

Unofficial Translation

Please note: This is an unofficial version that can only be used as a reference. The official and legally valid version is only available in German.

University of Freiburg Study and Examination Regulations for the Bachelor of Liberal Arts and Sciences Degree Program

In accordance with § 32 Paragraph (3) Clause 1 and § 19 Paragraph (1) Clause 2 No. 9 of the Baden-Württemberg State Higher Education Act (*Landeshochschulgesetz – LHG*) of 1 January 2005 (Law Gazette, p. 1), last amended by Article 1 of the regulations of 13 March 2018 (Law Gazette, p. 85), the University of Freiburg rector adopted the following regulations in an urgent decision on 30 March 2020.

The rector approved the resolution on 31 March 2020.

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I. Content and structure of the program

§ 1 Scope of the Study and Examination Regulations

These Study and Examination Regulations apply to the Bachelor of Liberal Arts and Sciences degree program at the University of Freiburg.

§ 2 Entry and Admission requirements

The entry and admission requirements are regulated in the Admission and Matriculation Regulations of the University of Freiburg and in the Statutes on the University's Selection Procedure for the Bachelor of Liberal Arts and Sciences degree program.

§ 3 Academic degree

Upon successful completion of the Bachelor degree program in the interdisciplinary Bachelor of Liberal Arts and Sciences degree program, the University of Freiburg awards the academic degree 'Bachelor of Arts' (abbreviated B.A.) or 'Bachelor of Science' (abbreviated B.Sc.), including the name of the chosen major. Upon successful completion of the degree with the majors 'Culture and History' or 'Governance', the academic degree 'Bachelor of Arts' with the addendum 'Major Culture and History' or 'Major Governance' is awarded. Upon successful completion of the degree with the majors 'Life Sciences' or 'Environmental and Sustainability Sciences', the academic degree 'Bachelor of Science' with the addendum 'Major Life Sciences' or 'Major Environmental and Sustainability Sciences' is awarded.

§ 4 Profile of the degree program

(1) The internationally oriented Bachelor of Liberal Arts and Sciences degree program is conducted primarily in English and provides students with a broad interdisciplinary academic education, allowing specialization options in the humanities, social sciences, natural sciences, or technical sciences and engineering. Most importantly, students are taught to think flexibly and beyond disciplinary borders and trained to apply the problem-solving strategies they have developed to actual and complex interdisciplinary issues in research and practice. In the first two program semesters, the degree program combines the teaching of basic academic and methodological skills with an introduction to the requirements and the foundations of interdisciplinary academic research and to the range of subjects of three out of the four offered majors Culture and History, Governance, Life Sciences and Environmental and Sustainability Sciences. Starting in the third program semester, students can choose an individual specialization by selecting one of the majors. In addition, students can individualize their studies in the later program semesters by independently taking courses from a variety of disciplines.

(2) The degree program is designed as a modular program which can be fulfilled by completing a number of course-based examinations. The modules can be fulfilled by passing the graded assessment (in the form of a single graded assessment or continuous graded assessments) – or, in the case of pass/fail assessments, by achieving a pass.

§ 5 Language of Instruction and Examinations

(1) Courses are conducted in English unless otherwise stated in the course catalog. Courses that are part of specialization studies or elective modules and may also be conducted in another language.

(2) The language of the coursework and examinations should principally be the same as the language of instruction of the respective course. With the prior consent of the lecturer of the respective course or the examiner, coursework and examinations can also be conducted in another language, provided that the proper conduction of the examination is guaranteed, and in particular that it is guaranteed that the instructor has sufficient language capabilities to be able to assess the subject-specific material in the other language. Clause 2 respectively applies to pass/fail assessments. § 21 Paragraph 6 is unaffected.

§ 6 Language Skills

By the end of the fourth program semester, students must take a language test to demonstrate that they have acquired the language skills specified in the following:

1. Students who speak German as their native language must possess at least level C1 English language skills according to the Common European Framework of Reference for Languages, as well as at least level A2 skills in another modern foreign language according to the Common European Framework of Reference for Languages or basic skills in an ancient foreign language.
2. Students who speak English as their native language must possess at least level A2 German language skills according to the Common European Framework of Reference for Languages, as well as at least

A2 language skills in another modern foreign language according to the Common European Framework of Reference for Languages or basic skills in an ancient foreign language.

3. Students who speak neither German nor English as their native language must possess at least level C1 English language skills according to the Common European Framework of Reference for Languages, as well as at least level A2 German language skills according to the Common European Framework of Reference for Languages.

Students are notified at the beginning of their studies as to how they must provide evidence of possessing the required language skills. Students who have not passed the language test by the end of the fifth program semester forfeit their entitlement to be examined in the Bachelor of Liberal Arts and Sciences degree program, unless they cannot be held accountable for missing the deadline.

§ 7 Program Entry, Standard Period of Study, and ECTS Credits

(1) Students may only enter the Bachelor of Liberal Arts and Sciences degree program at the start of the winter semester.

(2) The standard period of study, including the time needed to complete the bachelor's thesis, is eight semesters. The degree program consists of coursework (Leistungsumfang) equivalent to 240 ECTS credits. According to the European Credit Transfer and Accumulation System (ECTS), all components of the degree program are assigned ECTS credits, whose number depends on the student's anticipated workload. In the Bachelor of Liberal Arts and Sciences degree program, one ECTS credit is equivalent to an average workload of 30 hours.

(3) The curriculum of the degree program should be defined such that it can be completed within the standard period of study. The type, extent and duration of the coursework and course-based assessment are to be determined such that the time needed to complete them corresponds to the amount of ECTS credits allocated to the respective course or module. With the exception of the bachelor thesis, admission requirements on course-based assessment can only be determined if and when this is justified by special circumstances, e.g. for didactic reasons; the respective explanation is to be documented in the module handbook.

(4) Coursework and course-based assessment are to be designed such that they allow a sound review of the determined learning outcomes of the module; they are module related and competence-oriented. Coursework and course-based assessment can be conducted primarily in the following formats: examination, seminar paper, term paper, essay, written report, excursion report, thesis paper, issue of a sample solution, written problem case discussion, course protocol, laboratory protocol, experiment description, course-based exercises, certificate of attendance, poster, paper review, excerpt, learning diary, oral examination, presentation, poster presentation, poster conference, project work, conduct of experiments, development of software programs, demonstrator development, video creation, subject-specific and reflective work shadowing including a written report, objective and structured practical examination, preparation, conduct, and reflection of seminar sessions, simulation, portfolio auditing, and parcours examination.

§ 8 Content of the Program

(1) The Bachelor of Liberal Arts and Sciences degree program is composed of three parts: core studies (Core), specialization studies with majors (Majors), and electives (Electives Section). The modules that can be chosen in the individual sections and related courses are listed and described in more detail in the corresponding module handbook.

(2) The core studies entail a workload of 56 ECTS credits. In this section of the program, students learn basic academic skills, study the foundations of the theory of knowledge and philosophy of science, history of science, sociology of knowledge and empirical science studies. They are also given training in the areas of responsibility and leadership.

All of the core modules listed in Table 1 below are compulsory modules (Pflichtmodule).

Table 1: Compulsory Core Modules (56 ECTS credits)

Module	Type	Contact Hours	ECTS credits	Semester	Assessment
English Academic Writing	Sem	3,5	6	1	SL PL: written report
Knowledge in Context	V + Sem	3,5	6	1	SL PL: oral presentation
Research and Presentation	V + Sem	3,5	6	1	SL PL: written report and oral presentation
Responsibility and Leadership I	V + Project	3,5	6	1	SL
Dealing with Numerical Information	V + Sem + E	3,5	6	2	SL PL: exam
Theory of Knowledge	V + Sem	3,5	6	3	SL PL: exam and oral presentation
Advanced Academic Skills	Sem	1	2	4, 5 or 6	SL
Theory of Science	V + Sem	3,5	6	4, 6 or 8	SL PL: exam and oral presentation
Responsibility and Leadership II	Sem	3,5	6	5, 6, 7 or 8	SL PL: written report
Science in Context	V + Sem	3,5	6	6 or 8	SL PL: written report

Abbreviations used in the tables:

Type = type of course; Contact hours = weekly contact hours; Semester = recommended program semester; V = lecture; Sem = seminar; E = exercise course; AG = study group; PR = internship; PL = graded assessment (Prüfungsleistung); SL = pass/fail assessment (Studienleistung).

(3) Specialization studies serve to provide an academic focus and consist of coursework (Leistungsumfang) – excluding the bachelor's thesis – equivalent to 108 ECTS credits. As part of their specialization studies, students take the introductory module in three of the four available majors (Paragraphs [4] to [7]). By no later than the end of the fourth program semester, students must declare one of these three majors. Students who have forfeited their right to be examined in a German degree program that is equivalent to one of these majors may not choose that particular major. Students may submit one request to change the major before the end of the fifth semester of the program to the Examination Committee. If the reasons for wanting a change are judged to be sufficient, students may change their major once. Students must complete all compulsory (Pflichtmodule) and compulsory elective modules (Wahlpflichtmodule) in their chosen major.

(4) Students who choose the major Culture and History must complete the modules listed below in Table 2 with a total workload of 92 ECTS credits. Students are required to successfully complete the module Introduction to Culture and History and another compulsory module of the major Culture and History before they can participate in the compulsory elective modules Specialization I: Culture and History, Specialization II: Culture and History and Senior Profile: Culture and History in the field of subject specific profiling. If the type of assessment for the compulsory elective modules in the fields of methodological and subject-specific profiling is not clearly specified in the table below, students can choose between different assessment types or combinations of assessment types within the scope of the scheduled course offer.

Table 2: Culture and History Major (92 ECTS credits)

Module	Type	Contact Hours	ECTS credits	Semester	Assessment
Compulsory Modules: Basics					
Introduction to Culture and History	V + E	3,5	8	2	SL PL: exam and written report
Theory of Culture	Sem	3,5	6	3 or 4	SL PL: written report
Theory of History	Sem	3,5	6	3 or 4	SL PL: written report
Compulsory Elective Modules: Methodological Profiling					
Culture: Arts	Sem	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: written report or written report and practical work
Culture: Peoples and Practices	Sem	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: written report or written report and oral presentation
History: Ancient, Medieval, or Early Modern	Sem	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: written report or written report and oral presentation
History: Modern or Contemporary	Sem	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: written report or written report and oral presentation
Philosophy	Sem	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: written report or written report and oral presentation
Compulsory Elective Modules: Subject-specific Profiling					
Culture and History I	Sem	3,5	6	5, 6, 7 or 8	SL PL: written report or written report and oral presentation or written report and practical work
Culture and History II	Sem	3,5	6	5, 6, 7 or 8	SL PL: written report or written report and oral presentation or written report and practical work
Culture and History III	Sem	3,5	6	5, 6, 7 or 8	SL PL: written report or written report and oral presentation or written report and practical work

Specialization I: Culture and History	Sem	3,5	6	5, 6, 7 or 8	SL PL: written report
Specialization II: Culture and History	Sem	3,5	6	5, 6, 7 or 8	SL PL: written report
Senior Profile: Culture and History	Sem	3,5	12	7 and 8	SL PL: written report or written report and oral presentation or written report and practical work

(5) Students who choose the major Governance must complete the modules listed below in **Table 3** with a total workload of 92 ECTS credits. Students are required to successfully complete the module Introduction to Governance before they can register for or participate in any other module in the major Governance, except for the module Political Theory. Students are required to successfully complete at least four compulsory modules of the major Governance, before they can register for the modules Research in an Area of Governance, Senior Profile: Governance and Specialization Governance. If the type of assessment for a module is determined as 'variable' in the table, the respective assessment can be an exam, a written report, an oral presentation or practical work or a combination of these assessment types. If the type of assessment for the basic compulsory modules and the compulsory elective modules in the field of profiling is not clearly specified in the table below, students can choose between different assessment types or combinations of assessment types within the scope of the scheduled course offer.

Table 3: Governance Major (92 ECTS credits)

Module	Type	Contact Hours	ECTS credits	Semester	Assessment
Compulsory Modules					
Introduction to Governance	Sem	3,5	8	2	SL PL: exam and written report
Political Theory	Sem	3,5	8	3	SL PL: written report
International Relations	Sem	3,5	8	4	SL PL: written report and oral presentation
Law	Sem	3,5	8	4	SL PL: written report and oral presentation
Comparative Politics	Sem	3,5	6	4, 5 or 6	SL PL: written report
Compulsory Elective Modules: Profiling					
Economics	Sem	3,5	6	3 or 4	SL PL: exam and oral presentation or written report and oral presentation
Advanced Governance I	variable	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: variable

Advanced Governance II	variable	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: variable
Methods	Sem + E	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: written report
Regional and Area Studies	Sem	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: written report or written report and oral presentation
Research in an Area of Governance	Sem	3,5	6	6, 7 or 8	SL PL: written report or written report and oral presentation
Senior Profile: Governance	variable	3,5	12	6, 7 or 8	SL PL: written report or oral exam
Specialization Governance	Sem	3,5	6	6 and 7 or 7 and 8	SL PL: written report or written report and oral presentation

(6) Students who choose the major Life Sciences must complete the modules listed below in Table 4 with a total workload of 92 ECTS credits. Students are required to successfully complete the module Introduction to Life Sciences before they can register for (or participate in) the compulsory elective modules in the field of profiling of the mayor Life Sciences. Students are required to successfully complete at least two of the remaining compulsory elective modules from the field of profiling of the major Life Sciences before they can attend the compulsory elective modules Specialization I: Life Sciences, Specialization II: Life Sciences and Senior Profile: Life Sciences. In the module Methods I or in the module Methods II, a course from the field of quantitative methods is to be taken. If the type of assessment for the compulsory elective modules in the field of profiling is not clearly specified in the table below, students can choose between different assessment types or combinations of assessment types within the scope of the scheduled course offer.

Table 4: Life Sciences Major (92 ECTS credits)

Module	Type	Contact Hours	ECTS credits	Semester	Assessment
Compulsory Modules					
Introduction to Life Sciences	V + E	3,5	8	2	SL PL: exam and oral presentation
Cell Biology	Sem	3,5	6	3 or 4	SL PL: exam
Foundational Chemistry	Sem	3,5	6	3 or 4	SL PL: exam
Mathematics for Sciences	V + E	3,5	6	3 or 4	SL PL: exam
Physiology	S	3,5	6	3 or 4	SL PL: exam

Compulsory Elective Modules: Profiling					
Advanced Life Sciences I	Sem	3,5	6	3, 4, 5 or 6	SL PL: exam and oral presentation or written report and oral presentation or practical work and oral presentation
Laboratory Work for the Life Sciences	Pr	3,5	6	3, 4, 5, 6 or 7	SL
Advanced Life Sciences II	Sem	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: exam and oral presentation or written report and oral presentation or practical work and oral presentation
Methods I	Sem	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: exam and oral presentation or written report and oral presentation
Methods II	Sem	3,5	6	3, 4, 5, 6, 7 or 8	SL PL: exam and oral presentation or written report and oral presentation
Advanced Life Sciences III	Sem	3,5	6	5, 6, 7 or 8	SL PL: exam and oral presentation or written report and oral presentation or practical work and oral presentation
Specialization I: Life Sciences	Sem	3,5	6	5, 6, 7 or 8	SL PL: exam and oral presentation or written report and oral presentation or practical work and oral presentation
Specialization II: Life Sciences	Sem	3,5	6	5, 6, 7 or 8	SL PL: exam and oral presentation or written report and oral presentation or practical work and oral presentation
Senior Profile: Life Sciences	variable	3,5	12	7 and 8	SL PL: written report and oral presentation

(7) Students who choose the major Environmental and Sustainability Sciences must complete the modules listed below in Table 5 with a total workload of 92 ECTS credits. Students are required to successfully complete the module Introduction to Environmental and Sustainability Sciences before they can register for the compulsory elective modules in the field of profiling of the major Environmental and Sustainability Sciences. Students are required to successfully complete at least two of the remaining compulsory elective modules from the field of profiling of the major Environmental and Sustainability Sciences, one of which

must either be the module Methods I or the module Methods II, before they can attend the compulsory elective modules Specialization I: Environmental and Sustainability Sciences, Specialization II: Environmental and Sustainability Sciences und Senior Profile: Environmental and Sustainability Sciences. If the type of assessment for the compulsory elective modules in the field of profiling is not clearly determined, students can choose between different assessment types or combinations of assessment types within the scope of the scheduled course offer.

Table 5: Environmental and Sustainability Sciences Major (92 ECTS credits)

Module	Type	Contact Hours	ECTS credits	Semester	Assessment
Compulsory Modules: Basics					
Introduction to Environmental and Sustainability Sciences	Sem + E	3,5	8	2	SL PL: practical work
Ecology and Biodiversity	Sem + E	3,5	6	3 or 4	SL PL: written report and oral presentation
Environmental Chemistry	Sem + E	3,5	6	3 or 4	SL PL: exam and written report
Earth System	Sem + E	3,5	6	3 or 4	SL PL: exam and written report
Mathematics for the Sciences	V + E	3,5	6	3 or 4	SL PL: exam
Methods of Observing Nature	Sem + E	3,5	6	3 or 4	SL PL: written report and oral presentation
Sustainability Sciences	Sem + E	3,5	6	3 or 4	SL PL: written report or written report and oral presentation
Compulsory Elective Modules: Profiling					
Humans and Environment I	Sem + E	3,5	6	5, 6 or 7	SL PL: written report or written report and oral presentation
Humans and Environment II	Sem + E	3,5	6	5, 6 or 7	SL PL: written report or written report and oral presentation
Methods I	Sem + E	3,5	6	5, 6 or 7	SL PL: written report or written report and oral presentation or practical work
Methods II	Sem + E	3,5	6	5, 6 or 7	SL PL: written report or written report and oral presentation

					presentation or practical work
Specialization I: Environmental and Sustainability Sciences	variable	3,5	6	5, 6 or 7	SL PL: written report or written report and oral presentation or practical work
Specialization II: Environmental and Sustainability Sciences	variable	3,5	6	5, 6 or 7	SL PL: written report or written report and oral presentation or practical work
Senior Profile: Environmental and Sustainability Sciences	variable	3,5	12	6 and 7 or 7 and 8	SL PL: written report

(8) Subject to prior approval from the Examination Committee, a specialization module and the senior profile module in the major may be replaced by independent academic work equivalent to 6 or 12 ECTS credits, respectively. This work needs to be supervised by a lecturer who is authorized to give examinations (Supervised Independent Study). The academic work may be completed at another university or other academic research institution in Germany or abroad, provided that the Examination Committee deems the academic quality of the institution and the qualification of the examining lecturer as adequate. The graded assessment consists of a written report that is to be graded by the supervisor. Students applying for this option must submit the application to the Examination Committee along with the following documents:

1. a work plan that has been approved by the respective supervisor. This plan needs to include a proposal describing the form and content of the written report, and
2. a written statement concerning the relevance of the independent academic work for the chosen major and clearly outlining (or defining) the research focus of the intended independent work.

(9) In the electives section, students must earn a total of 64 ECTS by combining the course offerings described in the following; a minimum of 24 ECTS of these credits must be acquired from modules requiring graded assessments. A minimum of 32 ECTS of these credits must be acquired in one or several of the following:

- courses that are designated as elective modules in the module handbook from the scheduled offer of the University College Freiburg,
- courses designated as courses in the majors in the module handbook,
- courses offered by other study programs of the University of Freiburg which fit the profile of the degree program,
- a study program in the context of a semester abroad for which prior approval has been given by the Examination Committee
- language-learning courses offered by the Language Teaching Center of the Faculty of Philology at the University of Freiburg (SLI) or by the seminars and institutes of the Faculty of Philology and the Faculty of Humanities (courses which are available for students from all faculties); the Examination Committee may also approve courses offered by other institutions.

Students may earn up to 18 ECTS credits within the context of a vocational internship at a public or private institution which is deemed to be relevant to the student's studies or a practically-oriented academic, social, artistic, or athletic project. Prior to such an undertaking, the student must seek approval from the Examination Committee by submitting a written statement that outlines the relevance of the internship or practical project for his/her studies or later professional employment. The documentation of the approval needs to include information about the number of hours of practical work and the number of hours to be spent on writing the project or internship report. Practical projects and internships will only be assessed on a pass/fail basis. In order to be awarded ECTS credits for the vocational internship or practical project, students must provide an appropriate certificate from the institution or the supervisor of the practical project as evidence that they have completed the practical activity over the required period of time and submit a written internship/project report. Students may earn up to 12 ECTS credits by engaging in supervised independent academic work; Paragraph (8) applies accordingly. By successfully completing the module

Frontiers of Knowledge, which involves in-depth analysis of the content of a university lecture series or an academic conference, students can earn 2 ECTS credits. The corresponding pass/fail assessment is based on a written report.

(10) Students of the Bachelor of Liberal Arts and Sciences degree program admitted to the Liberal Arts and Sciences exchange program between the University of Freiburg and the University of Maastricht complete the fifth and sixth program semester at the University of Maastricht. Details on the exchange program, on the curriculum of the year abroad in Maastricht, and on the double degree awarded to students who complete the program are described in the appendix to these study and examination regulations.

II. Pass/fail and graded assessments (Studienleistungen und Prüfungsleistungen)

§ 9 Purpose and scope of the bachelor degree examination

(1) The bachelor degree examination is intended to determine whether the student has acquired the subject knowledge required in the Bachelor of Liberal Arts and Sciences degree program, has attained an overview of the context of and connections within his or her chosen major and can critically evaluate them, and has also developed the capability to apply the corresponding research methods and findings.

(2) The bachelor degree examination consists of the proof of language competence as well as all module exams, including the bachelor's thesis.

(3) The bachelor degree examination is considered passed if students have provided evidence of the attainment of an adequate level of language competence and all module exams have been passed with at least a grade of "adequate" (4.0). Furthermore, candidates must have earned all ECTS credits - pass/fail and graded assessments - in the required modules according to § 8. The ECTS credits assigned to the modules, courses, and any other achievements are awarded, if all the required pass/fail and/or graded assessments have been successfully completed.

(4) If within the bachelor degree program, more modules are completed than the 240 ECTS credits required for the successful passing of the bachelor degree examination or for earning the required ECTS credits in a certain part or section of the study program, in the bachelor degree examination only the respectively required modules and the related pass/fail and/or graded assessments are taken into account. Apart from compulsory modules, when modules are completed in different semesters, the module completed first is taken into account, and when modules are completed in the same semester, the better graded one is taken into account.

§ 10 Course-based pass/fail assessments (Studienleistungen)

(1) Course-based pass/fail assessments consist of individual written, oral, or practical work the student completes in conjunction with specific courses; it may also include regular course attendance, for which alone, however, no ECTS credits are awarded. If an oral, course-based pass/fail assessment is to be completed through an oral examination, the minimum duration is 10 and the maximum duration is 30 minutes for each examinee. If written, course-based pass/fail assessment is to be completed through an examination, the minimum duration of which is 60 minutes and the maximum duration 120 minutes.

(2) Regular participation in a course can only be required for students, if this is necessary for achieving the qualification goal of the course; courses with mandatory participation are to be indicated in the module descriptions of the current module handbook. For courses which require regular participation of students, regular participation is deemed to have occurred, if not more than 15 percent of the instructional time in a course was missed. If between 15 and at most 30 percent of the instructional time is missed with a legitimate excuse, the course instructor shall enable students to complete a compensatory achievement that satisfactorily compensates for the lack of regular participation, upon request; the request for this compensational work must include appropriate documentation. If students do not complete the compensatory achievement or cannot do so in the time given, or if no appropriate compensatory achievement can be offered, regular participation is deemed to not have occurred. An exception to Clause 2 is made for excursions and internships, where regular participation is deemed to have occurred only if students participated in all sessions of the respective course. In courses in terms of Clause 5, if not more than 15 percent of the instructional time is missed with legitimate reason, the course instructor shall enable the student to complete a compensatory achievement that satisfactorily compensates for the requirement of regular participation, upon request; the request must include appropriate documentation for the missed sessions. Clause 4 applies accordingly. If the instructional time is missed beyond the permitted scope, the respective course must be re-taken; if the examination of the course has already been taken, its assessment remains; if the examination has not been taken yet, registration and possibly already given admission to the examination are considered void. If students miss the session of a seminar or work group in which they would have to do a presentation, the presentation must be held in a later teaching unit, or an appropriate

compensatory achievement must be completed. If students do not give the presentation, or if they do not complete the compensatory achievement or cannot do so in due time, regular participation in this course is deemed to have not occurred.

(3) The study and examination regulations describe in which modules or courses course-based pass/fail assessments are to be completed. The type, scope and duration of the course-based pass/fail assessments that must be completed in the individual modules are determined in the current module handbook, and are announced to the students well in advance – no later than at the start of the relevant course.

(4) If, for particular courses, course-based pass/fail assessments are a prerequisite for the graded assessment, this needs to be outlined in the study and examination regulations and there should be a good reason why this is required. In all cases in which students can choose between different modules, or within a module between different courses, the required details result from the examination regulations of the degree program the module or course you can choose belongs to.

(5) All pass/fail assessments must be assessed as “passed” or “failed” by the relevant course instructor; in addition, a grade can, but does not need to be assigned.

(6) If students have successfully completed the required pass/fail assessments for a module, they may not complete any further pass/fail assessment in that module.

(7) If all components of a module are tested through one single pass/fail assessment, it is considered as a final module exam in terms of § 11 Paragraph (1) Clause 2.

§ 11 Course-based graded assessments (Prüfungsleistungen)

(1) Course-based graded assessments are awarded based on module examinations. Module examinations are either final module exams, in which all components of a module are tested, or partial module exams covering one or more components of a module. Generally, module examinations should be conducted. In justified cases, partial module exams are permitted, particularly when different learning outcomes are to be conveyed through different forms of learning and teaching and must be tested through different types and forms of examinations or to provide students with selection options; the justification for this kind of organization of a course needs to be documented in the module handbook.

(2) At least the type of the course-based graded assessments must be specified in the study and examination regulations. Course-based graded assessments include oral examinations, oral presentations, examinations, written reports and practical work. Instead of the type of examination, the examination format can also be determined in the study and examination regulations. The concrete forms of the course-based graded assessments are to be determined in the respectively current module handbook and are announced to the students no later than at the start of the relevant course of the respective module. If course-based graded assessments are to be completed in modules or courses that can be chosen from the course offer of other degree programs, as an exception to or in contrast to Clause 1 to 4, it suffices if the required information can be derived from the examination regulations or the module handbook of the respective degree program.

(3) Deviations from the type of examination determined in § 8 or from the intended examination format are only permitted, if, due to circumstances the examiner is not responsible for and which cannot be compensated in any other way, the examination is not appropriate in the intended form or disproportional in terms of the required workload. The Examination Committee decides if and in which form the examination can take place instead upon immediate application for approval by the examiner. The subject-specific requirements of the course-based graded assessments must be met. Provided that the Examination Committee approves the application, students must be informed accordingly in short order. Students who are already admitted to the examination at the time of the decision can withdraw from the examination upon application.

(4) Once all graded assessments required for the successful completion of a module have been completed, no further assessments may be undertaken as part of that module.

§ 12 Oral graded assessments

(1) Oral graded assessments are oral examinations (exam interviews) and oral presentations.

(2) In oral exams, students should be able to demonstrate that they are equipped with the fundamental knowledge required at their stage in the bachelor's degree program, understand the context of and connections within the subject matter under examination, and are able to categorize specific problems in terms of those contexts and connections.

(3) Oral assessments are usually conducted as individual or group exams by one examiner in the presence of an observer. Group exams with more than three exam candidates are to be conducted by a panel of

examiners, consisting of at least two examiners. The duration of the examination per candidate is no less than 10 minutes and no more than 30 minutes. Before finalizing the grade in accordance with § 17 Paragraph (2), the individual examiner consults the observer. In the case of a group exam, the grade is the arithmetic average of the individual grades; § 17 Paragraph (4) Clause 4 applies accordingly.

(4) The main points and the result of the oral exam must be recorded in a report. The report must be signed by the examiners or by the examiner and the observer. The exam candidate must be informed of the result once the exam has been concluded.

(5) Presentations are intended to allow students to demonstrate that they are able to successfully analyze a particular issue in their subject area at an academic level and to present the results in oral form. Presentations should not be less than 15 minutes or greater than 45 minutes in length.

(6) The dates of the oral graded assessments are announced to the students in an appropriate manner and well enough in advance. In case the examiner is not able to examine on the original day, a new date for the oral graded assessment must be agreed upon by the student.

§ 13 Written graded assessments

(1) Written graded assessments are exams (proctored exams) and written reports (e.g. term papers).

(2) In written exams, students should be able to demonstrate that they have the required fundamental knowledge to answer the questions and deal with the topics at hand in a limited amount of time, using authorized aids and current subject-specific methods.

(3) The duration of written exams should not be less than 60 minutes or greater than 120 minutes. The exam dates and the authorized aids are announced to the students in an appropriate manner and far enough in advance.

(4) Term papers are intended to allow students to demonstrate that they are able to successfully address a particular issue in their subject area in writing and in an academic manner.

(5) The deadlines to hand in other forms of written graded assessments apart from examinations are announced to the students in an appropriate manner and well enough in advance.

(6) The process of evaluating written assessments should not exceed a period of four weeks. § 21 Paragraph (8) Clause 1 is unaffected.

§ 14 Written graded assessments using multiple choice

(1) Written assessments in the form of written exams may also consist wholly or partially of test questions that have several possible answers, from which exam candidates select the one they believe to be correct (multiple-choice test). The test questions must correspond to the curriculum of the relevant module and must allow reliable exam results. All candidates must be given identical test questions.

(2) The exam questions are devised by the examiner according to § 28, who also scores the answers to the exam questions.

(3) The regulations described in Paragraphs (1) and (2) apply to pass/fail assessments accordingly.

§ 15 Pass/fail and graded assessments using new technologies

(1) Pass/fail and graded assessments may be completed using the latest information and communication technology (new media), provided that the required technical, personnel, and space requirements can be met. Specifically, exams may be conducted as online exams and electronic tests. Graded assessments may also be completed as distance exams at other institutions, particularly other universities (as online exams or via video conferencing, for example).

(2) For pass/fail and graded assessments in accordance with Paragraph (1), §§ 10 through 14 apply accordingly. The Examination Committee must ensure that the principles of fair examination procedures are observed. Most importantly, procedures must be in place to enable identity checks of students and to ensure that the usual exam standards of the University of Freiburg are maintained (e.g. exclusion of unauthorized aids, concurrence of distance exams and exams at the University of Freiburg, duty of supervision).

(3) If pass/fail and graded assessments are to be completed electronically, students are given sufficient opportunity to familiarize themselves with the electronic exam system during the relevant course. Data protection regulations must be observed. Electronic exams are deemed to be written supervised exams.

§ 16 Registration for and admission to graded assessments

(1) The Examination Committee sets deadlines by which students must register for graded assessments and informs the students of these in an appropriate manner and far enough in advance. Registration for the original exam is also regarded as a conditional registration for any necessary retakes of that exam.

(2) Admission to graded assessments is only open to students who

1. are matriculated at the University of Freiburg in the Bachelor of Liberal Arts and Sciences degree program,
2. provide evidence that they have met the requirements specified for the relevant examination,
3. have not irrevocably failed or lost their right to take an examination in the Bachelor of Liberal Arts and Sciences degree program or another equivalent degree program with basically the same content in Germany,
4. are not currently taking part in any examination procedure in the same or an equivalent bachelor's degree program with basically the same content at another university,
5. registered for the relevant examination in the proper form by the deadline. Equivalent degree programs with basically the same content include undergraduate degree programs with an orientation on one of the majors of the Bachelor of Liberal Arts and Sciences degree program, including a comparable workload and the same standard period of study. Clause 1, No. 3 does not apply, if the entitlement to be examined is forfeit because an exam that is failed with no option to re-sit, that was taken in a subject that is not part of this degree program. Clause 1 No. 4 does not apply to students who are matriculated at the University of Maastricht at the same time, as part of the Liberal Arts and Sciences exchange program.

(3) Decisions regarding admission to examinations are made by the Examination Committee. Admission may only be denied if the student has not fulfilled the requirements described in Paragraph (2). The student must be notified of the decision on admission to a graded assessment. In the case of rejection of the application for admission, the student must be sent written notification including the grounds for the decision as well as description of their legal rights.

(4) The Examination Committee may set a deadline by which students may cancel their registration for an examination after the regular deadline set in accordance with Paragraph (1) Clause 1, as long as the examination in question is not a retake. In this case, the registration, as well as admission to the exam if it has already been granted, are regarded as not having taken place.

(5) Admission to an examination may be withdrawn if it was obtained on the basis of fraudulent information or if conditions or facts that would have led to the student being denied admission arise or become known at a later date.

(6) Students who would miss the date set for the initial examination because they start studying at a university abroad can apply for an earlier date in consultation with the examiner. The application must include evidence of the planned studies abroad. The Examination Committee takes the decision. A separate examination date can only be set under the premise that the subject-specific requirements of the graded assessments are met.

(7) § 20 is unaffected.

§ 17 Grading of graded assessments and calculation of module grades

(1) The grades for the individual graded assessments are determined by the respective examiners.

(2) Each exam is awarded one of the following grades:

- | | |
|------------------|--|
| 1 = excellent | = an outstanding result |
| 2 = good | = a result that significantly exceeds the requirements |
| 3 = satisfactory | = a result that meets average requirements |
| 4 = adequate | = a result that still meets the requirements despite deficiencies |
| 5 = not adequate | = a result that does not meet the requirements due to substantial deficiencies |

For a differentiated evaluation of achievement, intermediate grades can be created by raising or lowering the grade by 0.3. The grades 0.7, 4.3, 4.7, and 5.3 cannot be awarded.

(3) The module grade is:

for an average of	1.0 to 1.5	=	excellent
for an average of	1.6 to 2.5	=	good
for an average of	2.6 to 3.5	=	satisfactory
for an average of	3.6 to 4.0	=	adequate
for an average lower than	4.0	=	inadequate

(4) Where a module includes a final module exam or a single partial module exam, the grade for the final module exam or the single partial module exam determines the overall grade for the module. Where a module includes several partial module exams, the weighted arithmetic mean of the grades received for the partial module exams determines the grade for the module. The weighting of the partial module exams corresponds to the number of ECTS credits allocated to each partial module exam. Each individual partial module exam must be awarded at least the grade of “adequate” (4.0). In calculating the module grade, only the first number after the decimal point is taken into account; any further decimal places are deleted without rounding.

§ 18 Repeating graded assessments

(1) Graded assessments graded “not adequate” (5.0) or considered failed may be repeated once. A maximum of four failed assessments may each be repeated twice. If the option is exercised in accordance with Paragraph (5), the amount of assessments that may be repeated twice in accordance with Clause 2 is reduced, accordingly.

(2) The repeat exam must be taken within the next possible regular exam session. If the deadline for taking the repeat exam is missed, the repeat exam is considered failed, unless the student cannot be held accountable for missing the deadline. § 19 Paragraph (3) remains unaffected.

(3) The repeat exam must not take place earlier than at least 1 week after the student was informed about the failed assessment. Where the failed exam was taken at least six weeks before the teaching period of the following semester, and where the successful completion of the exam retake is required for admission to a graded assessment or a course in the following semester, the student should – upon request – be given the opportunity to retake the exam in time to allow admission to that exam or course.

(4) Before the respectively last attempt to retake a failed assessment, the student must be given the option to take part in the course or courses related to the exam, once more, upon request. § 19 Paragraph (3) remains unaffected.

(5) In case of maximum two graded assessments that have been failed for the first time, students can attend another appropriate course and complete the related graded assessment, instead of repeating the failed graded assessment. The failed attempt in the initial course is not counted; replacing the course once more is excluded. Replacing a course is only possible once in the specialization studies and at most twice in the electives section.

(6) Repeating successfully completed graded assessments is not permissible.

(7) § 22 remains unaffected.

§ 19 Orientation examination

(1) The orientation examination serves as an initial and early orientation aid to determine whether the student is likely to be able to meet the requirements of the Bachelor of Liberal Arts and Sciences degree program.

(2) The orientation examination is considered passed if the graded assessment in the Knowledge in Context module, as well as in one of the four modules Introduction to Culture and History, Introduction to Governance, Introduction to Life Sciences and Introduction to Environmental and Sustainability Sciences is successfully completed.

(3) The orientation examination must be successfully completed by the end of the second program semester. Students who do not successfully complete the assessment that is part of the orientation examination, including any necessary exam retakes, by the end of the third program semester, forfeit their right to take examinations in the Bachelor of Liberal Arts and Sciences Degree Program, unless they cannot be held accountable for missing the deadline. The Examination Committee makes this decision upon the student's request.

(4) Once the orientation examination has been passed, the Examination Office will – upon request – issue

the student a certificate. The certificate will bear the date of the last completed orientation examination assessment as well as the stamp of the Faculty of Humanities and must be signed by the chair of the Examination Committee.

§ 20 Registration for and admission to the bachelor's thesis

(1) Admission to prepare the bachelor's thesis is only open to students who

1. are matriculated at the University of Freiburg in the Bachelor of Liberal Arts and Sciences degree program,
2. have achieved a minimum of 150 ECTS credits in the Bachelor of Liberal Arts and Sciences degree program, at least 60 of which must be in their chosen major,
3. have not irrevocably failed a module exam or lost their right to take examinations in the Bachelor of Liberal Arts and Sciences degree program or in an equivalent or similar degree program with basically the same content,
4. are not currently taking part in any examination procedure in the same or an equivalent bachelor's degree program with basically the same content at another university,
5. have registered for the bachelor's thesis in the proper form by the deadline. In justified cases, the Examination Committee can also admit students to the bachelor's thesis who did not achieve the 150 ECTS credits according to Clause 1 No. 2, yet. Clause 1 No. 3 does not apply, if a student lost the right to take examinations due to an irrevocable failure of an exam that is not part of the tested subjects of this degree program. Clause 1 No. 4 does not apply to students who are matriculated at the University of Maastricht at the same time, as part of the Liberal Arts and Sciences exchange program.

(2) Students must submit their application for admission to write the bachelor's thesis and for approval of the topic to the Examination Committee in writing no more than three months after completing the last of the remaining assessments. If a student misses this application deadline without valid reasons, the bachelor's thesis will be considered failed. The application must be accompanied by the following documents:

1. evidence that the student has met the admission requirements according to Paragraph (1) Clause 1 No. 1 and 2 and
2. a declaration as to whether the student has previously irrevocably failed an examination or lost the right to take examinations or is currently undertaking a bachelor's examination in the Bachelor of Liberal Arts and Sciences degree program or an equivalent degree program with basically the same content

(3) The decision regarding admission to the bachelor thesis is made by the Examination Committee. Admission may only be denied if the student has not fulfilled the requirements listed in Paragraph (1). The student must be sent written notification of the decision within one month. A rejection letter must include the grounds for the decision and information about their legal rights.

(4) Admission to the bachelor thesis may be withdrawn if it was obtained on the basis of fraudulent information or if conditions or facts that would have led to the student being denied admission arise or become known at a later date.

§ 21 The bachelor's thesis

(1) The bachelor's thesis is a written research paper in which the students should show themselves capable of using scientific methods to independently research a topic in their chosen major and of presenting their findings in an appropriate manner, all within a specified amount of time.

(2) The thesis may only be prepared by a group of students in exceptional cases with prior approval from the Examination Committee. In every such case, it must be possible for the contribution of each individual student to be clearly distinguished, assessed, and graded.

(3) The bachelor's thesis is worth 12 ECTS. The setting of the topic and the supervision arrangements should take account of the workload of the bachelor's thesis. The time allowed for the preparation of the bachelor's thesis is three months. In well-founded individual cases and upon written request, the Examination Committee may extend the time allowed by a maximum of six weeks. The application must be made without delay and be received by the Examination Committee before the original submission deadline. Where the reasons invoked for requesting an extension are rooted in the setting of the thesis topic, the Examination Committee will make the decision with the approval of the thesis supervisor. In the case that a student becomes ill, the application for extension must be accompanied by a medical certificate that includes the medical facts and findings necessary to evaluate the case; in case of doubt, a medical certificate can be requested from a doctor chosen by the Examination Committee.

(4) The bachelor's thesis must be written on a topic from the student's major. The topic is set by an

examiner of the University of Freiburg according to § 28 Paragraph (1) Clause 1; this examiner is then obliged to supervise the bachelor's thesis. The student should be given the opportunity to put forward suggestions for the selection of the topic and the supervisor. Students do not have the right to appoint a particular supervisor. Subject to prior approval from the Examination Committee, a professor or adjunct professor or lecturer from outside the University of Freiburg may also assign, supervise, and then grade the bachelor's thesis, provided that the topic is approved by the coordinator of the relevant major in the Bachelor of Liberal Arts and Sciences degree program or by a professor or adjunct professor or a lecturer from the University of Freiburg who is active in research and teaching in the relevant field. The student must apply to the Examination Committee for approval of the topic of the bachelor's thesis no later than two weeks after the examiner has set the topic. Upon request, the chair of the Examination Committee may ensure that the student receives a topic no later than four weeks after submitting the application. The Examination Committee assigns the topic of the bachelor's thesis. The Examination Committee allocates the topic of the bachelor's thesis and appoints the supervisor. The topic assigned to the student and the submission deadline are part of the notification of admission to prepare the bachelor's thesis. The date on which the topic is assigned and the topic itself must be recorded in the student's file. The time allowed for the preparation of the bachelor's thesis begins with the assignment of the topic.

(5) The topic of the bachelor's thesis may only be rejected once and only within the first two weeks of the time allowed. A new topic must be set and assigned to the student within four weeks.

(6) The bachelor's thesis must generally be written in English. Upon request by the student, the Examination Committee may permit the bachelor's thesis to be written in another language, provided that its assessment can be guaranteed. Any such request – accompanied by a statement from the proposed supervisor – must be submitted prior to or along with the application for admission to prepare the bachelor's thesis. If the bachelor's thesis is written in another language, it must include a summary in English as an appendix.

(7) Students must submit four typed and bound hard copies of the bachelor's thesis as well an electronic copy on a predetermined data storage system in the specified file format to the Examination Office by the specified deadline (Paragraph [4] Clause 9); the submission date must be recorded in the student's file. In case of empirical theses, submission of the data used and the empirical results can be required. For bachelor's theses submitted by mail, it is the student's responsibility to provide proof of mailing; the time of submission is the date of the postal stamp. Along with the thesis, students must submit a written declaration that

1. they have prepared the submitted thesis independently,
2. they have used no sources or aids other than those referenced and have identified any direct or indirect quotations taken from other works as such,
3. neither the submitted entire bachelor's thesis nor substantial parts thereof have been or are part of another examination, and
4. the electronic version of the submitted bachelor's thesis is identical in both content and format to the hard-copy versions.

If the student does not submit the bachelor's thesis by the specified deadline, it is considered as failed and graded "not adequate" (5.0), unless the student cannot be held accountable for missing the deadline. The Examination Committee takes the decision upon request by the student.

(8) The bachelor's thesis is evaluated by two examiners according to § 28 Paragraph (1) Clause 1 within a period of six weeks. One of the examiners must be of the University of Freiburg. The first supervisor is usually the supervisor of the bachelor's thesis; the second is appointed by the Examination Committee in consultation with the first supervisor. In case the first supervisor belongs to the University of Freiburg, the Examination Committee may also appoint a professor, adjunct professor or lecturer who does not belong to the University of Freiburg, as the second supervisor. The examiners assess the bachelor's thesis independently of each other and assign one of the grades listed in § 17 Paragraph (2). The grade of the bachelor's thesis is calculated from the arithmetic mean of the two individual grades; § 17 Paragraph (4) Clause 4 applies accordingly. Where the grades assigned by the two examiners differ by two or more grades, the Examination Committee appoints a third examiner, who assigns one of the grades assigned by the other examiners or a grade in between according to § 17 Paragraph (2). Second supervisors according to Clause 2 and third supervisors according to Clause 6 can only be appointed as examiners according to § 28 Paragraph (1) Clause 1, if they belong to the University of Freiburg or if they are professors, adjunct professors or lecturers of another university.

§ 22 Repeating the bachelor's thesis

(1) A bachelor's thesis that has been graded "not adequate" (5.0) or considered failed may be repeated once. The application for resubmission of the bachelor's thesis and for assignment of a new topic must be made to the Examination Committee in writing within two months of the effective date of the examination

notification. If this deadline is missed, the student forfeits his/her right to submit the bachelor's thesis, unless the student cannot be held accountable for missing the deadline. § 21 Paragraph (4) applies accordingly.

(2) A rejection of the topic of the bachelor's thesis in the second attempt is only permitted if the student has not made use of the option to reject the topic when preparing the failed bachelor's thesis.

(3) Resubmission of a successfully completed bachelor's thesis is not permitted.

§ 23 Passing and failing course-based graded assessments

(1) A course-based graded assessment is considered passed if it has been awarded at least the grade of "adequate" (4.0).

(2) The Examination Committee issues written notification to the student in the case that a course-based graded assessment is failed or considered failed; this notification must also include information regarding whether and, if so, by which deadline the exam may be retaken. The notification must include information about students' legal rights.

(3) A course-based graded assessment is considered irrevocably failed if the student has not passed the original exam or any of the related exam retakes. Consequently, the student forfeits admission to the Bachelor of Liberal Arts and Sciences degree program.

(4) A written assessment that is only required to be evaluated by a single examiner must be evaluated by a second examiner appointed by the Examination Committee if the primary examiner has awarded the grade "not adequate" (5.0) and if this evaluation would result in the student irrevocably failing this examination. In the case that the second examiner awards the assessment with at least the grade of "adequate" (4.0), the Examination Committee appoints a third examiner who assigns one of the grades assigned by the other examiners or a grade in between according to § 17 Paragraph (2).

§ 24 Determination of the overall grade for the bachelor's examination

The overall grade for the bachelor's examination is calculated from the arithmetic mean of the module grades, weighted according to the amount of ECTS credits they are worth, and the grade of the bachelor's thesis, which is included in the weighting with twice the number of ECTS credits it is worth. For the determination of the overall grade, § 17 Paragraph (3) and Paragraph (4) Clause 4 apply accordingly.

§ 25 Bachelor's diploma and degree certificate

(1) Following the successful completion of the bachelor's degree program, and usually within 4 weeks, the student receives a diploma in English confirming the degree title conferred according to § 3. The bachelor's diploma is signed by the dean of the Faculty of Humanities as well as the chair of the Examination Committee and bears the stamp of the Faculty of Humanities. The date on the diploma is the date of the final pass/fail or graded assessment.

(2) The student may use the academic title only after receipt of the bachelor's diploma.

(3) Along with the bachelor's diploma, the student receives a degree certificate in English that confirms the topic of and grade for the bachelor's thesis, the chosen major, and the overall grade for the bachelor's degree program, including the numeric grade. The degree certificate is issued with the date of the bachelor diploma, is signed by the chair of the Examination Committee, and bears the stamp of the Faculty of Humanities. At the request of the student, the degree certificate and the diploma may be accompanied by a German translation.

(4) In addition to the degree certificate, the Examination Office issues a transcript of records in English showing the modules taken in the bachelor's program, the respective final and partial module exams, and all pass/fail assessments, including the grades achieved and ECTS credits acquired. Modules and courses, as well as the related pass/fail and graded assessments that are not integrated into the bachelor's degree program are reported for information only. The transcript of records also shows the ECTS grade table for the overall grade for the bachelor's examination. To this end, the overall grades awarded in the Bachelor of Liberal Arts and Sciences degree program from the past six semesters are recorded and their numerical and percentage distribution determined on the basis of the grading scale described in § 17 Paragraph (2) Clause 1 and presented in a table (ECTS grade table). The transcript of records is signed by the chair of the Examination Committee or the director of the Examination Office and bears the stamp of the Faculty of Humanities.

(5) The Examination Office also issues a diploma supplement in English. Apart from the student's personal data, it contains information about the type and level of the degree and the status of the University of Freiburg, as well as detailed information about the curriculum of the Bachelor of Liberal Arts and Sciences degree program. The diploma supplement is issued with reference to the relevant original documents. The

diploma supplement concludes with a standardized text containing information about the German higher education system. Paragraph (4) Clause 5 applies accordingly.

§ 26 Written notice and confirmation in case of failure in the bachelor's examination

(1) Students who have irrevocably failed the bachelor's examination receive written notice including information about available legal remedies.

(2) Students who have irrevocably failed their bachelor's examination may – upon request – receive written confirmation of successfully completed exams and/or pass/fail assessments, along with the respective ECTS credits and grades and indicating that the student has irrevocably failed the bachelor's examination.

III. Examination bodies and conducting of examinations

§ 27 Examination Committee

(1) The Examination Committee is responsible for organizing exams and for all duties assigned to it under the terms of these study and examination regulations. The committee ensures that the provisions of the study and examination regulations are observed and adjudicates as required according to the study and examination regulations. The Examination Committee is supported in discharging its duties by the Examination Office. The Examination Committee provides regular reports to the interdisciplinary Board of Studies of the degree program on developments regarding exams and durations of study and submits suggestions for the reform and practical updating of these study and examination regulations.

(2) The members of the Examination Committee are appointed by the interdisciplinary Board of Studies of the degree program. The Examination Committee consists of three professors as well as one academic member of staff and one student from the University of Freiburg in an advisory capacity. Of the professors, one must be from each the following three areas: a) Faculty of Theology, Faculty of Law, Faculty of Economics and Behavioral Sciences, and Faculty of Engineering, b) Faculty of Medicine, Faculty of Mathematics and Physics, Faculty of Chemistry and Pharmacy, Faculty of Biology, Faculty of Environment and Natural Resources, and c) Faculty of Philology and Faculty of Humanities. The student member of the committee is appointed for a term of one year, all other members for a term of three years. A subsequent term of office is permissible. The chair and deputy chair of the Examination Committee are appointed from among the professorial members. With regard to their appointment, Clause 1, Clause 4 Subclause 2, and Clause 5 apply accordingly.

(3) The Examination Committee generally consults and passes resolutions at a duly convened and led session. The presence of the chair or deputy chair and two further voting members constitutes a quorum. Resolutions are adopted by simple majority; in the event of a tie, the chair or deputy has the deciding vote. The meetings of the Examination Committee are not public. Resolutions of the Examination Committee can be adopted in meetings as well as in written form, provided that the members of the Examination Committee have agreed to a particular form of adopting resolutions or participate in them.

(4) The chair of the Examination Committee manages the day-to-day business of the Examination Committee and acts as its representative. The Examination Committee may, subject to revocation, delegate certain tasks to the chair or his/her deputy; this does not apply to decisions on objections. The chair is authorized to pass urgent resolutions unilaterally in place of the Examination Committee, provided that the members of the Examination Committee are informed immediately of the decision.

(5) The members of the Examination Committee are subject to official secrecy. Those members who are not in public service must be sworn to secrecy by the chair of the committee.

(6) The members of the Examination Committee are entitled to attend exams.

§ 28 Examiners and observers

(1) Only persons authorized to oversee examinations and who have the same or an equivalent qualification as the one tested in the exam can act as examiners. Persons authorized to oversee examinations include university professors, retired professors, honorary and adjunct professors and lecturers of the University of Freiburg and of the EUCOR partner universities, as well as research associates assigned authorization to conduct exams. In addition, guest professors and adjunct lecturers of the University of Freiburg, as well as persons assigned authorization to conduct exams according to Paragraph (2) are authorized to oversee examinations. Observers must be qualified and must hold at least a bachelor's degree or equivalent qualification in the discipline relevant to the specific exam subject.

(2) When authorizing academic staff members of the EUCOR partner universities to oversee examinations, the procedural rules on the authorization of academic staff members to oversee examinations according to § 52 Paragraph (1) Clause 5 und Clause 6 Subclause 2 of the State Higher Education Act (LHG) apply in their

current version.

(3) The Examination Committee appoints examiners and observers. It may transfer the responsibility for appointing examiners and observers to the chair of the committee. The appointment of observers may be delegated to the respective examiners.

(4) Assessments relating to individual courses are generally conducted by the respective course instructor, subject to the provisions described in Paragraph (1). In justified cases, the Examination Committee may also appoint another person who is authorized to oversee examinations as examiner.

(5) Examiners and observers are subject to official secrecy. Unless bound under the terms and conditions of civil service, they must be sworn to secrecy by the chair of the Examination Committee.

§ 29 Recognition of study periods, pass/fail and graded assessments

(1) Study periods, pass/fail assessments, and graded assessments that have been completed in degree programs at state or state-approved higher education institutions and cooperative education institutions in the Federal Republic of Germany, at state or state-approved higher education institutions abroad, or as part of continuing education will be recognized unless the competencies acquired are not equivalent. The same applies for a language course completed at a Language Teaching Institute.

(2) Study periods, pass/fail assessments, and graded assessments completed through successful participation in a state-approved distance-learning program will also be certified, provided that the distance-learning program is equivalent in terms of course content to the available selection of courses in a conventional classroom-based program of study.

(3) The competencies acquired are considered equivalent if they correspond to a substantial degree to the competencies that will be certified through the study periods, pass/fail assessments, and graded assessments required for the Bachelor of Liberal Arts and Sciences degree program at the University of Freiburg. The determination of equivalency should be based on an overall view and evaluation rather than on a series of one-to-one comparisons. In the consideration of the recognition of study periods, pass/fail assessments and graded assessments completed outside Germany, equivalency agreements approved by the Standing Conference of Ministers of Education and Cultural Affairs and the German Rectors' Conference, as well as arrangements under existing university partnerships should be observed. Where equivalency is uncertain, the view of the Central Office for Foreign Education Systems may be sought.

(4) The recognition of study periods, pass/fail assessments, and graded assessments serves as the basis for pursuing the program and taking exams.

(5) The Examination Committee decides on the recognition of study periods, pass/fail assessments, and graded assessments upon the student's request, in case of doubt after consultation with the respective departmental representative who is authorized to oversee examinations. The student must be informed about the decision on the recognition. A rejection letter must include the grounds for the decision and information about students' legal rights.

(6) Students should submit any documentation required for recognition to the Examination Committee. In the case of certificates and other documentation not issued in German, English, or French, a certified German translation may need to be submitted.

(7) In the event that pass/fail assessments and graded assessments are recognized, and provided that the grading systems are equivalent, grades should be transferred and integrated into the calculation of module grades and the final overall grade according to these study and examination regulations. Where the grading systems are not equivalent, a grade for the recognized graded assessment is determined by the chair of the Examination Committee on the basis of the grading scale provided in § 17 Paragraph (2) and treated as per Clause 1. Where a grade cannot be determined in accordance with Clause 2 due to differences in the grading systems, it is marked "passed"; the "passed" is not included in the calculation of module grades or the final overall grade. Clauses 1 and 2 apply accordingly with regard to the allocation of ECTS credits. Recognized pass/fail assessments and graded assessments from another university are identified as such in the transcript of records. The Examination Committee decides on whether and how to identify recognized pass/fail and graded assessments completed at the University of Freiburg. The burden of proving that the prerequisites for the recognition of pass/fail and graded assessments have not been fulfilled lies with the Examination Committee.

(8) Students who have transferred from another German university or switched from another degree program at a German university seeking recognition of previous work must submit a declaration stating whether they have failed the bachelor's thesis, orientation examination, or any other course-related assessment in the same field of study as the major selected for the Bachelor of Liberal Arts and Sciences degree program, either once or irrevocably, or whether they have forfeited their entitlement to be examined

or are currently undertaking a bachelor's degree examination.

(9) Knowledge and skills acquired outside the higher education system are taken into account provided that the competencies acquired are equivalent as specified in Paragraph (3); however, they may replace no more than half of the required university studies. Consideration is given in particular to practical activities completed outside the higher education system to be recognized as the internship in accordance with § 8 Paragraph (9). Clause 3 Paragraphs (5) and (6) apply accordingly.

§ 30 Withdrawal from examinations

(1) The absence of a student from an exam – or a student's failure to take an exam by the relevant deadline – constitutes a withdrawal from the exam.

(2) If a student is prevented from taking an exam by the relevant deadline due to illness or for another important reason, withdrawal is permitted upon written request. The student must submit the request to the Examination Committee without delay, including appropriate documentation and a statement of reasons for the withdrawal. In the case of illness, the application must be accompanied by a medical certificate containing the medical facts necessary to judge the student's inability to be examined. If justified, the Examination Committee may require the student to provide a medical certificate from a medical doctor chosen by the committee. Permission to withdraw will be refused if, by the time at which the incapacity to be examined begins, the student has already undertaken a number of assessments that, due to their results, preclude the successful completion of the entire examination.

(3) If a student takes the exam with knowledge or negligent ignorance of an important reason according to Paragraph (2), withdrawal cannot be permitted on the basis of this reason. Negligent ignorance particularly exists if the student has not instantly clarified indications of health impairments. In any case, a reason for withdrawal cannot be submitted later than one month after the examination was taken.

(4) If the Examination Committee accepts the grounds for withdrawal, the exam is considered not taken and the admission to the exam void; pass/fail assessments already completed at the time at which the student was admitted to the exam are, as a rule, recognized when the student again registers for the exam. In exception to Clause 1, the registration for and admission to the exam stay in effect, if the Examination Committee explicitly decides it. If withdrawal is not permitted, the exam is considered failed and is graded "not adequate" (5.0). The decision concerning the request for permission to withdraw from the exam is issued in writing.

§ 31 Cheating/deception and breach of regulations

(1) Where students attempt to influence the outcome of an exam or piece of pass/fail assessment by cheating/deception, using unauthorized aids, or exerting influence on an examiner for their own or another's benefit, the relevant exam or pass/fail assessment will be marked "not adequate" (5.0) or "failed." In the case of written exams and pass/fail assessments, the mere possession of unauthorized aids during and after the distribution of exam questions constitutes an attempt to cheat/deceive.

(2) If possession of unauthorized aids is suspected, the student is obliged to assist in clearing up the suspicion by handing over the relevant aids. If the student refuses to comply or refuses to hand over the unauthorized aids, the exam is marked as "not adequate" (5.0) or the pass/fail assessment as "failed."

(3) If a candidate disrupts the order of an exam session, the relevant examiner or proctor may, as a rule, exclude the student from continuing the exam or pass/fail assessment following an initial warning; in this case, the relevant exam is marked as "not adequate" (5.0) or the pass/fail assessment as "failed."

(4) In serious or repeated cases of subterfuge or disruption pursuant to Paragraphs (1) or (3), the Examination Committee may exclude the candidate from undertaking specific (or even any) further pass/fail or graded assessments. In less serious cases, the exam grade can be lowered or, alternatively, any sanctions may be waived.

(5) Where the conditions specified in Paragraph (1) come to light after the event, the exam result may be revoked by the Examination Committee and the measure specified in Paragraph (1) Clause 1 taken. If the bachelor's diploma and degree certificate were already issued at the time of revocation, they must be returned. The possibility of revoking an exam result expires when more than five years have passed since the student completed the exam. If it comes to light within one year and before the issuing of the bachelor's diploma that the conditions described in Paragraph (1) were present in the case of pass/fail assessments, the grade for the assessment may be lowered or the pass/fail assessment marked as "failed."

§ 32 Arrangements for students with special needs

(1) In the case of students disadvantaged in assessment situations due to a long-term illness or chronic medical condition unrelated to the assessment, the Examination Committee may, upon written request, take

appropriate measures to compensate for these disadvantages; the demonstration of skills and abilities which form part of the core competencies under examination must not be waived. Compensatory measures with regard to written work may specifically include an appropriate extension of time limits, the opportunity to take breaks not counted toward the allotted time, and the permitted use of personal or material aids.

(2) Before making any decisions pursuant to Paragraph (1) in contentious cases, the Examination Committee should – with the agreement of the student – seek the views of the representative for students with a disability/chronic illness or another specialist.

(3) Requests for special compensatory arrangements should be submitted when registering for a specific exam or no later than one month before that specific exam date. Affected students must explain their special circumstances and provide evidence in the form of a medical certificate containing the medical facts and findings necessary to evaluate the case.

(4) In case of disadvantage in pass/fail assessments situations due to long-term illness or a chronic medical condition, the regulations in Paragraphs (1) through (3) apply accordingly.

IV. Final provisions

§ 33 Periods of protection

(1) The periods of protection of the law on the protection of mothers who are working, doing an apprenticeship or studying (*Mutterschutzgesetz – MuSchG*) of 23 May 2017 (BGBl. I p. 1228) in the current version are considered and the exercise of respective rights of declaration and withdrawal by the students is guaranteed. Maternity leave periods override any deadlines under the provisions of these study and examination regulations.

(2) The university must – upon request – allow for any periods of parental leave in accordance with § 15 Paragraphs (1) through (3) of the federal law on parental benefits and parental leave (*Bundeseltern- und Elternzeitgesetz – BEEG*) as published on 27 January 2015 (BGBl. I p. 33) in the current version. Students must inform the Examination Committee in writing of the period they wish to claim as parental leave no later than four weeks prior to the start of the intended parental leave, accompanied by relevant documentation as evidence. The Examination Committee must examine whether the student meets the legal requirements that would constitute an entitlement to parental leave in an employment situation and immediately inform the student of the result as well as, where applicable, the new exam dates. The time allotted for the preparation of the bachelor's thesis may not be interrupted by parental leave. Instead, the thesis topic assigned to the student is deemed void. Upon completion of the period of parental leave, the student is assigned a new topic for the bachelor's thesis.

(3) The use of the safeguarding provisions concerning the care for a close relative according to § 7 Paragraph (3) of the Home Care Leave Act (*Pflegezeitgesetz – PflegeZG*) of 28 May 2008 (BGBl. I p. 874, 896) in the current version, who depends on care according to §§ 14 and 15 of Volume 11 of the Social Code /SGB XI) of 26 May 1994 ((BGBl. I p. 1014, 1015) in the current version, is allowed.

§ 34 Access to examination files and retention periods

(1) Within a period of six weeks following the notification of results for pass/fail or graded assessments, students may apply to the Examination Office to inspect their own personal exam file. The inspection shall be allowed within four weeks.

(2) The complete exam files will be retained for no less than five years. The basic file, consisting of copies of the bachelor's diploma, the degree certificate, the transcript of records, and the diploma supplement, is retained indefinitely. Files may be stored in electronic form.

§ 35 Effective Date and transitional provision

(1) These study and examination regulations are effective as of 1 October 2020. At the same time, the study and examination regulations of the University of Freiburg for the Bachelor of Liberal Arts and Sciences degree program of 18 May 2012 (official announcements vol. 43, no. 55, pp. 212 – 232), last amended on 21 December 2015 (official announcements vol. 46, no. 74, pp. 425 – 427), cease to be in force.

(2) Students who have been matriculated in the Bachelor of Liberal Arts and Sciences degree program before 1 October 2020, can complete their studies according to the study and examination regulations of the University of Freiburg for the Bachelor of Liberal Arts and Sciences degree program in the version of 21 December 2015 by 30 September 2025 (definitive deadline), the latest.

Appendix

Liberal Arts and Sciences Exchange Program

§ 1 Exchange program

The exchange program leading to a double degree between the University of Freiburg's Bachelor of Liberal Arts and Sciences degree program and the University of Maastricht's Liberal Arts and Sciences degree program documents the curricular and conceptual similarities between two degree programs and the cooperation between the two institutions. Participation in the exchange program should enable the students to familiarize themselves with the instructional model of Liberal Arts and Sciences not just at their home university but at a second university as well. Thus, they broaden their intellectual horizons as well as their repertoire with regard to academic traditions, pedagogical approaches, and opportunities for cooperation between the university and the non-academic sphere. The exchange program is intended for students of the Bachelor of Liberal Arts and Sciences degree program who have demonstrated through outstanding achievements in the first two program semesters that they are capable of successfully completing characteristic program elements of both degree programs and combining them in a meaningful way. In particular, University of Freiburg students engage with the curriculum-wide problem-based instructional approach at the University College of the University of Maastricht and participate in practical projects.

§ 2 Beginning the year abroad

Students may only begin the year abroad after completing the fourth program semester of the Bachelor of Liberal Arts and Sciences degree program and only at the start of the winter semester.

§ 3 Prerequisites for admission to the exchange program

(1) Five places in the exchange program per academic year will be awarded to students of the Bachelor of Liberal Arts and Sciences degree program. Students are selected by a Selection Committee appointed by the academic dean of the Liberal Arts and Sciences Degree Program Commission on the basis of their qualification and motivation for completing the year abroad.

(2) Only students of the Bachelor of Liberal Arts and Sciences degree program who have not yet completed the third program semester are eligible to apply for admission to the exchange program. Applications for inclusion in the selection process must be submitted to the University College Freiburg by the preceding 15 November. Eligible students must apply via the application form designed for this purpose by the University of Freiburg. The application form must be filled out in its entirety and signed. The application must include the following documents:

1. a current transcript of records documenting all pass/fail and graded assessments completed to date in the Bachelor of Liberal Arts and Sciences degree program, as well as evidence of having earned at least 54 ECTS credits by the end of the second program semester, and
2. a letter of motivation of two A4 pages in length, written in English, in which the student describes his/her motivation for completing a year of study abroad at the University of Maastricht and the study program he/she intends to complete during the year abroad.

The Selection Committee may require applicants to submit original copies of the transcript of records or other suitable evidence of the amount of ECTS credits they have earned and the pass/fail and graded assessments they have completed.

(3) The Selection Committee is composed of two tenured University of Freiburg lecturers who regularly teach courses in the Bachelor of Liberal Arts and Sciences degree program and a professor employed full-time at the University College of the University of Maastricht. A deputy is appointed for each member of the committee. At the same time, a decision is made as to which of the two tenured University of Freiburg lecturers will serve as the chair and how the other members will deputize the chair. Members and their deputies serve a term of two years on the Selection Committee; members may be reappointed.

(4) To be included in the selection process, the applicant must apply for a place in the program in the proper form and by the deadline and have achieved an average grade of at least 2.0 on all assessments completed in the Bachelor of Liberal Arts and Sciences degree program up to the end of the second program semester. In accordance with the provisions described in Paragraphs (6) and (7), the Selection Committee makes its selection from among the submitted applications on the basis of the following criteria:

1. the applicant's average grade on all assessments completed in the Bachelor of Liberal Arts and Sciences degree program up to the end of the second program semester,
2. the amount of ECTS credits he/she has earned up to the end of the second program semester, and

3. a letter of motivation that has been evaluated as at least “adequate.”

The average grade in accordance with Clause 1 is calculated as the unweighted arithmetic mean of all grades earned on graded assessments up to the end of the second program semester; the assessment with the lowest grade is left out of the calculation. In determining the average grade, only the first place after the decimal point is taken into account; any further decimal places are deleted without rounding.

(5) Two members of the Selection Committee evaluate the letter of motivation independently of one another and give it a score of “excellent” (0.2), “good” (0.1), “adequate” (0), or “not adequate” (-0.1) on the basis of the following criteria:

- convincing account of the applicant’s academic interests and learning goals in relation to the year abroad against the background of his/her professional goals and/or further academic goals,
- thoughts and ideas expressed in a clear, structured manner,
- proper form and correct spelling.

The scores of the two evaluators are then added up. If the resulting score for the letter of motivation is a negative value, the applicant drops out of the selection process.

(6) The applicant’s score in the selection process is calculated on the basis of the average grade he/she achieved on all assessments completed in the Bachelor of Liberal Arts and Sciences degree program up to the end of the second program semester. If the score for the letter of motivation calculated in accordance with Paragraph (5) is zero, the selection process score remains unchanged, if the score is between 0.1 and 0.4, the selection process score is raised by a corresponding amount. In addition, the selection process score is raised by 0.01 for each ECTS credit exceeding the required 54 ECTS credits the applicant earned up to the end of the second program semester.

(7) The participants in the selection process are ranked in a list according to the selection process score calculated in accordance with Paragraph (6).

§ 4 Curriculum of the year abroad

(1) Participants in the year abroad must earn a total of 60 ECTS credits by completing modules or courses of the Bachelor of Liberal Arts and Sciences degree program of the University College at the University of Maastricht. This includes eight regular courses in the areas Academic Core, Humanities, Sciences, and Social Sciences worth 5 ECTS credits each, a project worth 5 ECTS credits, two skills courses worth 2.5 ECTS credits each, and an academic or social practical project worth 10 ECTS credits. In place of the two skills courses, students may instead complete a second project, provided that one is offered. In selecting modules or courses, students must see to it that at least 12 ECTS credits count toward the major they chose for their specialization studies in accordance with § 8 Paragraph (3) of the study and examination regulations.

(2) The practical project, which may also take the form of a group project in groups of up to four students, must be completed under the guidance of a lecturer at one of the two universities who is authorized to oversee exams; it may be completed up to the end of the eighth program semester. Before completing the practical project, students must seek approval from the Examination Committee, name the lecturer who will serve as their supervisor, and – most importantly – submit a written account explaining the relevance of the practical project for their studies or later profession. The notice of approval should specify the amount of hours the student is required to spend writing the practical project report, conducting preparatory and supporting research, and completing the practical activities themselves, respectively. As a condition for earning ECTS credits for the practical project, the students must provide evidence that they have completed the required duration of practical work and submit an individual project report. The graded assessment consists in the individual project report and an exam interview with the lecturer serving as supervisor in the presence of an observer.

(3) Unless otherwise provided in this appendix, the year abroad program is organized according to the regulations for the Bachelor of Liberal Arts and Sciences of the University College at the University of Maastricht.

§ 5 Modifications to the curriculum described in § 8 of the study and examination regulations

For successfully completing the year abroad, participants receive between at the minimum 12 and at most 48 ECTS credits toward the amount required for the major they chose for their specialization studies in accordance with § 8 Paragraph (3) of the study and examination regulations and between at the minimum 12 and at most 48 ECTS credits toward the amount required in the elective section in accordance with § 8 Paragraph (9) of the study and examination regulations.

§ 6 Double degree

(1) Students who were admitted to the exchange program in accordance with § 3 of this appendix and have earned the required 60 ECTS credits by the end of the eight program semester in accordance with § 4 of this appendix are awarded the academic degree of Bachelor of Arts in Liberal Arts and Sciences from the University of Maastricht in addition to the academic degree described in § 3 of the study and examination regulations. The student may use the academic title only after receipt of the bachelor's diploma.

(2) The bachelor's diploma issued by the University of Maastricht, which certifies the awarding of the academic degree as described in Paragraph (1), is signed by the chair of the Examination Committee and by the dean of the Faculty of Humanities and Sciences of the University of Maastricht and bears the date of the bachelor's diploma issued by the University of Freiburg. Both the bachelor's diploma issued by the University of Freiburg and that issued by the University of Maastricht refer in an appropriate manner to the Liberal Arts and Sciences exchange program between the two partner universities.

(3) The diploma supplement described in § 26 Paragraph (5) of the study and examination regulations additionally contains detailed information on the type and level of the degree at the University of Maastricht, the status of the University of Maastricht, and detailed information about the curriculum of the study abroad at the University of Maastricht.

Publication of the text in German:

“Studien- und Prüfungsordnung der Albert-Ludwigs-Universität für den Studiengang Bachelor of Liberal Arts and Sciences” from 31 March 2020 (*Amtliche Bekanntmachungen* Vol. 51, No. 28, pp. 103–130).

Only statutes published in the *Amtliche Bekanntmachungen der Albert-Ludwigs-Universität Freiburg in Breisgau* are legally binding.

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