

OFFICIAL TRANSLATION OF
Neufassung der Prüfungsordnung der
Fakultät für Geisteswissenschaften für
Studiengänge mit dem Abschluss
Master of Arts (M.A.)

**THIS TRANSLATION IS FOR INFORMATION ONLY –
ONLY THE GERMAN VERSION SHALL BE LEGALLY VALID AND
ENFORCEABLE!**

**Preliminary Version of the Examination Regulations for
the Master of Arts (MA) Degree Programs in the Faculty of
Humanities**

Note: This updated version includes all previous amendments to the Examination
Regulations dated 6 May 2015.

**Revised to the Examination Regulations for the Master of
Arts (MA) Degree Programs in the Faculty of Humanities**

**dated 6 May 2015
Amendment dated 11 April 2018
Amendment dated 23 October 2019
Amendment dated 29 April 2020
Amendment dated 21 October 2020
Amendment dated 17 November 2021**

In accordance with Section 108 subsection 1 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG) dated 18 July 2001 (HmbGVBl. page 171), as amended 2 December 2014 (HmbGVBl. p. 495, 500), the Executive University Board of the University of Hamburg ratified the revised examination regulations for the Master of Arts (MA) degree programs in the Faculty of Humanities adopted by the Faculty of Humanities in accordance with Section 91 subsection 2 no. 1 HmbHG.

Preamble

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

Section 1

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

- (1) The general objectives of university teaching are defined in Section 2 subsection 1 of the General Examination Regulations for Academic Examinations at the University of Hamburg dated 25 January 2018, 22 February 2018, and 8 November 2018. In addition to this objective, master's programs offered by the Faculty of Humanities aim to impart comprehensive subject-specific, methodological, and theoretical knowledge as well as skills and abilities that form a basis for future scientific work and pursuing doctoral studies.
- (2) Successfully passing the examinations established for a master's degree program is evidence of achieving the program objectives set forth in the respective subject-specific provisions.
- (3) Successfully passing master's degree program examinations qualifies students for the award of the graduate academic degree, *Master of Arts (MA)*.
- (4) Degree program organization and implementation are governed by the subject-specific provisions.
- (5) The selection criteria and special conditions of admission for the master's degree program are governed by separate bylaws for the respective degree programs.
- (6) The rules for safeguarding good academic practice and the avoidance of academic misconduct at the University of Hamburg are governed by the Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at the University of Hamburg issued by the Academic Senate on 15 May 2014, as amended.

Section 2

Regular period of study

- (1) The period of study during which a master's degree can be obtained is called the regular period of study. This regular period of study includes periods of professional practice integrated into the degree program, practical study semesters, and examination periods.
- (2) The regular period of study is binding for the design of the degree program, provision of courses, design of examination procedures, and calculation of training capacities and student numbers for university planning purposes.
- (3) The regular period of study is usually four semesters, including all examinations, the master's thesis, any internships that may have been made part of the degree curriculum, and field trips. The subject-specific provisions govern this in more detail. For students studying part-time, the regular period of study increases by one semester for every two semesters of part-time study.

Section 3 **Subject advising**

- (1) Students take part in a subject advice session at the commencement of their studies. Subject advising is generally provided by lecturers teaching in the degree program.
- (2) In accordance with Section 51 subsection 2 HmbHG, the University requires students who have exceeded the regular period of study pursuant to Section 2 above to meet with a subject advisor from their program within two semesters after the end of the regular period of study, unless they have already registered to take all outstanding examinations by the end of this time period. Students who do not meet with a subject advisor after exceeding the regular period of study will be withdrawn as a student pursuant to Section 42 subsection 2 no. 7 HmbHG.

Section 4 **Program and examination organization, modules, and ECTS credits**

- (1) The fundamental structure of a master's degree program includes subject-specific modules from one or more disciplines and/or interdisciplinary modules as well as an interdisciplinary free elective area (Studium Generale). The subject-specific provisions govern this in more detail.
- (2) The master's degree is a modular program; the number, scope, and content of the modules and any module prerequisites are set forth in the subject-specific provisions. Modules may be the following: required modules, which are compulsory; required elective modules, which must be selected from a prescribed catalog of modules; and elective modules. Detailed module descriptions are provided in the module handbooks.
- (3) Modules are educational units, generally comprised of several courses related by content. Modules are designed to convey a portion of the overall information established for the respective degree program.
- (4) The workload (time required for attendance, independent study, and examination preparation) for each module is indicated in ECTS credits. As a general rule, 1 ECTS credit corresponds to 30 hours of work. Generally, a total of 120 ECTS credits including the master's thesis must be earned in order to complete the Degree Program.
- (5) The acquisition of credit points is linked to the successful completion of the module or, in the elective area (Studium Generale), to the successful completion of courses. Successful completion requires the student to pass the module examinations and complete the coursework as stipulated in the subject-specific provisions.
- (6) The examination for the master's degree program is comprised of module examinations and the master's thesis. The subject-specific provisions may provide that the master's thesis be part of a final module along with other examination requirements. The final module comprises 30 ECTS credits.
- (7) The degree program may be completed on a part-time basis. Students may apply to Services for Students to study part-time. The decision about whether to approve a part-time student enrollment application must be made in accordance with the legal provisions set forth in the University of Hamburg's enrollment regulations, as amended. Part-time students must inform the academic office without delay of any changes to their student status (written confirmation from Services for Students required). The academic office

will note the change of status in the file. Part-time students must create an individualized study plan together with a subject advisor in consultation with the examinations board.

Section 5

Course types

- (1) Course types include in particular:
1. Lectures;
 2. practical courses;
 3. introductory seminars / seminars;
 4. advanced language courses;
 5. projects, project studies, and project seminars;
 6. internships;
 7. colloquia;
 8. field trips.

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

- (2) Generally, courses will be conducted in German or English or in the degree program's target language(s).
- (3) In accordance with Section 5 subsection 2 of the General Examination Regulations for Academic Examinations at the University of Hamburg dated 25 January 2018, 22 February 2018, and 8 November 2018, in-person attendance may only be deemed compulsory for courses where this is justified by the didactics of higher education. The subject-specific provisions must list those courses that have a mandatory attendance requirement and provide justification for said requirement. The subject-specific provisions specify whether compulsory attendance is required for admission to repeat examinations.
- (4) In principle, registration is required for courses in advance.

Section 6

Limiting attendance for specific courses

- (1) The number of participants for a module or specific courses may be limited, provided that this is required for proper implementation. The resolution to limit participation must include the criteria for participant selection. The resolutions must be announced in an appropriate manner.
- (2) Students with educational or caregiving responsibilities at the same time as the lecture period for their studies will be given preferential consideration for admission to restricted-enrollment courses from the compulsory curriculum if necessary. To apply for preferential admission to courses with limited enrollment, students must provide the examination board with appropriate proof of their existing obligations in caring for children or family members.
- (3) Reasonable accommodations for students with a disability or chronic illness pursuant to Section 11 are not affected by subsection 2.

Section 7

Examinations board

- (1) Examinations boards will be created for the organization of examinations and compliance with the provisions hereof as well as the additional duties established by means of these Examination Regulations.
- (2) The examinations board is comprised of three members, who must be members of the University teaching staff including lecturers assigned to this group who have completed a Habilitation (postdoctoral qualification), one member of the academic faculty, which includes lecturers who have not completed a Habilitation, and one student. In addition, a representative from the Academic Office may be invited to attend in an advisory capacity.
- (3) The members of an examinations board and their substitutes are elected by the competent faculty body upon nomination by the respective group. Members and their substitutes have a term of office of two years, and the student member is appointed for a term of one year. A member may be reelected. If a member should retire before the end of their term, a successor must be elected for the remaining term of office. The examinations board elects a chair and vice-chair from the group of University teachers and lecturers sitting on the board.
- (4) Meetings of the examinations board are not open to the public. The board has a quorum when at least three members are present, which must include the chair or vice-chair and another member from the group of University teachers and lecturers are present. In case of a tied vote, the chair has the deciding vote. Student members are not be permitted to take part in giving credit for completed coursework and examinations. Decisions made by the examinations board must be documented.
- (5) For all ordinary cases, the examinations board may delegate its responsibilities to its chair.
- (6) In cooperation with the office of the dean, the examinations board must warrant that coursework and examinations can be completed within the time period set forth in these Regulations. Furthermore, the examinations board must ensure that module examination dates are set and publicized well in advance.
- (7) Members of an examinations board have the right to attend examinations. This right, however, does not extend to decisions about grades or to the disclosure of grades.
- (8) Members of the examinations board and their substitutes are subject to an official duty of confidentiality. If a board member is not a public employee, then the chairperson must obligate that member to confidentiality.
- (9) Onerous decisions made by the examinations board must be provided to students without undue delay, stating the reasons and legal basis therefor in writing. Administrative notices for decisions must contain information about the legal rights and remedies available to the persons affected.
- (10) The examinations board may publicize rules, dates, and other decisions that the board has been charged with deciding pursuant to these Regulations by posting a notice binding effect and in accordance with data protection and privacy regulations in the examinations office, on the Internet, or in any other suitable manner—especially the publication of registration and examination dates as well as examination results.

Section 8

Recognition of other work for credit of study and internship periods, completed coursework, and examinations

- (1) Periods of study, completed coursework, examinations, and internships or vocational studies integrated into the degree program completed at a university, equivalent higher education institution, state-accredited distance-learning program, other education institution (especially in programs at state or state-accredited vocational academies) and universities of applied sciences may be recognized upon application by the student provided that there is no material difference between the skills and knowledge learned and the skills and knowledge needed to be learned at the admitting higher education institution. Conditional recognition may also be granted.
- (2) For the recognition of periods of study and completed coursework and examinations completed outside the Federal Republic of Germany, equivalency agreements that have been approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference as well as arrangements between the University of Hamburg and another higher education institution participating in a degree program within the scope of university partnerships or cooperation agreements must be observed.
- (3) Skills and knowledge acquired by means other than university study which are equivalent and required to successfully complete a degree program will be recognized up to one-half of the total credit value required to fulfill coursework and examination requirements.
- (4) If examinations are accepted for credit, the grades will be adopted and taken into account for the final grade, provided that the grading systems are comparable. If the grading systems are not comparable, successful examinations will be recorded as a "pass."
- (5) The chairperson of the examinations board for the respective degree program decides on recognition pursuant to subsections 1 through 4 herein. Students must address corresponding applications to the examinations board. The requisite supporting documents must be attached to the application for recognition. The examinations board may only deny recognition if it can demonstrate that there are significant differences between the skills and knowledge acquired at the admitting higher education institution and those required, in accordance with subsection 1 and/or the skills and knowledge acquired by means other than university study in accordance with subsection 3 are not equivalent.

Section 9

Admission to module examinations

- (1) In order to take module examinations, students must properly register for exams (Examinations Office). The academic office must announce registration times and procedures in an appropriate manner. The examinations board may make admission to a repeat examination contingent on the student meeting with a subject advisor. In addition, the examinations board may set a different type of examination for a repeat examination in justified exceptional cases.
- (2) If the subject-specific provisions require compulsory attendance in courses pursuant to Section 5 sentence 4, regular attendance of the courses/lectures requiring such attendance is also a prerequisite to participation in module examinations and earning ECTS credits. In general, regular attendance means not missing more than 15 percent of the classes for courses in a module. If the absence is excused, students may be conditionally allowed

to take an exam. Excused absences must be substantiated—in the event of illness with a doctor's note presented to the examination office. Students who have children under twelve years of age who must be cared for because they have become ill will be excused from attendance upon presentation of appropriate verification. The lecturer whose courses have been missed must set appropriate conditions suited to documenting the student has caught up on the subject matter. The examinations board decides on exceptions to this rule. The subject-specific provisions govern this in more detail. Compulsory attendance for admission to examinations does not apply for admission to repeat examinations unless the module objectives are provided with other teaching content.

- (3) In order to register for a module examination, students must generally be enrolled in the respective degree program. Enrollment also applies to taking courses in elective and required elective modules offered by other disciplines.
- (4) Admission to an examination may be denied if
 1. the conditions set forth in subsection 1 have not been satisfied;
 2. the prerequisites set forth in subsection 2 have not been satisfied or the conditions set forth in subsection 2 have not been satisfied;
 3. the prerequisites set forth in subsection 3 have not been satisfied;
 4. the admission requirements for the module have not been satisfied;
 5. the coursework required in the subject-specific provisions has not been completed.

Sentence 1 number 4 does not apply if the examinee has taken all examinations for the previous modules but not all of the examinations have been graded. In such cases, the examinee may be admitted to the subsequent examination.

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

Section 10

Repeat examinations for failed module examinations

Students may attempt every examination to be taken during their studies three times. Once an examination has been passed, it may not be retaken. The subject-specific provisions govern this in more detail.

Section 11

Reasonable accommodations for students who have a disability or are chronically ill

- (1) Upon a written application, the chair of the examinations board may implement reasonable accommodations for a student if the student substantiates they are, wholly or partially unable to complete an examination under prescribed conditions or within the time periods set forth in these Regulations on account of a disability or persistent severe or chronic affliction. Suitable measures could include altering the physical conditions for the examination, extending the time to complete the examination, or accepting equivalent examination performance. This also applies to coursework.
- (2) The disability representative must be consulted pursuant to Section 88 subsection 3 HmbHG if the chair of the examinations board must render a decision pursuant to subsection 1 herein.
- (3) The student must set forth the reasons for any requested reasonable accommodations. Appropriate proof may be requested to substantiate the legitimacy of any such requests.

Section 12 Examiners

- (1) The examinations board appoints examiners pursuant to the provisions of the HmbHG as amended.
- (2) The course instructors for the respective module are generally also the examiners for the module examinations. The examinations board decides on exceptions to this rule. If there is one examination and several instructors, the examinations board may appoint an instructor to be responsible for the examination.
- (3) Non-University personnel may be appointed as examiners.

Section 13 Completed coursework and module examinations

- (1) Successful completion of a module requires the student to pass the module examinations and complete the coursework as stipulated in the subject-specific provisions.
- (2) Coursework is didactically geared toward monitoring teaching and learning outcomes. The function of coursework is to structure and/or evaluate the teaching and learning process within the framework of a course or module. In general, completed coursework is not graded. If completed coursework will serve to complete a module, then all ECTS credits for a module will be awarded once the coursework set forth in the subject-specific provisions has been successfully completed.
- (3) Module and course component examinations are conducted in the form and at the times scheduled by the examiners in the module descriptions. The subject-specific provisions may prescribe module prerequisites for the module examinations.
- (4) Students must have completed the classes/courses required for the module to take the module examination. Module examinations may be implemented as a general examination (module final examination) or as course examinations. Students earn ECTS credits on passing the final module examination with at least a grade of "sufficient" (4.0).
- (5) The subject-specific provisions may set forth the following types of examination for module examinations:
 - a) Written examinations
A written examination is supervised and specifies tasks that must be completed independently in writing using only approved resources. The duration of written examinations must be at least 45 minutes and no more than 180 minutes. Selecting answers from a list of choices (multiple choice) may also be given as a written examination.
 - b) Oral examinations
An oral examination is an examination in which students should demonstrate verbally that they have mastered the subject matter being tested. Oral examinations may be conducted individually or in groups. The duration of the examination for each examinee must be at least 15 minutes and no more than 45 minutes. Students may suggest subject matter for oral examinations. Oral examinations are given by an examiner in the presence of an assistant examiner who must have at least the qualification being examined or such equivalent. The essential subject matter and results of the oral examination must be documented. The record must be signed by the examiner and assistant examiner and placed in the student's examination file. Students wanting to

take the same examination at a later date must be allowed to attend oral examinations as an audience. This right, however, does not extend to decisions about grades or to the disclosure of grades. The examinee may request that the public be excluded.

c) Term paper

A term paper is a written assignment on a topic covered in the relevant module that has been specified or chosen by the student and agreed with the examiner.

d) Presentation

A presentation is an oral presentation on a topic that is either specified or chosen by the student and agreed with the examiner. A written report of the oral presentation may also be required.

e) Electronic examination

In an electronic examination, the questions to be answered are displayed in digital and interactive settings. This might take the form of simulations, simulation games, processing in and with modeling software, practical applications in and using software (e. g., ERP software), and development environments (e. g., programming). Examination settings can also include question and/or answer formats in which multimedia content is integrated or annotated with sequence accuracy as well as group-based types of examinations in which the work and division of labor are made possible and mapped by IT environments.

- (6) If the subject-specific provisions provide for alternative types of examinations for a module, then the respective method of examination will be announced at the beginning of the course. The same applies to the alternatives or optional portions of the individual examination types set forth in subsection 4. Examinations may be given in either German or English. The subject-specific provisions govern this in more detail.
- (7) In appropriate cases, electronic media and electronic documentation may be used in examinations.
- (8) Examinations may be conducted using a digital network (online examinations) where appropriate.
- (9) Authentication is generally carried out before the examination commences or during the examination by means of official photo identification (e. g., identity card, passport), which must be shown on request. Pursuant to subsection 8, where more than one person is taking part in the examination, authentication is carried out in accordance with privacy laws, for example, individually in a separate breakout room.
- (10) To prevent cheating during an examination conducted online pursuant to subsection 8, students are obliged to set up and activate the camera and microphone of their chosen communication equipment (supervision via video). Supervision via video must be set up to only impose upon the privacy of the individuals involved to the extent required for legitimate surveillance purposes. Supervision via video is carried out by supervisors appointed by the University. Recording and automated evaluation of image or sound data from the supervision via video is not permitted. Sections 1–4 also apply to the transmission of image, video, and sound data for oral or practical examinations conducted online pursuant to subsection 8.
- (11) If transmission of the examination task, execution of the examination task, transmission of examination responses, or supervision via video during the online examination conducted pursuant to subsection 8 are not possible for technical reasons, the examination

will end at that stage, and examination performance will not be assessed. The examination attempt is considered as not having taken place. In the case of an oral or practical examination pursuant to subsection 8, in the event of a temporary disturbance of video or sound transmission, the examination will continue once the disruption has been rectified. If the technical disruption continues to prevent the proper conduct of the examination, the examination may be repeated at a later time. Sentence 2 applies accordingly. If the technical disruption occurs after a substantial part of the oral or practical examination has taken place, the examiners and examinee(s) may jointly agree to continue and complete the examination via another suitable format, particularly by telephone or by use of a videoconference system. This does not apply to practical examinations for which visual transmission is essential for the assessment of the examination.

- (12) Participation in an online examination pursuant to subsection 8 is voluntary. The voluntary participation must be confirmed by offering an in-person examination as an alternative. In-person examinations should be offered within the same examination period.

Section 14
Master's thesis

- (1) The master's thesis is a demonstration of the candidate's ability to independently address a problem from the respective field of study in accordance with academic methods within a set period of time.
- (2) An application to commence work on the master's thesis should be submitted once all requisite modules set forth in the subject-specific provisions have been successfully completed.
- (3) Section 9 applies mutatis mutandis for permission to commence work on the master's thesis or admission to the examinations for the final module.
- (4) Upon submitting the commencement request, the candidate may suggest topics and a supervisor. The supervisor recommendation must be honored to the extent tenable and possible. The examinations board must procure a supervisor upon request.
- (5) The supervisor assigns the thesis topic to the student. The date of the assignment, topic, and names of both examiners must be recorded in the student's graduate file. An assigned topic may be justifiably rejected only once after it has been assigned, and this must be done within the first two weeks. The examiner may make a reasoned application to withdraw the topic of the master's thesis, if treatment of the topic is no longer possible for subject-related reasons. In case of doubt, the chair of the examinations board must render a decision on the matter. A new topic must be assigned without delay, within four weeks at the latest.
- (6) Generally, a master's thesis is written in either German or English. The subject-specific provisions govern this in more detail. The examinations board determines whether a thesis may be written in languages other than those set forth in sentence 1.
- (7) Working time for the master's thesis is governed by the final module of the subject-specific provisions. The supervisor must limit the topic, issue, and scope so that treatment of the topic may be completed within the prescribed period. The chair of the examinations board may approve a one-off extension of no more than two weeks to complete the thesis upon submission of a reasoned application prior to expiration of the deadline for completion. A condition for any extension of time is that the reasons for the extension must not be

attributable to the candidate and must have been communicated without undue delay. Candidates must comprehensively explain and substantiate the reasons for any requested extension—in the event of illness through submission of a medical certificate (cf. Section 16 subsection 2). Section 9 subsection 2 sentence 3 applies mutatis mutandis. In individual cases of extraordinary hardship, the examinations board may grant longer extension periods.

- (8) Two hard copies of the master's thesis must be submitted to the examinations office by the deadline together with an electronic copy on an appropriate storage medium. If mailed to the examinations office, the postmark date constitutes the date of submission. The candidate has the burden of proving the master's thesis was submitted. The date of submission must be recorded in the student's file. The student must submit an affidavit along with the thesis affirming that they have written the thesis entirely on their own and that they did not use any internet sources not listed in the bibliography, and that the thesis had not been submitted in another examination and that the hard copy submitted corresponds with the version on the electronic storage medium. If, for reasons unattributable to the candidate, the thesis is not submitted by the deadline, the examinations board must decide how to proceed. Normally, a new topic is assigned, which is not regarded as a second attempt. In such an event, subsection 5 sentence 6 applies mutatis mutandis. If, for reasons attributable to the candidate, the thesis is not submitted by the deadline, Section 16 subsection 1 applies.
- (9) The master's thesis must be evaluated in writing by the supervisor and another examiner from the group of authorized examiners (Section 12). One of the two examiners must come from the group of university teachers or from the group of faculty members with a Habilitation granted equivalence for examination purposes pursuant to Section 64 subsection 2 HmbHG.
- (10) Both examiners must promptly evaluate the master's thesis, no later than six weeks after its submission. The responsible faculty body may grant an extension of time for evaluations if there is a higher than average number of theses to be graded or for other comparable substantive reasons. The grade for the master's thesis is the arithmetic mean of the grades awarded by the two examiners, taking into account Section 15 subsection 3. If the master's thesis is graded "insufficient" (5,0) by only one of the two examiners, the chair of the examinations board must appoint a third examiner. If the third reviewer assesses the work as at least "sufficient" (4,0), then the grade awarded for the master's thesis will be the mathematical average of all 3 grades awarded in accordance with Section 15 subsection 3 and no less than the grade of "sufficient" (4,0). If the third reviewer assesses the work as "insufficient" (5,0), then the aggregate grade for this work is "insufficient" (5,0).
- (11) Should a master's thesis be graded "insufficient" (5,0) a new master's thesis may be submitted once. A request to redo the thesis must be submitted no later than 6 weeks after notification of the insufficient grade. A third submission is allowed in exceptional circumstances only. A rejection of the master's thesis topic within the period set forth in subsection 5 sentence 3 herein is only permitted if the candidate has not previously utilized this option.

Section 15 **Evaluation of examinations**

- (1) Examinations must be graded promptly, no later than 4 weeks after the examination is taken. Section 14 subsection 10 sentence 2 applies mutatis mutandis. Examination grades are assigned by the examiners responsible.

Grades for examinations are assigned as follows:

1.0 = Excellent	Outstanding performance
2.0 = Good	Performance materially exceeds standard expectations
3.0 = Satisfactory	Performance meets standard expectations
4.0 = Sufficient	Performance satisfies requirements despite deficiencies
5.0 = Insufficient	Performance that does not meet required minimum performance due to significant deficiencies

- (2) Evaluating performance may be differentiated by decreasing or increasing grades by an intermediate increment of 0.3. The grades 0.7, 4.3, 4.7, and 5.3 may not be used.
- (3) If the examination performance assessed in a module includes several components, then the grade for the module may be calculated based on the mathematical average of the grades received for the individual components or as a weighted-average of the grades received for the individual components as a function of ECTS credits. The grades for the components of the final module may be weighted independently of the ECTS credit allocation. Only the first two positions behind the decimal point are included in the calculation of grades; all other values after that are ignored and not used as a rounding function. This also applies to the evaluation of performance by more than one examiner. The subject-specific provisions set forth the manner of calculation.

The grades are as follows:

from 1.00	to 1.15	1.0
over 1.15	to 1.50	1.3
over 1.50	to 1.85	1.7
over 1.85	2.15	2.0
over 2.15	2.50	2.3
over 2.50	2.85	2.7
over 2.85	3.15	3.0
over 3.15	to 3.50	3.3
over 3.50	to 3.85	3.7
over 3.85	to 4.00	4.0
over 4.00		5.0

An overall final grade must be calculated for the master's degree. Subsection 3 sentence 2 applies mutatis mutandis. The subject-specific provisions set forth how module grades and the grade for the master's thesis will be weighted for the calculation of the overall final grade. Furthermore, the subject-specific provisions may specify that certain examination grades may not be used to calculate the overall final grade.

- (4) The overall final grades for the successful completion of a master's degree program are:

for an average of up to and including 1.50	excellent
for an average from 1.51 and up to and including 2.50	good
for an average from 2.51 and up to and including 3.50	satisfactory
for an average from 3.51 and up to and including 4.00	sufficient

An overall final grade "passed with distinction" will be awarded for exceptional performance (an average of 1.00 to 1.10 inclusive). The subject-specific provisions govern this in more detail.

- (5) In addition to this grade, a relative grade or percentile rank must be reported on the diploma in accordance with the standards set forth in the European Credit Transfer and Accumulation System (ECTS grade).

Section 16

Nonperformance and withdrawal

- (1) An examination is graded as "insufficient" (5.0) if an examinee fails to take an examination on the date or within the period scheduled without a good reason as defined in these regulations, withdraws after an examination (or an examination component) has already begun, or does not begin or render a written examination during the time scheduled.
- (2) The examinations board must be promptly notified and furnished proof of the reason advanced for the withdrawal or nonperformance in writing. An examinee must submit a doctor's note if the reason is due to illness. Section 9 subsection 2 sentence 3 applies mutatis mutandis. If the reason given is deemed valid, then the next possible examination date will be set for the student. Any course examinations that have already been fully completed may be credited. Reasons for withdrawal may not be asserted once an examination has taken place.
- (3) The German protection of mothers at work and during training or studies act (Gesetz zum Schutz von Müttern bei der Arbeit, in der Ausbildung und im Studium, MuSchG) dated 23 May 2017, as amended, applies to students who are pregnant or nursing infants. A pregnant student should notify the relevant office at the University of their pregnancy and the expected date of delivery as soon as they know they are pregnant. If requested, a medical certificate from a primary care physician, midwife, or obstetrician (as per Section 15 MuSchG) must be furnished as proof. The pre- and post-birth periods of employment prohibition set out by Section 3 MuSchG apply. The student is exempt from academic and examination requirements during this period, unless fulfillment has been expressly agreed. The student may withdraw the agreement pursuant to sentence 5 at any time. A student who is nursing an infant should inform the relevant University office of that fact as soon as possible. Pursuant to Section 7 MuSchG, nursing mothers have the right to be excused

from class for up to one hour per day. Similarly, students may be excused to attend required medical examinations. As soon as the student has informed the relevant office of pregnancy, the office must complete a risk assessment stating the extent study conditions may pose a risk to the health of the pregnant/nursing student and the child and how these risks can be avoided where possible to prevent irresponsible endangerment. The student must be informed about the results of the specific assessment.

- (4) Student applications for parental leave periods in accordance with the German federal parental allowance and parental leave act (Gesetz zum Elterngeld und zur Elternzeit, BEEG) must be taken into account. Students must inform the examinations board in writing, enclosing requisite proof, of the period or periods in which they are on parental leave no later than four weeks before the date from which parental leave is to commence. As an exception, less notification may be required in urgent cases. The examinations board must establish whether or not the legal conditions have been satisfied that would trigger an entitlement to parental leave for employees and must notify examinees thereof and, where applicable, about any new examination dates that are necessary. Subsection 2 sentences 3 and 4 apply mutatis mutandis. The required proof must be attached to the application.

Section 17

Cheating and violation of regulations

- (1) If a student attempts to cheat or use unauthorized aids or resources during an examination, the examination will be graded as "insufficient" (5.0) or "fail." Unauthorized aids or resources for written and oral examinations include, for example, mobile phones. This also applies to students who allow others to copy their work during an examination, where such group work has not been explicitly permitted.
- (2) A student will not be excluded from continuing the examination if caught cheating or using unauthorized aids or resources as defined in subsection 1 herein during or after an examination has been handed out. The respective proctor must prepare a brief report about the incident and promptly submit it to the chair of the examinations board after the examination has finished. The examinee must be promptly notified of the accusation. The chair of the examinations board determines whether or not the examinee attempted to cheat. Prior to that, however, the examinee must be given an opportunity to be heard.
- (3) If an examinee cheated on an examination and this is discovered only after the examination was taken, the grade may be corrected commensurate with subsection 1 herein and the student declared to have failed the master's degree program, as appropriate. The inaccurate examination certificate must be recalled and a new one issued, if appropriate. The master's degree diploma must also be handed back in together with the examination certificate if the student has been declared to have failed the degree program because of cheating. A decision in accordance with sentence 1 above is barred after 5 years from the date of issuance of the examination certificate.
- (4) Students who are repeatedly guilty of academic misconduct or guilty of particularly egregious academic misconduct in a written examination or academic activity may be expelled pursuant to Section 42 subsection 3 number 5 HmbHG.
- (5) An examinee who disrupts the proper course of an examination may be excluded from the remainder of the examination by the respective examiner or proctor and the student's work on the examination graded as "insufficient." In egregious cases, the examinations board may prohibit the examinee from taking any further examinations.

- (6) The examinee may request that the examinations board review any decisions taken in accordance with subsections 1, 3, and/or 4 above. Any request for review must be submitted without undue delay.

Section 18

Conclusively failing the master's degree program

- (1) A student is deemed to have conclusively fail a master's degree program if
- a) a module examination has been graded or allocated the grade of "insufficient" (5.0) and no further attempts at retaking the examination are permissible.
 - b) the master's thesis has been graded or allocated the grade of "insufficient" (5.0) and no further submissions are permissible.
- (2) If a student has failed the master's degree program, the chair of the examinations board issues an administrative notice of decision setting forth all examination results and the reasons why the student failed the program. The administrative notice of decision must contain information about the student's legal rights and be given to the student.

Section 19

Reconsideration proceeding

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

Section 20

Examination certificate, diploma, and diploma supplement

- (1) An academic transcript of the master's degree program will be promptly issued after the last examination has been passed, if possible within four weeks thereof. The examination certificate must be signed by the chair of the examinations board and affixed with the seal of the University of Hamburg. The examination certificate must bear the date on which the last examination was taken.
- (2) In addition to the academic transcript, the graduate will also receive a diploma dated the same date as the academic transcript. The diploma confers the academic degree master of science. The diploma must be signed by the dean and affixed with the seal of the University of Hamburg. Upon submission of the examinee's application therefor, an English-language translation of the diploma will also be included.
- (3) In addition, the examination board will issue a diploma supplement, including detailed documentation on the program and coursework (transcript of records).

Section 21

Invalidity of the master's degree and rectifying prerequisite deficiencies

If the prerequisites for taking an examination were not satisfied and there was no deception on the part of the examinee, and these facts become known only after the examination certificate has been issued, then passing the examination rectifies any deficiencies.

If the examinee has fraudulently registered for and completed an examination for which they have not satisfied the prerequisite requirements, the examination must be declared as

“insufficient” (5.0), and the student is deemed to have “failed” the master’s degree program. However, before any decision is taken, the examinee must be given an opportunity to be heard. Section 16 subsection 3 sentences 2 and 3 apply mutatis mutandis.

Section 22

Inspection of the examination file

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

Section 23

Effective date

- (1) These examination regulations become effective on the day after ratification by the Executive University Board. It first applies to students from Winter Semester 2015/16 who begin a master’s degree program in the Faculty of Humanities with subject-specific regulations coming into force from this winter semester.
- (2) The Examination Regulations of the Faculty of Humanities for Degree Programs Leading to a Master of Arts/Magister Artium” dated 23 November 2005, last amended on 11 July 2012 apply, with the exception of Section 10, which will be replaced by Section 10 of this Regulation, taking effect from Winter Semester 2015/16.
- (3) Notwithstanding Section 10 of these Regulations, students who commenced their studies before Winter Semester 2015/16 will have a total of four examination attempts for each examination to be taken, effective as of Winter Semester 2015/16.

Hamburg, 2015–2021
University of Hamburg