme at a university in or outside of Germany;
3. if necessary verifications of already achieved course or examination performances which should be included in the degree programme;

**Note to Paragraph 1:** *For a) please delete anything which does not apply and enter the subject concerned.* *Determination of whether the degree programme is a comparable one or related one is the task of the examination committee.* *This will come to its decision by comparing the contents of the courses.*

1. Verifications concerning … [*specify*]
2. if necessary verification of payment of the examination fee to be charged according to § 51.

**Notes to d):** *According to §§ 24 Paragraph 1 e), 8 Paragraph 2 RO, as necessary, please rule which subject-specific command of foreign languages or course-specific admission requirements for approval to sit a Master’s examination should be demonstrated in as far as the obligation to provide proof did not already exist for enrolment in the degree course.* *d) should be deleted if no such admission requirements are demanded; the sequence of letters changes appropriately.*

(2) The examination committee can, in exceptional cases, in particular in cases of a change in study location, a change of subject or resumption of studies, on request, release a student from the compulsory matriculation for registration for individual module examinations.

(3) The chairperson of the examination committee, and in cases of doubt the examination committee itself, decides on an approval question, possibly also after consulting a subject representative. Approval will be refused if

1. the documentation is incomplete or
2. the admission requirements stated in Paragraph 1 d) are not fulfilled or
3. the student has finally lost any right to examination for a module according to Paragraph 1 b) or for the respective degree programme or has finally failed one of the examinations mentioned in Paragraph 1 a).

**Note to Paragraph 3:** b) *should be deleted if no subject-specific entrance requirements are required.*

(4) The examination committee will decide on any exceptions to Paragraph 1 and Paragraph 3 in special cases on request by the student.

(5) Refusal of approval is reported to the student in writing by the chairperson of the examination committee. It should be justified and also make reference to legal remedies.

§ 23 Point in time of the examination and the registration procedure (RO: § 25)

(1) Module examinations are rendered in temporal and subject-related connection with the respective modules. Module examinations for compulsory modules and for annually scheduled optional compulsory modules are usually to be offered at least twice a year.

(2) The module-concluding oral examinations and written examinations should be performed within the examination periods set by the examination committee. The examination periods are usually the first two and the last two weeks of the lecture-free period.

(3) The exact set examination dates for the module examinations are established by the examination committee in agreement with the examiners. The examinations office provides the students in good time, but at the latest four weeks before the set examination dates, with information in the form of an examination plan about the time and location of the examinations as well as the name of the examiners by displaying these on a board or by using other appropriate measures. If one must deviate from this examination plan for compelling reasons then new establishment of a set date is only possible with permission from the chairperson of the examination committee.

**alternative addition to Paragraph 3:**

Set dates for the oral concluding module examinations or for examinations which are temporally directed related with individual courses or which can be taken during courses (submodule examinations) are set by the examiners, if necessary in consultation with the students.

**Note to Paragraph 3 (alternative addition):** *The option to regulate the authority for establishing set examination dates for written examinations, oral examinations and examinations sat during a course in different ways arises from § 25 Paragraph 4 RO.*

(4) The examination committee sets registration deadlines for the module examinations (usually two weeks) which must be announced at the latest four weeks before beginning the registration deadline periods by displaying this on a board or by using other appropriate measures.

**Note to Paragraph 4:** *§ 25 Paragraph 5 RO allows other registration deadlines than these.*  *Paragraph 4 can also be totally deleted (see also note to Paragraph 5).* *If Paragraph 4 is omitted the paragraph marks will change appropriately.*

(5) The student must register within the registration time limit for every module examination, in writing or, if this is decreed by the examination committee, electronically. Registration to sit module examinations takes place at the examinations office. The chairperson of the examination committee will decide upon allowing an extended time limit for registration to sit a module examination, in justified exceptional cases, on request by the student. § 24 Paragraph 2 Sentence 3 applies appropriately.

**Note to Paragraph 5:** *According to § 25 Paragraph 5 RO one can dispense with a registration process altogether; paragraphs 4 and 5 should be deleted in this case.* *The subsequent paragraph marks will then change appropriately* *For standardisation of the registration process it is possible, according to § 25 Paragraph 6 RO, to provide for another office rather than the examinations office to receive the registration requests to sit examinations such as the respective examiners, for example for term papers and oral examinations.*

(6) The student can only register themselves for a module examination [*or a partial module examination*] or only sit the module examination [*or partial module examination*] in as far as she or he ...

**alternative in the case of omission of the registration process:**

(6) The student can only sit the module examination [or a partial module examination] in as far as she or he ...

**Note to Paragraph 6:** *The alternative should be selected if there is no plan to have a registration process.* *The text in brackets is also to be omitted if there is no partial module examination.* *If no performance and/or attendance records are required then the respective text in brackets referring to this should be omitted.*

… is enrolled at der Johann Wolfgang Goethe University. § 22 Paragraph 2 remains unaffected. In order to register for [or sit] the respective module examination [or partial module examination] the student must be approved to sit the Master’s examination and she or he must not yet have finally failed the respective module examination [or partial module examination]. [She or he must also have delivered the required performance [and participation] records in accordance with the module description for the module.] [If approval to sit a module examination [or a partial module examination] depends on submission of course performances and these have not yet been fully achieved then approval to sit a module examination [or a partial module examination] is possible conditionally.] [The module is only then completed when all [course performances as well as] module examinations [or all submodule examinations of the module] have been passed / completed.] [The examination committee will decide about such exceptions.] Suspended students cannot sit any examinations or earn any performance records. It is, however, permitted to repeat failed examinations while being suspended. Students are also entitled to deliver course or examination performances while being suspended if the suspension was due to exercising of maternity rights or due to exercising their right to parental leave or due, as attested by a medical certificate, to caring for family members in need of care or due to performance of official duties according to Art. 12 a of the German constitution (Basic Law) or due to involvement as the named or elected representative in the academic self-administration.

(7) The student can withdraw their registration to sit an examination without having to give any reasons up to one week before the set examination date. § 24 Paragraph 1 applies if they withdraw later than that.

**Note to Paragraph 7:** *According to § 25 Paragraph 8 RO a time limit for announcing withdrawal of up to five weeks can be established for events with very many participants.* *Paragraph 7 should also be omitted if there is no plan to use a registration process.*

§ 24 Absence and withdrawal from module examinations (RO: § 26)

(1) A module examination performance is taken as “not sufficient“ (5.0) according to § 39 Paragraph 3 if the student misses a set examination date which is binding for them without providing any important reason or breaks off participation during the examination before it finishes. The same applies if she or he has not submitted a written module examination performance within the prescribed work time or submitted an empty page as a module examination performance as a written piece of supervised work or remained silent at an oral examination.

(2) The asserted reason for not attending or breaking off an examination must immediately be submitted in writing to the chairperson of the examination committee after the reason becomes known and should be credible. Any inability to sit the examination arising during delivery of an examination performance must be communicated immediately to the examiner or to the proctor. The duty to immediately report and to give a credible explanation of grounds for certain actions to the examination committee remains unaffected. In a case of illness one must produce a doctor’s attest immediately or at the latest within three working days from which it is very clear what health impairment (symptoms of the condition/type of performance impairment suffered) exists which is relevant to the set examination date in question. An additional attest from a medical officer can be required if any justified doubts remain.

(3) The illness of a child which the student has to take care of which has not yet reached the age of 14 or a near relative in need of care (children, parents, grandparents, spouse or partner in a non-marital partnership) are equivalent to one’s own illness. Another important reason is exercising of maternity rights.

(4) The chairperson of the examination committee will decide on the subject of recognition of the grounds for absence or withdrawal. If the grounds are accepted then a new date must be determined immediately.

(5) For a case of a recognised withdrawal or absence the examination results from already completed parts of the module will still be recognised.

§ 25 Course and examination performances in cases of illness and a disability;
special circumstances (RO: § 27)

(1) In events, courses and examinations consideration must be given to the type and severity of a disability or a chronic illness of the student or concerning pressures on the student due to pregnancy or raising of children or caring for near relatives in need of care.

(2) The type and severity of the pressure should be demonstrated by the student in good time to the chairperson of the examination committee through submission of suitable documentation, in a case of illness through submission of a doctor’s attest. An attest from a medical officer can be required in cases of doubt.

(3) If the student can make a credible argument that she or he is not in a position to deliver the examination or course performance, fully or partially, in the form required, due to a disability, a chronic illness, caring for a near relative in need of care, a pregnancy or raising of a child which has not yet reached the age of 14 then this disadvantage must be compensated for by taking appropriate measures such as extending the work time given or using another type of examination procedure. Exercising of legally specified maternity rights periods and the time limits provided for the parental leave should be enabled through submission of the respective evidence.

(4) Decisions concerning compensation for disadvantages for delivery of examination performances are made by the chairperson of the examination committee, while those for course performances are made by the chairperson of the examination committee in agreement with the persons responsible for the course.

§ 26 Mandatory course guidance; time frame
for sitting examinations (RO: § 28)

**Note:** *According to § 28 RO the regulation concerning both the mandatory course guidance and a time frame for the examination procedure is optional so § 26 can be omitted completely.*

(1) The student must participate on a mandatory counselling interview in as far as his course of study is delayed in comparison with the study plan by more than two semesters.

**an optional addition to § 28 Paragraph 1 Framework Regulations:**

After the mandatory counselling interview the examination committee will impose the additional requirement on the person involved to sit the still unsat module examinations, as seen in a comparison with the study plan, at the point in time of issuing of the requirements, within a time limit to be set by the examination committee (at least two semesters). Non-fulfilment of the additional requirement will lead to loss of the right to examination during the Master’s degree programme … [*designation*]. Reference should be made to this when imposing additional requirements. In as far as the person affected can give a credible explanation according to Paragraph 2, in good time, of important reasons why fulfillment of the additional requirement was prevented, the examination committee will extend the time limit for fulfillment of the requirement by at least one further semester. If the student does not turn up for the first counseling interview then an invitation will be issued soon after to attend a counseling interview. If the student still does not turn up on a second date for the counseling interview then sentences 2 to 5 will apply without any further invitation to a counseling interview being issued.

**Note concerning the optional addition:** *Authorisation to set up a time limit regulation according to Paragraph 1 and Paragraph 2 arises from §§ 20 Paragraph 2 No. 12, 59 Paragraph 4 HHG.*

**Note to sentence 1 of the addition:** *According to § 28 Paragraph 1 RO the time limit to fulfill the additional requirements* ***must*** *be at least two semesters; this can also subsequently be standardised as a longer time limit.*

**Possible alternative regulations according to § 28 Paragraph 2 RO:**

**1st** **Alternative:**

(1) The … [*specify*] semester comprehensive section of the course must be successfully completed after … [*specify*] semesters. Students who have not passed the module examinations foreseen for this section of the course after completion of … [*specify*] semesters are required by the examinations office to visit the course guidance team. If the time limit for completion according to Sentence 1 is passed without submission/fulfillment of the requirements for extension of time limit according to Paragraph 2 then this will lead to loss of the right to examination in the Master’s degree programme … [*designation*].

**Note on the alternative regulations:** *According to § 28 Paragraph 2 RO at least one and a half times the normal study time should be taken as the time limit for completion to be determined.*

**2nd** **Alternative:**

**and/or**

(1) In … [*specify*] semesters … [*specify*] CP must be achieved. Students who have not reached the number of CP after completion of the … [*specify*] semesters are required by the examinations office to visit the course guidance team. If the number of CP according to Sentence 1 is not reached within the time limit for completion and there are no requirements for extension of a set time period according to Paragraph 2, then this will lead to loss of the right to examination during the Master’s degree programme … [*designation*].

**3rd** **Alternative:**

**and/or**

(1) The Master’s examination must have been passed successfully before completion of the … [*specify*] subject-related semester. Students who have not passed the Master’s examination after completion of their … [*specify*] semester are required by the examinations office to visit the course guidance team. If the time limit for completion according to Sentence 1 is passed without submission/fulfillment of the requirements for extension of time limit according to Paragraph 2 then this will lead to loss of the right to examination in the Master’s degree programme … [*designation*].

(2) The requirements for

* fulfillment of the additional requirements
* successful completion of the section of the course
* achieving the required number of CP
* successful passing of the Master’s examination

According to Paragraph 1 the time limit can be extended on request by a student if the delay was caused by Johann Wolfgang Goethe University or the student was not able to meet the time limit due to serious circumstances. When meeting a time limit, extensions of and interruption of study times are not taken into account in as far as they were caused

**Note to Paragraph 2** *Please enter the respective alternative regulation (alternative regulations).*

1. by an authorised leave of absence semester;
2. involvement as the named or elected representative in the academic or student self-administration.
3. by illness, a disability or a chronic illness or for another reason which was outside the students area of control;
4. due to exercising of maternity rights or parental leave;
5. due to necessary care for a child which has not yet reached the age of 14 Or due to caring for a near relative in need of care (parents, grandparents, spouse or partner in a non-marital partnership) with assignment to a care level according to § 15 Paragraph 1 of the Eleventh Code of Social Law;
6. due to membership of an A, B, C or D/C squad of high-performance sports associations.

In the case of number 4, at least exercising of time limits according to § 3 Paragraph 2 and § 6 Paragraph 1 of the Protection of Mothers Law (MuSchG) and the regulations concerning parental leave in §§ 15 and 16 of the legislation on parental allowances and parental leave (BEEG) should be taken into account appropriately. Also an orderly overseas study period of up to two semesters remains unaccounted for. The application should be made at the point in time at which the student recognises that an extension of time limit is necessary. The application should always be made before expiry of the time limit. The duty for delivery of evidence lies with the student; it should be submitted together with the application. In the case of illness a doctor’s attest should be submitted. § 24 Paragraph 2 Sentence 4 RO. An attest from a medical officer can be required in cases of doubt. The examination committee decides on the application for extension of the time limit.

§ 27 Deception and a breach of regulations (RO: § 29)

(1) If a student seeks to influence the result of her or his examination or course performance through deception or through use of non-permitted aids, the examination or course performance is evaluated as “not sufficient“ (5.0). The attempt at deception is, in particular, recognised when a student brings non-permitted aids into the examination room or he had submitted a false declaration according to §§ 15 Paragraph 8, 31 Paragraph 8, 34 Paragraph 5, 38 Paragraph 16 or if she or he submitted one and same work (or parts thereof) more than once as an examination or course performance.

(2) A student which is actively involved in an attempt to deceive can be excluded by the respective examiner or by the supervisory person from continuation of the respective examination; in this case the associated examination or course performance is evaluated as “not sufficient“ (5.0).

(3) In case of a specially severe deception, in particularly for repeated deception or a deception with addition of a written declaration from the student about autonomous production of his work without non-permitted aids, the examination committee can decide upon exclusion from repeating the examination and delivery of further course performances so that the right to examination during the Master’s degree programme … [*designation*] expires. The severity of the deception is to be evaluated on the basis of the deception energy used by the student such as organised cooperation or use of technical aids such as radios and mobile telephones and by the impairment of equal opportunities caused by the deception.

**Note to Paragraph 3:** *The regulation is based on authorisation from § 18 Paragraph 4 HHG.*

(4) A student who disturbs orderly running of the examination can be excluded by the respective examiner or by the supervisory person from continuation of the respective examination; in this case the associated examination or course performance is evaluated as “not sufficient“ (5.0). Paragraph 3 Sentence 1 is applied appropriately.

(5) If a student wrongly achieves participation on an examination through culpable behaviour, the examination committee can decide that the associated examination performance is evaluated as “not sufficient“ (5.0)).

(6) The student can require in writing within a time limit of four weeks that decisions taken according to paragraphs 1 to 5 are checked by the examination committee.

(7) Adverse decisions taken by the examination committee should be reported to the student concerned without delay, in writing, should be justified and should also make reference to legal remedies.

(8) The subject-specific established citation rules for producing scientific work apply for term work, written talks and the Master’s thesis. In a case of non-observance one should check for an attempt to deceive.

(9) In order to be able to to check on a suspicion of wrong scientific behaviour the examination committee can decide that written examination and/or course performances which are not to be produced under supervision must also be submitted in an electronic form.

§ 28 Deficits in the examination procedure (RO: § 30)

(1) If it turns out that the procedure for obtaining an oral or a written examination performance was deficient in a way which could have influenced the test results then, on request from a student or from the office as ordered by the examination committee, a particular student will be allowed to repeat the examination performance. For a written examination performance the deficit must be complained about during the examination situation to the supervisory team and in the case of oral examinations immediately after the examination to the chairperson of the examination committee or to the examiner. If a student participating on a written examination performance considers the support measures taken by the supervisory team to be inadequate then she or he should make their complaint immediately after the examination to the chairperson of the examination committee.

(2) No further directives may be made ex officio according to Paragraph 1 six months after completion of the examination performance.

§ 29 Recognition and allowing credits/accreditation for academic performances (RO: § 31)

(1) Study times, course performances and examination performances are credited to the student without any assessment of equivalence when they were delivered at another university in Germany on the same degree programme, the degree programme is accredited and no significant differences exist between the modules concerning the qualification goals achieved. If the examination committee cannot demonstrate that there is any significant difference then the study times, course performances and examination performances should be credited.

**Note to Paragraph 1 and Paragraph 2:** *The regulations follow the Lisbon Convention and fulfil a change of paradigm from the “equivalence“ to a “significant difference” in the performances delivered elsewhere with the burden of proof on the recognised university.*

(2) Study times, course performances and examination performances from other degree programmes are credited in as far as there are no significant differences as regarded the acquired competences. There is no schematic comparison made for this crediting but simply an overall view and overall assessment of the contents, scope and requirements of the course performances and examination performances with particular consideration given to the qualification goals achieved. The burden of proof to demonstrate a lack of equal value lies with the examination committee. Paragraph 1 Sentence 2 applies appropriately.

(3) Paragraph 2 is appropriately applicable for recognition of study times, course performances and examination performances delivered in state-approved distance learning studies, at other educational institutions, in particular at state or state-approved vocational academies, for multimedia supported course performances and examination performances as well as for course performances and examination performances delivered by students on the basis of § 54 Paragraph 5 HHG.

(4) Paragraph 2 also applies appropriately for crediting of performances which were delivered at foreign universities. During the crediting process the equivalence agreements approved by the Conference of Ministers for Cultural Affairs and the Conference of University Rectors as well as agreements made in relation to university partnership agreements should be observed. The examination committee will decide if there are no equivalence agreements to refer to. If there any doubts concerning equivalence the Central Office for Foreign Education should be consulted.

(5) In a case of obligatory or recommended study in a foreign country the student should meet with the chairperson of the examination committee or a person commissioned to do this about the eligibility of course performances and examination performances before beginning the studies in the foreign country.

**Note to Paragraph 5:** *The words “obligatory or“ can be omitted if necessary.*

(6) Relevant professional occupations can be recognised as practical education. More details are regulated in the module description.

**Note to Paragraph 6:** *More detailed regulations concerning eligibility of professional occupations should be defined; the regulation can be omitted if it is not pertinent.* *In this case the subsequent paragraph marks will change appropriately.*

(7) Final work (for example Master’s theses, diploma work, state examination work), which the student has already successfully delivered outside the Master’s degree programme … [*designation*] at Johann Wolfgang Goethe University, will not be credited. It is also not possible to have multiple crediting of the same performance in the Master’s degree programme … [*designation*].

**Note to Paragraph 7:** *According to § 31 paragraph 7 RO a different regulation can be applied than that in Sentence 2 if there is a special design of the degree programme.*

(8) Course performances and examination performances from a Bachelor degree programme cannot usually be credited for the Master’s degree programme.

**Note to Paragraph 8:** *This regulation is essential for consecutive Master’s degree programmes, that it is to be formulated as “may not“.*

(9) If examination performances are credited, the grades should be adopted – in as far as the grading systems are equivalent– and included in calculating the grade (overall). The remark “passed” will be adopted if the grading systems are not comparable. Credited performances are usually marked in the final degree document with details of the university at which they were acquired.

(10) The applicant submits all of the documentation required for crediting or recognition to the examination committee which is the basis for evaluation, the credit points (CP) and the points in time of all examination performances delivered in examinations which she or he previously sat in another degree programme or at other universities. The documentation should provide clear information about which examinations and course performances were not successful or had to be repeated. The examination committee can demand submission of further documentation such as the legally binding module descriptions of the modules to be recognised.

(11) Unsuccessful attempts in other degree programmes or in degree programmes taken at other universities will be credited in as far as they were credited when they were done successfully.

(12) Crediting and recognition of examination performances which were delivered more than five years previously can be refused in individual cases; the decision can be associated with imposing of some additional requirements. A legal entitlement to crediting exists in a case of meeting of the conditions of paragraphs 1 to 4 in combination with Paragraph 10. Sentence 1 and paragraphs 7 and 11 remain unaffected.

(13) Decisions which have general validity concerning questions about crediting are taken by the examination committee; crediting in an individual case takes place by its chairperson, where necessary in consultation with a subject examiner. They establish a subject-related semester while taking account of the crediting.

(14) If crediting of course performances and examination performances takes place which are not awarded credit points (CP) then the respective equivalents should be calculated and appropriately labelled on the student account.

(15) If credits are awarded then these can be associated with additional requirements regarding course performances and examination performances which must be caught up on. Additional requirements and possible time limits for fulfilling the additional requirements should be communicated to the applicant in writing. The announcement should make reference to legal remedies.

§ 30 Crediting of competences acquired outside of a university (RO: § 32)

The CP of the respective module can be credited to the modules of the degree programme on request for knowledge and abilities which have been acquired before beginning the degree programme or during the degree programme, outside a university, and which are equivalent in level and the results of learning. This particularly applies for the modules … [*designations*]. The crediting takes place individually by the examination committee based on a suggestion from the persons responsible for the module. The prerequisite is written evidence (for example attestations, certificates) concerning the scope, contents and the performances delivered. No more than a total of 50% of the CP required in a degree programme may be replaced by credited points. Crediting of the CP takes place without a grade. This is shown appropriately in the certificate.

**Note:** *According to § 31 RO the modules for which crediting usually comes into question could/should be named.*

Section VI: Performing the Module Examinations

§ 31 Module examinations (RO: § 33)

(1) Module examinations are held during the course. This finalises the respective module. They are examination events which can be repeated a limited number of times and which are [*usually*] awarded a grade.

**Note to Paragraph 1:** *The word“ usually“ should be omitted if all module examinations in the respective Master’s degree programme are awarded a grade.*

(2) Modules finish off [*usually*] with a single module examination which can also be sat temporally directed related with one of the courses of the module (a course-related module examination).

**optional addition to Paragraph 2:**

The module examination only occurs cumulatively in the module [*possibly in the modules] … [designations]*].

**Note to Paragraph 2:** *The word “usually“ should be omitted if there are no cumulative module examinations planned in the respective Master’s degree programme.* *According to § 33 Paragraph 2 RO cumulative module examinations may only also be planned in exemptions based on the subject-related or didactic considerations (submodule examinations), the submodule examinations of which are sat in temporal relation with different courses.* *Cumulative module examinations may only comprise a maximum of three submodule examinations and should have different examination forms.* *No performance records can be demanded for modules with cumulative module examinations.* *According to § 11 Paragraph 14 RO the number of performance records in the whole Master’s degree programme should be limited to a maximum of five per semester.*

(3) By passing the module examination the student should demonstrate that she or he has mastered the contents and method of the module in their fundamental contexts and can use the knowledge and abilities acquired. The object of the module examinations is basically the contents established in the module descriptions of the courses of the respective module. In the case of course-related module examinations the overriding higher qualification goals of the module are also tested.

**optional:**

(4) For cumulative module examinations, passing of all submodule examinations is essential to successfully complete the module.

**Alternative regulations:**

(4) In as far as, for cumulative module examinations, only a minority of the submodule examinations of the module have to be passed to successfully complete the module, the module description provides more detailed regulation, in particular concerning calculating the grade of the modules.

(4) The module description provides clear regulation of whether and what failed submodule examinations can be compensated for by passing another part of the module, so that the module as a whole can be completed successfully. In this case repeating the failed but compensated for submodule examinations is not permitted. It is also not permissible to compensate for submodule examinations which have been evaluated as “not sufficient“ (5.0) according to §§ 24 or 27.

**Note to Paragraph 4 (including alternative regulations):** *This regulation should be omitted in as far as there are no cumulative module examinations planned; the subsequent paragraph marks will then change appropriately* *See also § 33 Paragraph 4 RO regarding alternative regulations.*

*According to § 34 Paragraph 3 RO oral examinations can be performed in the philological subjects in the language which is the object of the study subject.* *If this is a partial module examination and if the set of regulations allows a compensation scheme then one must ensure through appropriate standardisation that, in this case, no compensation can occur based on other examinations which have been passed.*

(5) The respective form of the examination for the module examination [*or partial module examination*] can be taken from the module description. Written examinations occur in the form of:

* written examinations;
* term work;
* written papers (for example essays, written talks);
* reports;
* thesis papers;
* reports;
* portfolios;
* project work;
* drawings;
* descriptions.

**Note to Paragraph 5:** *According to § 33 Paragraph 2 RO, different forms of the examination should be used in a degree programme.* *The form of the examinations must be suitable to establish acquisition of the respectively planned competences.* *In Paragraph 5 one should only list the forms of the examination which are planned in the Master’s degree programme and shown in the module descriptions.*

**Note regarding the listing:** *Please cross out the items below which do not apply.*

Oral examinations occur in the form of:

* individual examinations;
* group examinations;
* technical discussions;
* colloquia.

Additional forms of examination are:

* seminar lectures;
* talks;
* presentations;
* subject-related practical examinations.

(6) The form and duration of module examinations [*and if necessary the submodule examinations*] are regulated in the module descriptions. If there is a variety of forms of examination planned in the module description, the form of examination for the respective examination date is established by the examiners and the students are informed at the beginning of the courses of the module but at the latest upon announcement of the examination date.

**Note to paragraphs 5 and 6:** *The text in brackets is respectively only to be used when cumulative module examinations are planned.* *According to § 33 Paragraph 6 RO up to three variants of the forms of examination can be mentioned per examination .* *The forms of examination must all be equivalent in their conditions (such as the preparation time needed and the level of the examination).*

(7) The examination language is German.

**optional:**

Individual written or oral examinations can be taken in foreign language by agreement of all persons participating on the examination. This is regulated in more detail in the module description.

**Note to Paragraph 7:** *This only applies when the degree course is not run in a foreign language (for example in English).*

(8) Written work which is not to be produced under supervision (for example term work) should be produced by the students according to the rules of good scientific practice The student must be able, upon submission of the work, to state in writing that they produced the work themselves and that all sources and aids used to complete the work are cited. A declaration should also be made that the work was not yet – even in part – used in another degree course as a course or examination performance.

(9) Participants on module examinations must identify themselves through submission of an official identity document with a photograph.

(10) The examiners decide whether and what aids may be used for a module examination. The permitted aids are to be announced in good time before the examination.

§ 32 Oral examination performances (RO: § 34)

(1) Oral examinations are to be held by the examiner in the presence of an observer assessor as an individual examination. Group examinations involving up to five students are possible.

**Note to Paragraph 1:** *Establishment of group examinations is an optional regulation; it is not essential to plan to hold group examinations.* *Sentence 2 should be omitted in this case.*

(2) The duration of oral examinations lies between at least 15 minutes and at the most 60 minutes per student to be examined. (5) The duration of the respective module examination can be taken from the module description.

(3) The primary objects and results of the oral examination are to be recorded by the observer assessor in a report. The examination report should be signed by the examiner and the observer assessor. The observer assessor should be consulted in the absence of the examinee and not in public before awarding the grade. The report should be sent to the examinations office immediately.

(4) The result of the oral examination should announced to the student at the end of the oral examination and explained and justified in more detail if the student fails it or makes an explicit request for this; the reasons given are to be recorded in the report.

(5) Oral examinations are public within the university for students who should sit the same examination. The student to be examined can contradict approval for his results to be made public. The public may not be present when the examination results are disclosed to the student to be examined. It can also be limited on capacity grounds. The chairperson of the examination committee can demand appropriate evidence to check the grounds mentioned in Sentence 1.

**Note to Paragraph 5:** *According to § 34 Paragraph 6 RO a regulation can be standardised such that the responsibility for checking the eligibility of the students lies with the examiner.*

§ 33 Written examinations [and other written work done under supervision] (RO: § 35)

**Note to § 33:** *The term should be omitted if there is no “other written work done under supervision“ in the Master’s degree programme.*

(1) Written examinations includes answering a task or problem or a number of tasks, problems or questions. In a written examination [or other written work done under supervision] the student should demonstrate that she or he can solve tasks on his own within a limited period of time under supervision using limited aids and can use the required basic knowledge or commonly used methods in the field of study to both recognise a problem and find ways to solve it.

**Note to Paragraph 1:** *if necessary* *Omit the text in brackets.*

(2) “Multiple choice“ questions in written examinations … [*possibly called a module or section of the course*] should only contribute to up to 25% of the overall points achievable.

**Note to Paragraph 2:** *According to § 35 Paragraph 2 RO the set of regulations allows “multiple choice“ questions to be used in a written examination if the required knowledge transfer is achievable to an adequate degree in this way.* *Further regulations are needed on legal grounds if the “multiple choice“ questions should make up more than 25% of the overall points achievable (see also Paragraph 3).*

(3) For written examinations at which the “multiple choice“ questions can earn more than 25% of the overall points achievable, the following regulations must be observed for creation of the questionnaire and evaluation of the written examinations:

**Note to Paragraph 3:** *If the scope of the “multiple choice“ questions in the written examination should be no more than 25%, omit Paragraph 3.* *The subsequent paragraph marks will change appropriately.*

* The examination questions must ensure reliable examination results. The examination questions must be unequivocally clearly understandable, clearly answerable and suitable for clearly establishing the level of knowledge and skills of the student. It is particularly important that there is no other possible solution presentable other than the solution which was prescribed for evaluation as the correct one. The examination committee should ensure this is the case by using a suitable procedure;
* If the tasks turn out out to be unsuitable from this point of view then they must be excluded from the evaluation. Respective answers which are not the prescribed approved solution but which are nevertheless arguable and tenable will be recognised in favour of the student. Malus points for wrong answers are impermissible;
* The question and answer catalogue should be drafted by at least two persons authorised to act as an examiner whereby one of them must belong to the group of professors;
* The students should be informed about the prerequisites for passing and the evaluation scheme for the written examination at the latest when the tasks or problems are made known.

A written examination which consists of more than 25% multiple choice“ questions is passed if the student has answered at least 50% (the pass limit) of the examination questions correctly or if the number of the questions answered correctly by the student is no more than 22% less than the average examination performance of all examinees who took part in the examination for the first time.

(4) If a student arrives late to a written examination, she or he cannot make up the lost time. The examination room may only be left with permission from the supervisory person.

(5) The supervisory person for a written examination should produce a short report for every written examination. In this he should record all incidents which may be of relevance for establishing the test results, in particular incidents according to §§ 24 and 27.

(6) The working time for the written examination work [*and for the other written work done under supervision*] should be oriented on the scope of the module to be examined [or in the case of submodule examinations on the scope of the part of the module to be examined]. For written examination work this is at least … [*specify*] minutes and a maximum of … [*specify*] minutes. The concrete period should be established in the respective module descriptions.

**Note to Paragraph 6:** *A framework should at least should be established here for the duration of the written examination; it is recommended to choose a time period of at least 60 minutes and a maximum of 240 minutes.* *The text in brackets should be omitted if necessary.*

(7) The written examination work [*and the other written work done under supervision*] are usually assessed by an examiner. In the case of failure of a student’s last permitted repeat attempt, it is to be assessed by a second examiner. The evaluation must be justified in writing. If there is some deviation in the grades calculated then the grade awarded for the written examination work [*and the other written work done under supervision*] is the average of the two grades. The assessment process for written examinations should not exceed four weeks.

(8) Multimedia supported practice exams (“e-written examinations“) are permissible in as far as they are suitable to fulfil the examination purpose. They may only be delivered using computer systems present in the administration offices of the university or from the examinations office released for this purpose by agreement of the HRZ. Unique identifiability of the electronic data must be possible. The data must be unmistakable and capable of being permanently assigned to the examinees. The examination must take place in the presence of a subject-specific competent keeper of the minutes. A written record is to be produced about the course of the examination in which the name of the keeper of the minutes as well as the examinees, beginning and end of the examination as well as any special incidents are to be recorded. § 49 applies for inspection of the multimedia supported examination as well as of the examination results. The task or problem set including a model solution, the evaluation scheme, the individual examination results as well as the written record should be archived according to legal provisions.

**Note to Paragraph 8:** *Paragraph 8 should be omitted if the Master’s degree programme does not allow multimedia supported practice exams to take place.*

§ 34 Term work [and other written papers] (RO: § 36)

**Note:** *The term and Paragraph 8 should be omitted if there are no “other written papers“ in the Master’s degree programme.*

(1) By completing written term work the student should demonstrate that she or he is capable of solving a problem from a specialist field autonomously through application of scientific methods. It must be a component part of a module.

(2) A piece of term work can be approved as group work if the contribution made by individuals can be evaluated as an examination performance, recognisable on the basis of objective criteria.

(3) The student can be given the opportunity to suggest a topic. Issuing of the topic is performed by the examiner who documents the processing period of the term work.

(4) Term work should involve a working time of at least two and at the most four weeks (full time, that is workload of 2 to 5 CP). The respective processing period is regulated in the module description. The task time limits for the term work are established and documented by the examiner.

(5) The term work must be submitted within the established processing time limit as a single copy with a declaration according to § 31 Paragraph 8 to the examiner; the date stamp is decisive if it is sent by post. Submission of the term work should be recorded in the files by the examiner.

(6) Assessment of the term work by the examiner should be completed within six weeks after submission; the evaluation must be justified in writing. § 33 Paragraph 7 applies appropriately for all other matters.

(7) A student who had his term work evaluated as “not sufficient“ (5.0) can apply to the examiner for an opportunity to improve the term work. This does not apply if an evaluation with “not sufficient“ (5.0) is is based on § 24 or on § 27. The examiner establishes a time limit for improving the term work. When deciding on the improved term work the decision is simply made as to whether the term work is evaluated with the grade 4.0 or worse. If the time limit for submission of the improved term work is not observed then the term work will receive the final grade “not sufficient“ (5.0).

[*(8) Paragraphs 1 to 6 apply appropriately for the other written papers.*]

**Note to Paragraph 8:** *It is possible to adopt the regulation that Paragraph 7 (regulation for improvement) is also applied appropriately.*

§ 35 Portfolio (RO: § 37)

**Note:** *It is only necessary to establish regulations for the examination form of the portfolio if this form is at all planned to be used in the Master’s degree programme.* *If it is omitted the subsequent paragraph marks will change appropriately.*

(1) A portfolio is an organised and target-oriented collection of various items (for example documents, films, sound files) which represent growth in competence and knowledge of the student over a certain period of time. The student should correlate the individual components of the portfolio with the relevant competences for a subject or module in the form of a self evaluation.

(2) § 34 applies appropriately for the portfolio.

§ 36 Project work (RO: § 38)

**Note:** *It is only necessary to establish regulations for the examination form of the project work if this form is at all planned to be used in the Master’s programme.* *If Paragraph 36 is omitted the subsequent paragraph marks will change appropriately.*

(1) Through submitting project work the student should demonstrate his/her ability to develop, implement and present concepts. The student should demonstrate that she or he can define goals for a large tasks as well as develop methods of resolution and concepts.

(2) The duration of the project work is regulated in the module description.

(3) If project work is undertaken in the form of team work the contribution made by individual student should be clearly recognisable and evaluatable and should fulfil the requirements according to Paragraph 1.

§ 37 Subject-related practical examinations and other examination forms (RO: § 39)

**Note:** *If subject-related practical examinations should be performed it is, in particular, the contents of these examinations, their duration as well as the number of examiners which should be regulated.* *The same applies for the examination forms listed in § 31 Paragraph 5 under “other examination forms“, whereby the presence of an observer assessor is not necessary.* *§ 37 should be omitted if there are no subject-related practical examinations.* *The subsequent paragraph marks will then change appropriately*

§ 38 Master’s thesis (RO: §§ 40, 41)

(1) The Master’s thesis is an obligatory component of the Master’s degree programme. It forms it own autonomous [*final*] module.

.

**Note to Paragraph 1:** *The brackets are to be omitted if necessary.*

**alternatively:**

(1) The Master’s thesis is an obligatory component of the Master’s degree programme and, together with an oral final examination or a colloquium, forms a joint final module.

**Note to Paragraph 1 (alternative):** *See also § 40 Paragraph 19 RO for requirements on the colloquium.*

(2) The Master’s thesis should demonstrate that she or he is capable, within a given time limit in accordance with the goals according to §§ 2, 6, to work on a topic in a comprehensive and deeper way. The topic must be conceived in such a way that it can be processed within the prescribed time limit.

**Note to Paragraph 2:** *If the choice of topic should come from a particular specialist field/main point of focus from the subject, this should be regulated in Paragraph 2.*

(3) The processing scope of the Master’sthesis is … [*specify*] CP; this represents a processing time of … [*specify*] weeks.

**Note to Paragraph 3:** *According to § 41 Paragraph 3 RO there must be a processing scope of at least 15 CP; it must not be greater than 30 CP.* *A processing scope of 15 CP represents a processing time full-time of three months; a processing scope of 30 CP represents a processing time full-time of six months.*

(4) In order to apply for approval to submit a Master’s thesis, the modules … [*please list*] must be completed.

**alternatively:**

(4) Approval to submit a Master’s thesis requires verification of … [*specify*] CP from the Master’s degree programme … [*designation*].

**Note to Paragraph 4:** *The declaration has to be conducted from a specialist points of view*

(5) Supervision of the Master’s thesis is undertaken by a person amongst the circle of persons authorised to act as an examiner according to § 21. These have the duty to guide the student in delivering the Master’s thesis and to inform regularly about the progress of the work. The supervisor must ensure that the person is supplied with the instrumental equipment required, if necessary, to produce the Master’s thesis. The supervisor is usually the primary reviewer of the Master’s thesis.

**optional addition:**

(6) In consultation with and by agreement with the chairperson of the examination committee, the Master’s thesis can also be produced in an establishment outside Johann Wolfgang Goethe University, for example … [*specify*]. In this case the topic must be set in consultation with a member of the professors groups of the faculty [*if necessary of the subject*] … [*designation*].

**Note to Paragraph 6:** *Please list possible institutions here.* *Paragraph 6 can be deleted if are no external Master’s theses are planned.* *The subsequent paragraph marks will change appropriately*

(7) The topic of the Master’s thesis should be agreed upon with the supervisor and and communicated to the chairperson of the examination committee to register the Master’s thesis. If the student does not find a supervisor then the chairperson of the examination committee will ensure, on request from the student, that they obtain a topic for the Master’s thesis and a supervisor in good time.

(8) The chairperson of the examination committee will decide on approval to submit a Master’s thesis.

(9) Issuing of the topic is performed by the chairperson of the examination committee. The point in time of issuing and the topic should be recorded in the files at the examinations office. The Master’s thesis must not be worked on before the officially recorded issue of the topic.

(10) The Master’s thesis can also be approved in the form of a group work if the contribution made by individual students can be evaluated as an examination performance on the basis of indication of sections, page numbers, or other objective criteria enabling clear delineation of ownership of the work which is definable and evaluatable and the requirements according to Paragraph 2 are fulfilled.

(11) The Master’s thesis should be produced in German. In consultation with the chairperson of the examination committee it can also be produced in another foreign language. Production of the Master’s thesis in a foreign language should be applied for at the latest together with the registration to submit a bachelor thesis to the examination committee. Permission to allow production of the Master’s thesis in the selected foreign language is awarded as part of issuing the topic in as far as the written declaration of consent from the supervisor is available at the time of registration to submit a bachelor thesis and the option is available to appoint a second expert assessor with an adequate language qualification in the selected foreign language. For the case that Master’s thesis is produced in a foreign language in consultation with the chairperson of the examination committee, an abstract of the thesis should be attached in the German language.

**Note to Paragraph 11:** *If the degree programme should be done in a foreign language Paragraph 11 Sentence 1 should be altered appropriately.* *The following text is therefore not applicable.* *More details concerning producing an abstract can be regulated according to § 41 Paragraph 4 RO.*

(12) The set topic can only be given back once and then only within the first third of the processing time. The contents of the newly set topic must differ from the given back topic. If, as a result of the withdrawal according to Paragraph 13 Sentence 3, a new topic is issued for the Master’s thesis then giving back of this topic is complete.

(13) If the return date cannot be observed by the student for understandable reasons (for example illness of the student himself/herself or of one of the children she/he has to take care of) then the chairperson of the examination committee will extend the processing time if the student has applied for this before the deadline. The maximum extension which can be allowed is 50% of the processing time. If the situation preventing the student from fulfilling the task continues longer then the student can withdraw from the examination performance.

(14) The Master’s thesis should be submitted to the examinations office on time. The point in time of its arrival should be recorded in the files. The date stamp is decisive if it is sent by post. If the Master’s thesis is not submitted on time it will be given the grade “not sufficient“ (5.0).

(15) The Master’s thesis is to be submitted as … [*specify*] written (bound) copies and in the form of … [*specify*]. If the Master’s thesis is not submitted on time in the prescribed form, it will be given the grade “not sufficient“ (5.0).

**Note to Paragraph 15:** *One should establish here how many written copies of the thesis and in what further form (if necessary on a data carrier) the Master’s thesis should be submitted.*

(16) The Master’s thesis should be composed according to the rules of good scientific practice. In particular all places in the text, pictures and drawings which have been taken verbatim or as a representation of the general meaning intended from publications or other external texts should be marked as such. The Master’s thesis is to be accompanied by a declaration made by the student that she or he composed the work – or in the case of a group work marks the section of the work he/she contributed – himself and without use of any other than the cited sources and aids. A declaration should also be made that the Master’s thesis was not – even in part – used for another examination or as a course performance.

(17) The examination committee passes on the Master’s thesis to the supervisor as the primary reviewer for evaluation according to § 39 Paragraph 3. At the same time it appoints one further examiner from the circle of persons authorised to act as an examiner according to § 21 for a second evaluation and also passes on the work to him/her for evaluation. At least one of the examiners should belong to the group of professors from the faculty … [*designation*]. The second examiner can, after consultation, limit the evaluation to adding his signature to the expert assessor’s evaluation produced by the primary examiner. The evaluation should be performed by the examiner without delay; it should be submitted at the latest six weeks after submission of the work. In a case of different evaluations of the Master’s thesis by the two examiners the grade will be awarded by the chairperson of the examination committee for the Master’s thesis according to § 39 Paragraph 6.

**Note to Paragraph 17:** *In derogation of this as an exception one can rule according to § 40 Paragraph 18 RO (for example because there is no second examiner available) that the evaluation of the Master’s thesis* *is undertaken by a second (if necessary even an external) person authorised to act as an examiner, but then only on request by the student.* *This does not, however, apply when the Master’s* *thesis was produced in an establishment outside Johann Wolfgang Goethe University.*

**optional addition:**

(18) The Master’s thesis should be evaluated within a further two weeks by one further appointed person from the circle of persons authorised to act as an examiner according to § 21 if the assessments of the two examiners differ from each other by more than 2.0 or one of the two examiners has evaluated the Master’s thesis as “not sufficient“ (5.0). The grade in this case is arrived at from the grades of the primary examiner, the second examiner and the third examiner according to § 39 Paragraph 6. If the conditions of § 24 or § 27 have been met then Sentence 1 does not apply.

**Note to Paragraph 18:** *This regulation is not obligatory according to § 40 Paragraph 18 RO and can therefore be omitted.* *In this case the subsequent paragraph marks will change appropriately.*

**optional addition:**

(19) The passed Master’s thesis should be presented as part of an oral examination. This examination should take place within four weeks of submitting the Master’s thesis. The date of the examination will usually be set by the chairperson of the examination committee and communicated to the student in writing without delay. The object of the oral examination is the contents of the Master’s thesis as well as the questions and/or tasks posed in the context of the topic set for the bachelor thesis. The examination usually lasts for 30 minutes. It is usually performed by the supervisor of the Master’s thesis in the presence of a competent observer assessor. Further regulations concerning this, in particular the weighting of the grade awarded for the oral examination which is present in the grade awarded for the final module, can be found in the module description. § 32 applies appropriately for performing the oral examination.

**Note to Paragraph 19:** *This regulation is optional.* *The question of whether an oral examination or also a colloquium should take place (§ 40 Paragraph 19 RO) also lies in the area of discretion of the responsible faculty.* *The regulation must be adapted appropriately if a colloquium should take place.*

Section VII: Evaluation of the Course Performances and Examination Performances;
Calculating the grades and the overall grade;
Failing the comprehensive examination

§ 39 Evaluation/assessment of the course performances and examination performances;
Calculating the grades and the overall grade (RO: § 42)

(1) Course performances are evaluated by the respective teacher as “passed“ or “failed“.

**alternatively:**

(1) Course performances are usually graded according to the module description and Paragraph 3 but these are not used in the overall grade for the Master’s examination.

**Note to Paragraph 1:** *Paragraph 1 should only be adopted if course performances are required.*

(2) Examination performances are [*usually*] graded and, exceptionally, evaluated in accordance with the module description with “passed“ or “failed. The assessment or evaluation of examination performances is undertaken by the respective examiners. Here it is always the individual performance of the student which is the basis.

**Note to Paragraph 2:** *The word “usually“ can be omitted if necessary.* *It can, in particular, be planned for external practical modules that the examination performance (for a example a work placement report) remains ungraded and is simply evaluated with “passed“ or “failed”.*

(3) The following assessment levels should be used to grade the individual examination performances:

|  |  |  |
| --- | --- | --- |
| 1 | very good | an excellent performance; |
| 2 | good | a performance which lies significantly above the average requirements; |
| 3 | satisfactory | a performance which meets the average requirements; |
| 4 | sufficient | a performance which, despite deficiencies, is still sufficient to meet the requirements; |
| 5 | fail | a performance which does not meet the requirements due to its major deficits. |

To obtain a differentiated evaluation of the examination performances the grades can be raised or lowered by 0.3 to produce intermediate values; thus it is permissible to award the grades 1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7; 4.0 and 5.0.

**optional addition:**

(4) The assessment occurs based on a verbal judgement according to Paragraph 3 combined with grade points. The examination performances are to be evaluated according to the following table by awarding 0 to 15 points; to achieve better differentiation intermediate grades are used so that, overall, the follow grading scale arises:

**Note to Paragraph 4:** *Combination of the grades with grade points is not obligatory; it should only be standardised exceptionally according to § 42 Paragraph 4 RO.* *In as far as Paragraph 4 is omitted, the subsequent paragraph marks will change appropriately.*

|  |  |  |
| --- | --- | --- |
| Grade points | Grade stages according to Paragraph 3 | Decimal grade |
| 15 | very good (1) | 1.0 |
| 14 | very good (1) | 1.0 |
| 13 | very good (1) | 1.3 |
| 12 | good (2) | 1.7 |
| 11 | good (2) | 2.0 |
| 10 | good (2) | 2.3 |
| 9 | satisfactory (3) | 2.7 |
| 8 | satisfactory (3) | 3.0 |
| 7 | satisfactory (3) | 3.3 |
| 6 | sufficient (4) | 3.7 |
| 5 | sufficient (4) | 4.0 |
| 4 - 0 | fail | 5.0 |

(5) If the module examination consists of a number of submodule examinations, the grade for the module will be calculated as the arithmetic average of the grades for the individual examination performances (submodule examinations). In this process only the first decimal points behind the comma will be taken into account.

**alternatively:**

(5) In the case of cumulative module examinations the module grade is calculated as an average of the grades of the individual submodule examinations weighted according to the CP. In order to determine the grade of the module examination the grades of the individual submodule examinations are multiplied by the CP assigned to them and then the overall number is divided by the CP included. When calculating the grade only the first decimal points behind the comma will be taken into account.

**Note to Paragraph 5:** *This regulation should be omitted if there are no cumulative module examinations planned in the Master’s* *degree programme.* *The subsequent paragraph marks will then change appropriately*

(6) If the module examination is evaluated differently by two or more persons authorised to act as an examiner, the module grade will be taken as the arithmetic average of the grades from the examiners evaluations. When calculating the grade only the first decimal points behind the comma will be taken into account.

**optional:**

(7) The examiners can deviate from the system of computing the grade of a module examination if this better matches the performance level of the student based on the overall impression he/she gives and the deviation will not influence passing or not passing (the bonus regulation). In this process one in particular takes account of the course performances delivered during the semester in exercises or other courses which do, however, only make up a maximum value of up to 25 in 100 of the overall evaluation of the respective module examination. This is regulated in more detail in the module description [*module manual*]. The course performances leading to awarding of bonus points should be made public at the latest at the beginning of a semester in a suitable manner. Earned bonus points expire after completion of the semester which follows the semester in which the bonus was awarded.

**Note:** *Paragraph 7 is not obligatory and can therefore be omitted.* *If the paragraph is omitted the subsequent paragraph marks will change appropriately.*

(8) For the Master’s examination an overall grade will be assigned in which all of the results of the module examinations of the degree programme are included.

**alternatively:**

(8) For the Master’s examination an overall grade will be assigned in which all of the results of the modules … [*designations*] are included.

**alternatively:**

(8) For the Master’s examination an overall grade will be assigned in which all of the results of the modules … [*designations*] are included. The student can select from amongst the modules … [*designations*] which module results should also be included in the overall grade for the Master’s degree.

**Note to Paragraph 8:** *According to § 42 Paragraph 8 RO it is important, with the exception of the grade for the Master’s thesis, that not all other module grades are included in the overall grade for the Master’s degree.* *One should, however, note that modules in a scope of at least 60% of the CP for the whole degree programme (see also § 11 Paragraph 14 RO) must be included in the grade (overall); non-inclusion of individual modules must be justified on subject-specific and/or didactic grounds.* *In this context the set of regulations can also offer the student the option to decide which module grades should be included in the grade (overall).*

(9) If more CP are earned in an optional compulsory area as were conceived of then those modules are included in determination of the grade (overall) which were first completed. If a number of modules were completed in the same semester the ones with the better grades count.

**Note to Paragraph 9:** *One can deviate from this according to § 42 Paragraph 9 RO:*

**alternative addition:**

(10) When forming the overall grade the grades for the modules … [*designations*] are included with the weighting … [*specify*]. The grade for the final module is included in the overall grade with the weighting … [*specify*].

**Note to Paragraph 10:** *Paragraph 10 is not obligatory; the paragraph marks change appropriately if it is omitted.*

(11) The overall grade for the passed Master’s examination arises from the following figure whereby only the first decimal place is taken into account; all further places are removed without rounding up or down:

|  |  |
| --- | --- |
| 1.0 up to and including 1.5 | very good |
| 1.6 up to and including 2.5 | good |
| 2.6 up to and including 3.5 | satisfactory |
| 3.6 up to and including 4.0 | sufficient |
| 4.0 | fail |

(12) If an English language translation of the certificate is produced, the grades for the individual examination performances as well as the grade (overall) are shown according to the following grading scale:

|  |  |
| --- | --- |
| 1.0 up to and including 1.5 | very good |
| 1.6 up to and including 2.5 | good |
| 2.6 up to and including 3.5 | satisfactory |
| 3.6 up to and including 4.0 | sufficient |
| 4.0 | fail |

**optional:**

(13) For an overall grade of up to and including … [*specify*] the overall grade is “excellent (passed with distinction)“. The English language translation of “mit Auszeichnung bestanden“ is: “excellent“.

**alternatively:**

(13) For an overall Master’s grade of up to and including … [*please list*] and a Master’s thesis evaluated with the grade … [*please list*] the overall grade is “excellent (passed with distinction)“. The English language translation of “mit Auszeichnung bestanden“ is “excellent“.

**Note to Paragraph 13:** *Paragraph 13 is not obligatory and can therefore be omitted.* *The subsequent paragraph marks will change appropriately* *An example regulation:* *The overall grade is up to and including 1.2; the grade for the Master’s thesis is 1.0.*

(14) For transparency of the overall grade an ECTS grading table is adopted in the Diploma Supplement according to § 47.

§ 40 Passing and failing examinations; announcement of grades (RO: § 43)

(1) A module examination consisting of a single examination performance is passed if it was evaluated with the grade “sufficient“ (4.0) or better. An examination performance evaluated using points is a pass when at least 5 points were achieved. It is not a pass otherwise.

(2) A module examination consisting of a number of submodule examinations (a cumulative module examination) is only passed if all submodule examinations were evaluated as at least “sufficient“ (4.0) [*if relevant: or with 5 points*].

**alternatively:**

(2) For cumulative module examinations the module description determines which submodule examinations must be passed that the module examination as a whole is passed.

**Note to Paragraph 2:** *If there are no cumulative module examinations, Paragraph 2 should be omitted in its entirety.* *The subsequent paragraph marks will then change appropriately* *The second bracket is omitted if there is no assessment planned with points.*

**Note:** *As an alternative it is possible to regulate in such a way that failed submodule examinations can be compensated for by other individual grades of the module in accordance with the module description.*

(3) The Master’s examination is passed if all modules prescribed in this set of regulations were performed successfully, that is the required study records are available and the prescribed module examinations including the Master’s thesis were evaluated with at least “sufficient“ (4.0).

(4) The results of all examinations are announced without delay. The examination committee decides on whether the announcement of grades should be public within the university in an anonymised form in the form of a notice on a display board and/or takes place using the electronic exam administration system, whereby the legitimate interest of those involved are to be protected. If the module examination was finally evaluated as “not sufficient“ (5.0) or if the Master’s thesis was evaluated with a grade worse than “sufficient” (4.0) then the student with receive a written notification from the chairperson of the examination committee, with a section on legal remedies, which should contain guidance concerning whether and in within which time limit the module examination or the Master’s thesis can be repeated.

§ 41 Collation of the examination results (Transcript of Records) (RO: § 44)

The student will, on request, be presented with a certificate concerning passed examinations in the form of a Transcript of Records; for sample see Appendix … [*specify*] issued in German and English, which at least contains the module title, the date of the individual examinations and the grades.

**Note:** *See Appendix 7 RO for a sample.*

Section VIII: Changing Compulsory and Optional Compulsory Modules/Major Fields of Study; repeating examinations; loss of the right to examination and final failing

§ 42 Changing compulsory and optional compulsory modules/major fields of study (RO: § 45)

**Note to § 42:** *All regulations are optional.*

(1) A finally failed compulsory module can be replaced once in the degree programme by an optional compulsory module.

(2) If an optional compulsory module is finally failed, one can change to a new optional compulsory module.

(3) A change in the major field of study is possible if the examination for the major field of study originally selected has not yet been finally failed.

**Note to Paragraph 3:** *According to § 45 Paragraph 2 RO a different regulation can be applied to Paragraph 3.*

§ 43 Repeating examinations; free attempt; improving grades (RO: § 46)

**Note:** *If there are no cumulative module examinations, the word “submodule examinations“ should be omitted respectively.*

(1) Passed course examinations cannot be repeated.

(2) All failed compulsory module examinations and compulsory submodule examinations must be repeated.

**alternatively:**

(2) All failed compulsory module examinations must be repeated. In the case of compulsory module examinations, there is regulation in the respective module description concerning whether compensation according to § 31 Paragraph 4 will be undertaken for failed submodule examinations. In the case of submodule examinations only the failed part needs to be repeated.

**Note to Paragraph 2 (alternative):** *A regulation only if there are submodule examinations and there are plans to implement compensation according to § 31 Paragraph 4 for failed submodule examinations.*

**optional:**

(3) Failed module examinations and submodule examinations may only be repeated twice at the most. The regulations according to paragraphs 11 and 12 remain unaffected.

**Note to Paragraph 3:** *If no free attempt regulation is planned “the regulations according to paragraphs 11 and 12” is to be omitted.*

**alternatively:**

(3) Failed module examinations and submodule examinations may only be repeated twice at the most. It is possible to arrange for the failed examination performances in two modules at the most to be repeated a third time. The regulations according to paragraphs 11 and 12 remain unaffected.

**Note to Paragraph 3 / alternative:** *According to § 46 Paragraph 3 RO it is possible to arrange for the failed examination performances in two modules at the most to be repeated a third time.*

(4) A failed Master’s thesis [, *if necessary including an oral examination* [*or a* *colloquium*]*,*] can be repeated once. A different topic is given. Giving back of the topic of the Master’s thesis is only permissible as part of a repeat examination if the student did not take advantage of this option when producing the first bachelor thesis. Repeated handing back of the topic is not permissible.

**Note to Paragraph 4:** *The comment in brackets can be omitted if necessary.*

(5) Failed attempts on the same or a comparable module examination of another degree programme taken at Johann Wolfgang Goethe University or another German university should be added to the permissible number of repeat examinations. The examination committee can, in special cases, decide not to credit these attempts, particularly in the case of a change of degree programme.

**optional:**

(6) The examination committee can require an oral examination for repeating of failed written examination performances, with the exception of the Master’s thesis.

**Note to Paragraph 6:** *Paragraph 6 is not obligatory and can therefore be omitted.* *The subsequent paragraph marks will then change appropriately*

**optional:**

(7) The examination committee can impose additional requirements on students before repeating a module examination.

**optional:**

(8) For repeating of examinations the associated lectures and courses must be attended again.

**Notes to paragraphs 7 and 8:** *These regulations are also not obligatory and can therefore be omitted.* *The subsequent paragraph marks will then change appropriately.*

(9) […] The examination committee determines the exact dates for repeating and announces these in good time. The right to examination expires if the time limit for repeating is not observed, except in cases where the student had no control over the circumstances causing that. De-registration in the meantime does not extend the time limit for repeating.

**Note to Paragraph 9:** *In Paragraph 9 there should be regulations for repeating the Master’s thesis and for repeating further module examinations.* *According to § 46 Paragraph 9 RO a regulation should be adopted whereby the first repeat examination is sat at the end of the respective semester, at the latest however at the beginning of the following semester.* *The second [or third] repeat examination should be sat on the next possible examination date after the failed repeat examination.* *It is furthermore necessary to regulate whether the students must register for a repeat examination or whether they simply have to turn up on the repeat dates at the next possible date and are, in this way, taken as registered.*

(10) Repeat examinations are always to be sat according to the set of regulations according to which the first examination was sat.

**optional addition:**

(11) Concluding module examinations taken for the first time [or submodule examinations] can be taken as not sat if they were respectively sat at the latest during the semester planned in the regular study plan (free attempt). The Master’s thesis [*possibly also including the oral examination or a* *colloquium*] as well as examinations which were declared as failed due to deception or another disorderly conduct are not included in a free attempt regulation.

**Note to paragraphs 11 and 12:** *These paragraphs are only optional and can therefore be omitted.* *If there are no submodule examinations planned in the degree programme then alter the text appropriately.* *There are still further conditions and the time limit for repeating for improving grades to be regulated in Paragraph 12 (e.g. a time limit for applications).*

**optional addition:**

(12) Passed concluding module examinations [*or submodule examinations*] can be repeated once for improving grades, whereby the better performance will credited. In this process the concluding module [*or submodule examinations*] may arise from a maximum of five modules. The examination committee determines the conditions and the time limit within which repeating of examinations to improve the grades is to be applied for and in which the repeat examinations are to be sat.

**Note to Paragraph 11:** *The option for making a free attempt to take certain modules or submodules and/or to sit a certain number of all of the module examinations arises from § 46 Paragraph 13 RO.* *The comment in brackets in Sentence 2 can be omitted.*

§ 44 Loss of the right to examination and final failing (RO: § 47)

(1) The Master’s examination is finally failed and the right to examination finally lost if

1. a module examination is not passed after exhausting all possibilities to repeat it,

**optional:**

2. a time limit set for delivery of certain performances according to § 26 was not observed,

2./3. a time limit set for repeating a module examination according to § 43 was not observed,

3./4. a serious case of deception or a serious case of disorderly conduct according to § 27 has been recorded.

**Note to Paragraph 1 Number** **2 (optional):** *If there was no time limit regulation established according to § 26, Number 2 is omitted* *.* *The following numbers will then change appropriately.*

(2) An announcement will be issued with a section on legal remedies about final failing of the Master’s examination and the associated loss of the right to examination.

(3) If the student has finally failed the Master’s examination in the degree course and therefore lost the associated right to examination, she or he should de-register. On request the student can receive, upon submission of the de-registration certificate, a certificate from the examinations office in which all passed module examinations, their grades and the earned credit points are listed and which states that the Master’s examination was finally not passed.

Section IX: The Examination Certificate; Degree Certificate
and Diploma Supplement

§ 45 Examination certificate (RO: § 48)

(1) A certificate in German, by application from the student with a translation in English, is to be issued concerning a successfully passed Master’s examination, where possible within four weeks after arrival of the evaluation of the last examination performance, respectively according to the sample from the framework regulations. The certificate contains details of the modules with the module grades (also modules will be marked which did not go into the overall grade for the passed Master’s examination), the topic and the grade for the Master’s thesis, the standard period of study and the overall grade.

**optional addition:**

In the certificate there are also [*possibly the fields of study/the major fields of study/the result of examinations in additional modules/the course performances delivered]*.

**Note:** *Please adopt items which apply.*

The certificate is to be signed by the chairperson of the examination committee.

**alternatively:**

to be signed by the Dean of Studies of the faculty … [*designation*]

and to be awarded the seal of Johann Wolfgang Goethe University. The certificate carries the date on which the last examination performance was evaluated.

**Note:** *Please adopt items which apply.*

(2) The examination committee will, on request, also issue a certificate that the Master’s degree earned corresponds in its contents with the respective diploma or the respective Master’s degree.

§ 46 The Master’s certificate (RO: § 49)

(1) At the same time as receiving the certificate for the Master’s examination the student also receives a Master’s degree certificate with the date of the certificate according to the sample from the framework regulations (Appendix 9 RO). This represents certification of awarding of the academic grade. The degree certificate can also be issued in English on request.

**Note:** *For interdisciplinary degree programmes it is possible to regulate that the degree certificate is signed by the Dean or the Dean of Studies of all faculties participating on the degree programme.*

(2) The degree certificate is

signed by the Dean's Office

**alternatively:**

signed by the Dean of Studies

of the faculty … [*designation*] and the chairperson of the examination committee and awarded the seal of Johann Wolfgang Goethe University.

(3) The academic degree may only be used after handing over of the degree certificate.

§ 47 Diploma Supplement (RO: § 50)

(1) A Diploma Supplement is issued according to international requirements along with the degree certificate and the certificate; this is a text which was agreed upon between the Conference of University Rectors and the Conference of Ministers for Cultural Affairs in which the respectively valid version should be used (sample in Appendix 10 RO).

(2) The Diploma Supplement contains an ECTS grading table. The overall grades which are awarded in the respective degree course in a comparable cohort should be recorded and their numerical and percentage-wise distribution of the grade stages are to be determined according to § 39 Paragraph 11 and presented in a table as follows:

|  |  |  |
| --- | --- | --- |
| Overall grades | Total number within the reference group | Percentage of graduateswithin the reference group |
| up to 1.5 (very good) |  |  |
| from 1.6 to 2.5 (good) |  |  |
| from 2.6 to 3.5 (satisfactory) |  |  |
| from 3.6 to 4.0 (sufficient) |  |  |

The reference group arises from the number of graduates of the respective degree programme in a period of three study years. The calculation only occurs if the reference group consists of at least 50 graduates. If there have been less than 50 graduates within the comparative cohorts who completed the degree programme then, according to a resolution of the examination committee, further study years can be included in the calculation.

Section X: Invalidity of the Master’s examination; examination files;
Appeals and objections; checking fees

§ 48 Invalidity of examinations (RO: § 51)

(1) If the student practiced deception for a course or examination performance and this fact only came to light after handing over the degree certificate then the examination committee can retrospectively appropriately correct the grades for those course or examination performances for which the student had practiced deception and can declare the examination or course performance as totally or partially failed. The examiner should be consulted beforehand. The student concerned should be given the opportunity to make a statement before the decision is finally reached.

**Note to Paragraph 1:** *If no course performances are required in the degree programme then the words “or course performance“ should be omitted.*

(2) If the conditions for approval to sit an examination are not fulfilled, without the student wishing to be deceptive about this, and if this fact only came to light after handing over the degree certificate, then this deficit is remedied by maintaining the status of the examination. If the student gained admission to an examination by intentionally deceitful means then the examination committee will decide upon legal action against him while observing the Hessian state administration procedural law in its currently valid version. Paragraph 1 Sentence 3 applies appropriately.

(3) The incorrect certificate should be confiscated and possibly replaced with a new one. The incorrect certificate should be confiscated together with the Diploma Supplement and possibly also the respective degree programmerecords and possibly replaced with new ones. The Master’s degree certificate is also to be confiscated with these documents if the examination was declared “failed“ due to deceptive behaviour. A decision according to Paragraph 1 and Paragraph 2 Sentence 2 is excluded after a time limit of five years from the date on the examination certificate.

**Note to Paragraph 3:** *The words “and possibly also the respective degree programme records“ can be omitted if necessary.*

§ 49 Gaining access to the examination files; retention periods (RO: § 52)

(1) Within one year after completion of a module and completion of all of the examination procedures, the student can, on request, be allowed access to his/her examination files (examination reports, work to be examined as well as expert assessor reports).

**Alternative:**

(1) On request and soon after announcement of examination results the student can be allowed access to his/her examination papers, the expert assessor reports on this and the examination reports.

(2) The examination files are to be kept by the examination officials. Pertinent for the retention periods for examination documents is § 20 of the Hessian Enrolment Regulations (HImmaVO) in their currently valid version.

**optional addition to Paragraph 2:**

The examination papers are handed over to the student with the exception of the Master’s thesis one year after announcement of its evaluation or is discarded. The Master’s theses are discarded after five years have passed since completion of all of the examination procedures.

**Note the optional addition to Paragraph 2:** *These procedures are permissible according to § 20 Paragraph 3 HImmaVO:*

§ 50 Appeals and objections (RO: § 53)

**Note:** *The regulation of having a “”right” (see Paragraph 1) to a “non- formal“ legal remedy is optional.* *The word “Appeals“ may need to be omitted from the title in the Table of Contents as well as in the text of Paragraph 1.*

(1) It is possible to submit an appeal against decisions taken by the chairperson of the examination committee. It should be submitted within one month of announcement of the decision to the chairperson of the examination committee. The examination committee will decide on the objection and appeal. If the appeal does help to see any need to remedy the situation the chairperson of the examination committee will issue a justified notice of rejection with a section on legal remedies.

(2) The person in question can, in as far as a legal remedies section was included, raise a written objection within a month, otherwise within a year after announcement with the chairperson of the examination committee (examinations office) against adverse decisions taken by the examination committee and against the examiner evaluations. If the examination committee does not see any need to remedy the situation, if necessary after receiving statements from the examiners involved, the President will issue the notice of rejection. The notice of rejection should be justified and make reference to legal remedies.

§ 51 Examination fees (RO: § 54)

(1) If the presidium of the Johann Wolfgang Goethe University does not require levying of examination fees then paragraphs 2 and 3 are not needed.

(2) The examination fees are to be exclusively levied for administration costs of the examination officials. They are a total for the Master’s examination including the Master’s thesis of …,- Euro.

**Note to Paragraph 2:** *According to § 54 Paragraph 3 RO the examination fees for Master’s degree programmes with a standard period of study of four semesters is 100 Euro; in the case of other standard periods of study the sum will reduce by 25 Euro for every semester of standard period of study*.

(3) The examination fees are due in two instalments, the first instalment upon applying for approval to sit a Master’s examination, the second instalment upon approval to submit a Master’s thesis. Payment of the examination fees should be accredited by the examinations office.

Section XI: Final Provisions

§ 52 Coming unto force [and transitional regulations] (RO: § 56)

(1) This set of regulations comes into force on the day of its publication in UniReport/statutes and the sets of regulations of Johann Wolfgang Goethe University Frankfurt am Main.

**optional addition:**

The set of regulations for the Master’s degree programme … [*designation*] from … [*date*] - published in UniReport/statutes and the sets of regulations of … [*publication date*] ceased to be in force at the same time.

(2) This set of regulations applies for all students who begin their studies from the winter semester … [*specify*] in the Master’s degree programme … [*designation*].

**alternatively:**

(2) This set of regulations applies for all students who begin their studies from the summer semester … [*specify*] in the Master’s degree programme … [*designation*].

**Note to Paragraph 2:** *If changes are made to this set of regulations they will only come into force for new examination candidates (first-year students).*

**and/or**

(3) Students who have begun their studies in the Master’s degree programme … [*designation*] before coming into force of this set of regulations can sit the Master’s examination according to the set of regulations from … [*specify*] until … [*specify*] at the latest.

**alternatively:**

Students who were enrolled in the Master’s degree programme … [*designation*] before coming into force of this set of regulations can, on request to the examination committee, complete their studies and sit the Master’s examination according to this set of regulations. Already delivered course and examination performances will be credited according to § 29. The application is irrevocable.

**Note to Paragraph 3:** *If changes are made to this set of regulations an exceptions and transitional set of regulations should be established while taking account of the significance of the changes and protection of the confidence of the students.*

Frankfurt, … [*date of signing by the Dean*]

**… [name of the Dean]**

Dean of the faculty … [*designation*]/

Appendix …: Regulation for special entry requirements/
Aptitude tests for Master’s degree programme entrance

*Explanations:*

*This appendix regulates the procedures to determine aptitude, particularly for Master’s degree programmes where admission is non-restricted.* *Applicants who, during the procedure to determine aptitude, have been deemed able must be admitted.*

* 1. Apart from the first professional qualification, admission requires …

*(Here the specific admission requirements as set out in § 9 Paragraph 8 of the Framework Regulations are to be regulated.* *The paragraphs below are to be adopted as long as they are relevant to the chosen admission requirements.* *A combination of several aspects of admission requirements is also possible, whereby the number of aptitude points necessary to determine aptitude in tests needs to be established.* *The formulation of the regulations is to be adapted accordingly.)*

* 1. The application needs to be accompanied by …
	*(Here it necessary to regulate which documents, either as simple or certified copies, must be submitted with the application, in compliance with the special admission requirements: for example, statements of motivations or language certificates)*
	2. The examination committee for the Master’s degree programme checks that all requirements have been met in compliance with Articles 1 and 2 and then continues with further proceedings. The committee may appoint one or several admissions committees to carry out this task. An admissions committee consists of at least two professors authorised as examiners of the Master’s degree programme, an scientific employee authorised to act as an examiner as well as a student enrolled on the Master’s degree programme who participates in an advisory role. The professorial majority must be maintained. If the examining board appoints several admissions committees for the same Master’s degree programme, a common vote regarding the criteria for assessment, usually under the chairmanship of the chair of the examination committee, takes place at the beginning of the selection procedure. The examination or admission committee can also call on other members of staff for support.
	3. The committee awards the (*letter of recommendation or motivational letter*) with aptitude points in compliance with § 39 paragraphs 3 and 4[[1]](#footnote-1), according to the apparent level of motivation and aptitude for the Master’s degree programme. An overall grade is formed consisting of 40% [[2]](#footnote-2) of said number of points and 60% [[3]](#footnote-3) of the number of points achieved with the first degree. Admission requires an overall evaluation of at least … .
	4. Applicants are sent a written invitation for an interview within an appropriate time frame. Those who do not attend cannot request a new date. The interview is undertaken individually, is not public and should last between 20 and 30 minutes. In justified exceptional cases it can be conducted as a long-distance call, where possible as a video call; this applies, in particular, when the applicant has his or her place of residence in a foreign country or is abroad due to service obligations or social commitments.
	5. During the interview applicants have the opportunity to explain their motivation and give reasons for their aptitude for the Master’s degree programme. The interview is recorded by a professorial member of the committee, stating the name of the applicant, the duration of the conversation, the questions asked and the answers given as well as the general course of the conversation.
	6. The result of the interview is graded with aptitude points according to § 39 paragraphs 3 and 4, based on how convincing the demonstration of aptitude and motivation for the degree programme was. Former studies, professional or practical experiences can also form part of it. An overall grade is formed consisting of 40%\*[[4]](#footnote-4) of said number of points and 60%\*[[5]](#footnote-5) of the number of points achieved with the first degree. Admission requires an overall evaluation of at least … .
	7. Applicants are sent a written invitation for an aptitude test within an appropriate time frame. Those who do not attend cannot request a new date. The test serves to determine the aptitude for the Master’s degree programme using the following criteria:
* … *(list criteria)*
* …

Details, in particular the nature of tasks set and the duration of examinations, are decided by the committee.

* 1. The result of the aptitude test is graded with aptitude points according to § 39 paragraphs 3 and 4. An overall grade is formed consisting of 40%\*[[6]](#footnote-6) of said number of points and 60%\*[[7]](#footnote-7) of the number of points achieved with the first degree. Admission requires an overall evaluation of at least … .

Appendix …: An exemplary course of study plan

| **Subject-related semester** | **Title of the event** | **Form of the event** | **Duration (SWS)** | **Duration (SP)** | **Module No.** |
| --- | --- | --- | --- | --- | --- |
| **1st** | **Compulsory module I for advanced students** | **S, T** | **10.5** | **12** | **PF 1** |
|  | **In depth module I (area of focus A)** | **V, T** | **6** | **9** | **WP 1-x** |
|  | **Optional module:** prescribed**,** additional going into depth concerning the selected area of focus A | **V, Ü** | **6** | **9** | **O-PF x** |
|  | Total of the SWS or CP |  | **22.5** | **30** |  |
| **2nd** | **Compulsory module II for advanced students** | **V, Ü** | **6** | **9** | **PF 2** |
|  | **Optional compulsory module A or B** | **V** | **4** | **6** | **WP A or B** |
|  | **In depth module I (area of focus B)** | **V, Ü** | **6** | **9** | **WP 2-x** |
|  | **In depth module on mastery of the English language for scientists** | **P, Ü** | **4** | **6** | **PF 3** |
|  | Total of the SWS or CP |  | **20** | **30** |  |
| **3rd** | **Optional compulsory module C or D** | **S** | **6** | **9** | **WP C or D** |
|  | **Specialisation in one of the two selected areas of focus** | **V, Ü** | **6** | **9** | **S-PF x.x** |
|  | **Optional module:** **Selection of a module on a different subject** | **V** | **2** | **4** | **O-PF 2** |
|  | **Writing workshop/colloquium**  | **SW/Ko** | **4** | **8** | **PF 4** |
|  | **Total of the SWS or CP** |  | **18** | **30** |  |
| **4.** | **Final module** | **MA** | **28** | **30** | **AM** |
|  | **Total of the SWS or CP** |  | **28** | **30**  |  |
|  | **Total of 1.-4.** **Sem.** |  |  | **120** |  |

1. The reference to § 39 paragraphs 3 and 4 is to be adapted according to the order of paragraphs of the respective set of regulations. [↑](#footnote-ref-1)
2. and 3 These are just examples. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. - 7 These are just examples. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)
7. [↑](#footnote-ref-7)