

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

*This is a translation of the Rules and Regulations of the Bachelor program “Liberal Arts and Sciences” that were passed (in German) by the University of Freiburg Senate in its meeting of 25 April 2012 and approved by the Rector on 16 May 2012. This English version is not binding and for convenience only. In case of any legal dispute, the German version is authoritative. For the German version see: Official Bulletins Volume 44, No. 98, pp. 907–910, 13 December 2013, or link [here](#).*

*There have been some minor changes in the German, legally binding regulations since that are not yet reflected in this English translation. Also, a section regarding the double degree program with UC Maastricht has been added.*

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## **I. Program scope and structure**

### **§ 1 Program profile**

(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 areas of the humanities, social sciences, natural sciences, or 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. During the first 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 as well as with intensive foreign language training. 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 Bachelor of Liberal Arts and Sciences degree program is designed as a modular program. Modules conclude with a module exam unless the course grade is based entirely on coursework.

(3) The bachelor's examination (§ 7) is an integral part of the program and must be taken; it represents the professional qualification for the Bachelor of Liberal Arts and Sciences degree program.

### **§ 2 Academic degree**

Upon successful completion of the bachelor's examination in the interdisciplinary Bachelor of Liberal Arts and Sciences degree program, the University of Freiburg will award the academic degree Bachelor of Arts (abbreviated B.A.) or Bachelor of Sciences (abbreviated B.Sc.). Which of the two degrees is awarded depends on the major chosen as part of the degree program.

### **§ 3 Admission requirements**

Students who wish to enroll in the Bachelor of Liberal Arts and Sciences degree program must show documentation of their higher education entrance qualification. Further admission requirements are governed by the University of Freiburg Regulations on the Internal University Selection Process for the Bachelor of Liberal Arts and Sciences Degree Program.

### **§ 4 Language**

Courses and exams are conducted in English or German unless otherwise stated in the course catalog. Courses that are part of specialization studies, language training, or elective modules and their respective examinations can also be conducted in another language.

### **§ 5 Commencement, duration of studies, and ECTS credits**

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

(2) The duration of studies, including the time needed to complete the bachelor's thesis, is eight semesters. The degree program consists of coursework equivalent to 240 ECTS credits. According to the

European Credit Transfer and Accumulation System (ECTS), one ECTS credit within the Bachelor of Liberal Arts and Sciences degree program is equivalent to an average workload of 30 hours.

## § 6 Program scope

(1) The Bachelor of Liberal Arts and Sciences degree program is composed of four parts: core studies, specialization studies with majors, language studies, and electives. The modules within the degree program are predominantly designed as block sessions with identically structured course units. Every module consists of two courses, each requiring coursework equivalent to 3 ECTS credits and a time commitment of 20 contact hours of 60 minutes each, and concludes with an oral or a written exam.

(2) Core studies consist of coursework equivalent to 66 ECTS credits and include basic academic skills, epistemology and the philosophy of science, empirical academic research as well as an additional emphasis on the areas of responsibility and leadership. Each one of the core modules listed in Table 1 below is a compulsory module. The courses in these modules are listed and described in more detail in the relevant module handbook.

Table 1: Core modules (66 ECTS credits)

Module	Type	ECTS Credits	Semester	Assessment
Liberal Arts and Sciences: Backgrounds, Ideas, Challenges	V/Sem	3	1	PL
	AG	3	1	SL
The Challenge of Interdisciplinarity	V/Sem	3	1-3	PL
	AG	3	1-3	SL
Exploring complex problems	V/Sem	3	1-3	PL
	AG	3	1-3	SL
Sharing Knowledge	V/Sem	3	1-3	PL
	AG	3	1-3	SL
Numerical Literacy	V/Sem	3	1-3	PL
	AG	3	1-3	SL
Theories of Knowledge	V	3	4-6	PL
	AG	3	4-6	SL
Knowledge in Context	V	3	4-6	PL
	AG	3	4-6	SL
Anthropology and Experience	V/Sem	3	4-7	PL
	AG	3	4-7	SL
Action and Responsibility	V/Sem	3	4-7	PL
	AG	3	4-7	SL
Vision and Leadership	V/Sem	3	4-7	PL
	AG	3	4-7	SL
Culture and Communication	V/Sem	3	4-7	PL
	AG	3	4-7	SL

Abbreviations used in the tables:

Type = type of course; Semester = recommended program semester; V = lecture; Sem = seminar, AG = study group; PL = exam; SL = assessed coursework (PL is an officially examined course with a grade that is relevant for the over-all degree grade; SL is normally a course that is only assessed as pass/fail.)

(3) Specialization studies (*Vertiefungslinie*) serve to provide an academic focus and consist of coursework – including the bachelor’s thesis – equivalent to 90 ECTS credits in one of several majors. As part of their specialization studies, students choose to enroll in the introductory module *Thought and Research* in three of the available majors (paragraphs (4) to (8)). By no later than the end of the fourth program semester, students submit a written declaration to the Examination Office confirming the choice of one of these three majors as their own major. Students who have forfeited their right to be examined in a degree program that is the same as one of these majors may not choose that particular major. Students may change majors only once, and this must be done before the end of the fifth program semester. Students must complete all compulsory and compulsory elective modules in their chosen major. Compulsory elective modules that are identified as a specialization option are particularly research-oriented in their design, providing the students with the opportunity to work with researchers on a current research topic or to receive intensive training in specific research methods in the context of real applications.

(4) In the compulsory elective modules *Advanced Culture and History I* and *Advanced Culture and History II* within the Culture and History Major, students can choose courses of their preference from those offered in the modules *Culture and History up to the Early Modern Period*, *Culture and History since the Early Modern Period*, or *Sociocultural Anthropology*, or *Area Studies*.

Table 2: Culture and History Major (66 ECTS credits)

Module	Type	ECTS Credits	Semester	Assessment
Compulsory Modules				
Introductory module: Thought and Research in the Areas of Culture and History	V/Sem	3	2–4	PL
	AG	3	2–4	SL
Culture as a Topic of Academic Inquiry	V/Sem	3	3–5	PL
	AG	3	3–5	SL
History as a Topic of Academic Inquiry	V/Sem	3	3–5	PL
	AG	3	3–5	SL
Compulsory Elective Modules				
Culture and History up to the Early Modern Period	V/Sem	3	3–7	PL
	AG	3	3–7	SL
Culture and History since the Early Modern Period	V/Sem	3	3–7	PL
	AG	3	3–7	SL
Sociocultural Anthropology or Area Studies	V/Sem	3	3–7	PL
	AG	3	3–7	SL
Contemporary Art, Literature, Aesthetics, or Music	V/Sem	3	3–7	PL
	AG	3	3–7	SL
Advanced Culture and History I	V/Sem	3	4–7	PL
	AG	3	4–7	SL
Advanced Culture and History II	V/Sem	3	4–7	PL
	AG	3	4–7	SL
Specialization Option: Culture	V/Sem	3	5–8	PL
	AG	3	5–8	SL
Specialization Option: History	V/Sem	3	5–8	PL
	AG	3	5–8	SL

(5) In the compulsory elective modules *Advanced Governance I*, *Advanced Governance II*, and *Advanced Governance III* within the Governance major, students can choose courses of their preference from those offered in the modules *Law*, *Economics*, or *Comparative Political Science*. In the module *Advanced Governance III*, students can alternatively take courses of their own choice from the areas of political sociology, political theory, public management, political ethics, or business ethics.

Table 3: Governance Major (66 ECTS credits)

Module	Type	ECTS Credits	Semester	Assessment
Compulsory Modules				
Introductory module: Thought and Research in the Area of Governance	V/Sem	3	2-4	PL
	AG	3	2-4	SL
Theoretical Foundations and Hermeneutical Methods	V/Sem	3	3-5	PL
	AG	3	3-5	SL
Qualitative and Quantitative Methods	V/Sem	3	3-5	PL
	AG	3	3-5	SL
Compulsory Elective Modules				
Law	V/Sem	3	3-7	PL
	AG	3	3-7	SL
Economics	V/Sem	3	3-7	PL
	AG	3	3-7	SL
Comparative Government	V/Sem	3	3-7	PL
	AG	3	3-7	SL
Advanced Governance I	V/Sem	3	4-7	PL
	AG	3	4-7	SL
Advanced Governance II	V/Sem	3	4-7	PL
	AG	3	4-7	SL
Advanced Governance III	V/Sem	3	3-7	PL
	AG	3	3-7	SL
Specialization Option: Politics, Law, and Administration	V/Sem	3	5-8	PL
	AG	3	5-8	SL
Specialization Option: Economics	V/Sem	3	5-8	PL
	AG	3	5-8	SL

(6) In the compulsory elective modules *Advanced Life Sciences I* and *Advanced Life Sciences II* within the Life Sciences major, students can take relevant courses of their own choice from the areas of neuroscience, genetics, biological anthropology, biotechnology, electrical engineering for biological and medical purposes, and mechanical engineering for biological and medical purposes.

Table 4: Life Sciences Major (66 ECTS credits)

Module	Type	ECTS Credits	Semester	Assessment
Compulsory Modules				
Introductory module: Thought and Research in the Life Sciences	V/Sem	3	2–4	PL
	AG	3	2–4	SL
Mathematics and Physics for the Liberal Arts and Sciences	V/Sem	3	3–5	PL
	AG	3	3–5	SL
Laboratory Work for the Life Sciences	V/Sem	3	3–5	PL
	AG	3	3–5	SL
Biochemistry	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Physiology	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Cell Biology	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Computer Science, Data Processing and Modeling in the Life Sciences	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Compulsory Elective Modules				
Advanced Life Sciences I	V/Sem	3	5–7	PL
	AG	3	5–7	SL
Advanced Life Sciences II	V/Sem	3	5–7	PL
	AG	3	5–7	SL
Specialization Option: Life Sciences I	V/Sem	3	6–8	PL
	AG	3	6–8	SL
Specialization Option: Life Sciences II	V/Sem	3	6–8	PL
	AG	3	6–8	SL

(7) In the Earth and Environmental Sciences major, students are required to complete the modules listed in Table 5.

Table 5: Earth and Environmental Sciences Major (66 ECTS credits)

Module	Type	ECTS credits	Semester	Assessment
Compulsory Modules				
Introductory module: Thought and Research in the Area of Earth and Environmental Sciences	V/Sem	3	2-4	PL
	AG	3	2-4	SL
Mathematics and Physics for the Liberal Arts and Sciences	V/Sem	3	3-5	PL
	AG	3	3-5	SL
Methods of Observing Nature	V/Sem	3	3-5	PL
	AG	3	3-5	SL
Chemistry	V/Sem	3	3-6	PL
	AG	3	3-6	SL
Earth Sciences	V/Sem	3	3-6	PL
	AG	3	3-6	SL
Ecology	V/Sem	3	3-6	PL
	AG	3	3-6	SL
Compulsory Elective Modules				
Global Cycles of Matter and Materials	V/Sem	3	5-7	PL
	AG	3	5-7	SL
Environment and Health	V/Sem	3	5-7	PL
	AG	3	5-7	SL
Evolution and Dynamics of the Planetary System	V/Sem	3	5-7	PL
	AG	3	5-7	SL
Specialization Option: Earth and Environmental Sciences I	V/Sem	3	6-8	PL
	AG	3	6-8	SL
Specialization Option: Earth and Environmental Sciences II	V/Sem	3	6-8	PL
	AG	3	6-8	SL

(8) The modules to be taken that are part of the majors offered and their respective courses are listed and described in more detail in the relevant module handbook.

(9) With prior approval of the Board of Examiners, one or both compulsory elective modules that have a heavy emphasis on research (specialization option) can be replaced by supervised independent scientific research equivalent to 6 or 12 ECTS credits respectively. This option can also be completed at another university or other academic research institution in Germany or abroad, provided the Board of Examiners deems the academic quality of the facility and the qualification of the examining lecturer as adequate. Students applying for this option must submit the application for approval and the following documents to the Board of Examiners:

1. a research plan that has been approved by a qualified lecturer,
2. a written statement concerning the relevance of the independent scientific research for the chosen major, in which the research focus of the intended independent work is made clear,

3. a proposal for the type of documentation to be submitted for assessment, and
4. a proposal for the form and content for the required oral exam.

The exam must be conducted by the lecturer who has approved the research plan.

(10) As part of their language studies, students must earn 36 ECTS credits by enrolling in courses that will help them to acquire or to improve their existing foreign language skills; only academic credits are required. Courses are usually selected from those offered by the Language Teaching Centre (*Sprachlehrinstitut, SLI*) of the University of Freiburg. The Board of Examiners can also approve courses taken at other institutions. Up to 12 ECTS credits can be earned through recognition of language courses that students complete during a stay abroad provided this time abroad begins only after the student has started their studies in the Liberal Arts and Sciences bachelor's degree program.

(11) By the end of the fourth program semester, students must take a language test to prove that they have acquired the language skills that are specified below:

1. students whose first language is German are required to have English language skills equivalent to at least Level C 1 of the Common European Framework of Reference for Languages, as well as language skills in another modern foreign language equivalent to Level A 1 of the Common European Framework of Reference for Languages,
2. students whose first language is English are required to have German language skills equivalent to at least Level A 2 of the Common European Framework of Reference for Languages, as well as language skills in another modern foreign language equivalent to Level A 2 of the Common European Framework of Reference for Languages,
3. students whose first language is neither German nor English are required to have English language skills equivalent to at least Level C 1 of the Common European Framework of Reference for Languages, as well as German language skills equivalent to Level A 2 of the Common European Framework of Reference for Languages.

Students will be informed at the start of their studies what form of evidence is needed to prove the required language skills. The right to be examined in the Bachelor of Liberal Arts and Science degree program is forfeited if the language test has not been successfully completed by the end of the fifth program semester – unless the student cannot be held accountable for missing the deadline.

(12) Students must earn a total of 48 ECTS credits by taking elective courses; of these, a minimum of 18 ECTS credits must be acquired from modules requiring an exam. Students can take a maximum of eight modules of their own choice from the courses offered as part of the specialization studies, so long as these are not part of the student's selected major. Up to 24 ECTS credits can be earned by taking suitable courses that are part of other degree programs at the university. The suitability of these courses is determined by the Board of Examiners. Up to 18 ECTS credits can be earned by enrolling in additional courses offered by the Language Teaching Centre (*Sprachlehrinstitut*) of the University of Freiburg; these courses should help students acquire or improve existing foreign language skills. Up to 18 ECTS credits can be acquired by undertaking an internship or a practical scientific, social, arts- or sports-related project associated with a recognized establishment. Prior to such an undertaking, the student must seek approval from the Board of Examiners, submitting a written statement that emphasizes the relevance of the internship or practical project for the student's studies or later professional employment. The notification of approval must set out how many hours of the internship or the practical project should be reserved for the preparation of a written internship or project report. In order to be awarded ECTS credits for an internship or practical project, students must provide an appropriate certificate from the institution as evidence that they have completed the practical activity over the required period of time and to submit a written internship/project report. Up to 12 ECTS credits can be earned by supervised independent scientific research; paragraph (9) applies accordingly. As an exception, if a student acquires more than 18 ECTS credits from electives in the area of their selected major, this must be approved by the Board of Examiners.



## **II. Academic credits and assessments**

### **§ 7 Purpose and scope of the bachelor's examination**

(1) The bachelor's examination is intended to determine whether the student has acquired the language proficiency and subject knowledge required in the Liberal Arts and Sciences bachelor's degree program, and attained an overview of the context of and connections within the chosen major, and can critically evaluate these. In addition, the examination should determine if the student has developed the capability to apply appropriate research methods and findings.

(2) The bachelor's examination consists of the language test as well as course-based module exams (final module exam or partial module exams), including the bachelor's thesis.

(3) The bachelor's examination is considered passed if the language test has been successfully completed and all module exams have been awarded at least a grade of "adequate (4.0)." Furthermore, candidates must have earned all ECTS credits available for completed coursework and exams in the required modules according to § 6.

### **§ 8 Earning ECTS credits**

(1) The ECTS credits allocated to the modules, courses, and any other achievements are awarded if all the required coursework and/or course-based assessments have been successfully completed.

(2) The type, number, and scope of coursework and course-based assessments should be set in such a way that the time needed to complete them corresponds to the ECTS credits allocated to each relevant course or module.

### **§ 9 Coursework**

(1) Coursework can be of a written, oral, or practical nature and is completed by students in conjunction with specific courses; coursework can also consist of regular course attendance. The type of coursework required and the coursework that must be submitted before being admitted to take an exam will be announced to the students in a suitable manner and well in advance – no later than the start of the relevant course.

(2) All coursework must be assessed by the relevant course instructor as "passed" or "failed", but does not necessarily need to be graded.

### **§ 10 Course-based assessments**

(1) Course-based assessments are conducted in the form of module exams. Module exams are either final module exams, in which all components of a module are tested, or partial module exams in one or more components of a module. The type and scope of course-based assessments will be announced to the students in a suitable manner and well in advance – no later than the start of the relevant module.

(2) Once the course-based assessments required for the successful completion of a module have been completed, no further exams can be undertaken as part of the particular module.

### **§ 11 Course-based oral assessments**

(1) Course-based oral assessments are conducted primarily in the form of exam interviews and presentations. Oral assessments are generally conducted in the language of the relevant courses.

(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 exams by one examiner in the presence of an observer. Group exams with up to three exam candidates are also permitted.

If a group exam is conducted by a panel of examiners, each exam candidate will always only be assessed by a single examiner. The duration of the examination per candidate is no less than 15 minutes and no more than 20 minutes. Before finalizing the grade pursuant to § 16, the examiner will consult the other examiner or examiners in the case of a collaborative exam, or the observer in the case of an individual exam.

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

(5) Presentations are intended to allow students to demonstrate that they are able to successfully address a particular issue in their subject area in the form of a presentation. The presentation should last no less than 15 minutes and no more than 30 minutes.

## **§ 12 Course-based written assessments**

(1) Course-based written assessments are conducted primarily in the form of proctored exams, research papers, and graded reports. As a rule, written assessments must be completed in the language of the relevant courses.

(2) In written assessments, 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 be based on the rule that a maximum time of 30 minutes is allocated for one ECTS credit.

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

(5) The process of evaluating written assessments should not exceed a period of four weeks; § 21 paragraph (8) remains unaffected.

## **§ 13 Written assessments using multiple choice**

(1) Written assessments in the form of written exams can 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. The test questions are devised by at least two examiners according to § 28 paragraph (1) clause 2, who must also specify which answers are defined as correct. Before determining the exam results, the examiners must recheck all test questions for manifest errors according to clause 2. If any test questions do indeed display manifest errors, they must be disregarded when determining exam results. The number of test questions is reduced accordingly. The evaluation of a written exam pursuant to paragraph (2) clause 1 is then based on the reduced number of test questions. A reduced number of test questions must not affect exam candidates negatively.

(2) In order to pass written exams of the type specified in paragraph (1) clause 1, which consist of simple multiple-choice questions (where there is exactly one correct answer among a total of  $n$  proposed answers), the exam candidate must answer no less than 60 percent of all test questions correctly or achieve a proportion of correctly answered questions no more than 20 percent below the average exam result of all candidates for that particular module. Where candidates have achieved the necessary

minimum number of correct answers to pass the written exam pursuant to clause 1, then the grade will be

- “very good” if at least 75 percent,
- “good” if at least 50 percent but less than 75 percent,
- “satisfactory” if at least 25 percent but less than 50 percent, or
- “adequate” if less than 25 percent

of the remaining test questions have been answered correctly.

(3) For written exams pursuant to paragraph (1) clause 1, which consist of multiple-response questions (where there is an unknown number  $x$  – that is between zero and  $n$  – of correct answers among a total of  $n$  proposed answers), the regulations of paragraph (2) apply with the exception that the determining factor is not the proportion of correct answers relative to the total number of test questions; instead, the proportion is that of the candidate’s overall sum of points achieved relative to the maximum total achievable. Each multiple-response question is assigned a point value that corresponds to the number ( $n$ ) of proposed answers and that can be multiplied with a weighting factor for each individual multiple-response question. For each multiple-response question, the exam candidate receives a number of points which, if the candidate’s selected answers completely match the answers defined as correct, corresponds to the full assigned point value. For each proposed answer chosen or disregarded by the candidate that matches the approved correct or incorrect proposed answer, the candidate receives one point. If an answer defined as correct is not selected by the candidate or if the candidate selects an answer defined as incorrect, the candidate receives minus one point; the point value assigned for any one question cannot, however, be less than zero. The overall points achieved for a multiple-response question are calculated by multiplying the basic points by the relevant weighting factor assigned to the question. The overall maximum total achievable is the sum of the products, including the weightings of all point values of all multiple-response questions.

(4) Unless the questions all have equal weighting in terms of the final grade, the weighting of each test question must be indicated on the test sheet.

(5) In the case of written exams which only partially consist of multiple-choice questions, the regulations of paragraphs (1) through (4) apply only to the relevant part (or parts) of the written exam.

(6) Where the number of test questions to be eliminated according to paragraph (1) clause 6 exceeds 15 percent of the total number of test questions in a multiple-choice/multiple-response test, the written exam must be repeated; this also applies to written exams only partially consisting of a multiple-choice/multiple-response test if the result of that part of the exam contributes 15 percent or more to the grade of the overall exam

(7) The regulations of paragraphs (1) through (6) apply accordingly to assessed coursework.

#### **§ 14 Coursework and course-based assessments using new technologies**

(1) Coursework and course-based exams can be undertaken using new technologies, provided that the required technical, personnel, and space requirements can be met; specifically that online exams can be conducted. Course-based exams can also be conducted as distance exams at other institutions, especially other universities.

(2) The Board of Examiners shall determine any details regarding coursework and assessments pursuant to paragraph (1); §§ 9 through 13 apply accordingly. The Board of Examiners must ensure that the principles of fair exam procedures are observed. Most importantly, procedures must be in place to enable identity checks of students and to ensure that the customary exam standards of the University of Freiburg are maintained (e.g., exclusion of unauthorized aids, concurrence of distance and local exams, and duty of supervision).

#### **§ 15 Admission to and registration for course-based assessments**

(1) The Board of Examiners sets deadlines for course-based assessments (module exams), by which students must register, and informs the students of these in an appropriate manner and well in advance.

- (2) Admission to course-based assessments is only open to students who
1. are enrolled at the University of Freiburg in the Bachelor of Liberal Arts and Sciences degree program,
  2. have no failed examinations on record nor forfeited their right to be examined in the Bachelor of Liberal Arts and Sciences degree program or another equivalent degree program,
  3. are not currently undertaking a bachelor's examination at another university in this degree program or an equivalent degree program,
  4. provide evidence that they have met the requirements specified for the relevant examination, and
  5. have registered for the relevant examination in the manner and by the deadline specified.
- (3) The decision regarding admission is made by the Board of Examiners. The Board of Examiners can transfer the decision to the Chair of the Board. Admission can only be refused if the requirements listed in paragraph (2) have not been fulfilled. The students must be notified of the decision regarding the admission to a course-based assessment. In the case of rejection of the application for admission, the student must be notified in writing. The letter must provide reasons for rejection as well as information about appeals procedures.
- (4) Admission must be revoked if at the time of the assessment, a student is no longer enrolled in the Bachelor of Liberal Arts and Sciences degree program at the University of Freiburg or is on a leave of absence due to extenuating circumstances.
- (5) Admission can be revoked if it has been achieved by fraudulent means or if facts subsequently occur or come to light that would have led to a refusal of admission.

#### **§ 16 Grading of course-based assessments and determination of module grades**

- (1) The grades for the individual course-based assessments are determined by the respective examiners.
- (2) Each exam is awarded one of the following grades:
- |   |   |              |   |   |
|---|---|--------------|---|---|
| 1 | = | very good    | = | excellent achievement   |
| 2 | = | good         | = | achievement that significantly exceeds requirements                         |
| 3 | = | satisfactory | = | achievement that meets average requirements                                 |
| 4 | = | adequate     | = | achievement that still meets requirements despite deficiencies              |
| 5 | = | not adequate | = | achievement that does not meet requirements due to substantial deficiencies |

In order to allow differentiation within the evaluation of assessments, intermediate grades can be used by raising or lowering the grade by 0.3. The grades 0.7, 4.3, 4.7 and 5.3 cannot be awarded.

(3) Where a module concludes with a final module exam or includes only a single partial module exam, the grade of the final module exam or the single partial module exam respectively determines the 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)." When calculating the module grade, only the first number after the decimal mark (comma) is taken into account; all further decimal places are deleted without rounding.

(4) The module grade is:

for an average of less than	1.5	=	very good
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 exceeding	4.0	=	inadequate

### **§ 17 Repeating course-based assessments**

(1) Course-based exams graded “not adequate (5.0)” or considered as failed can be repeated once. A maximum of five failed assessments can each be repeated three times; this does not apply to assessments that are part of the orientation examination or the intermediate examination. The second repeat exam usually requires renewed participation in the respective course.

(2) The repeat exam must be taken within the next possible exam session. A minimum of one week must separate the announcement of the result of the failed exam and the exam retake.

(3) Where the failed exam was taken at least six weeks before the following semester’s lecture period, and where the successful completion of the exam retake is required for admission to a course-based exam or a course in the following semester, the student should – upon request – be given the opportunity to take the exam in time to allow admission to the exam or course in the next semester.

(4) Where course-based exams are retaken outside the normal exam session, the type of assessment can – where justified – vary from the type specified in § 6, provided the subject-specific requirements of the repeat assessment remain the same. The student must be notified of the type of assessment to be completed in the repeat exam no later than at the point the retake date is announced.

(5) Where the deadline for undertaking a repeat exam is missed, the student forfeits the right to examination and admission for the Bachelor of Liberal Arts and Sciences degree program unless the student cannot be held accountable for missing the deadline or has not yet exercised the option of a second or third exam retake (paragraph (1) clause 2).

(6) Repeating successfully completed course-based assessments is not permissible.

### **§ 18 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 as passed if the course-based assessment in the module *Introduction to the Liberal Arts* is awarded at least the grade of “adequate (4.0).”

(3) The orientation examination must be successfully completed by the end of the second program semester. Where assessments that are part of the orientation examination have been failed, they can be retaken once in the subsequent semester. Where assessments that are part of the orientation examination have not been completed successfully by the end of the third program semester, the right to examination is lost unless the student cannot be held accountable for missing the deadline.

(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 Board of Examiners.

### **§ 19 Intermediate examination**

(1) The intermediate examination allows students to demonstrate that they have acquired the subject-specific knowledge required to continue their studies and that they are able to apply scientific methods and findings.

(2) The intermediate examination consists of course-based assessments in three introductory modules titled *Thought and Research* that are part of the specialization studies for majors according to § 6 paragraph (3) clause 2. The intermediate examination is considered as passed when the assessments in all three introductory modules have been successfully completed.

(3) The assessments required for the intermediate examination must be successfully completed by the end of the fourth program semester. Where they have not been successfully completed by the end of the sixth program semester, the examination right is lost unless the student cannot be held accountable for missing this deadline.

(4) Once the intermediate examination has been passed, an intermediate examination grade is calculated. The intermediate examination grade is the arithmetic mean of the module grades, weighted according to the allocated ECTS credits. § 16 paragraph (3) clause 5 and paragraph (4) apply accordingly.

(5) Upon successfully completing the intermediate examination, the student receives an intermediate examination certificate. The intermediate examination certificate will bear the date of the last completed assessment of the intermediate examination as well as the stamp of the Faculty of Humanities, and must be signed by the Chair of the Board of Examiners.

### **§ 20 Admission to and registration for the bachelor's thesis**

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

1. are enrolled 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, and of these a minimum of 60 credits must be in their chosen major,
3. have not forfeited their right to be examined nor incurred a final fail in a module exam of the Bachelor of Liberal Arts and Sciences degree program or in an equivalent degree program or in a degree program equivalent to their chosen major,
4. are not currently undertaking a bachelor's examination at another university in this degree program or in an equivalent degree program, and
5. have registered to prepare the bachelor's thesis in the manner and by the deadline specified.

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

1. evidence that the student has met the admission requirements according to paragraph (1), and
2. a statement whether the student has previously failed or is currently undertaking a bachelor's examination in the Bachelor of Liberal Arts and Sciences degree program or an equivalent degree program or in a degree program equivalent to the chosen major.

(3) The decision regarding admission is made by the Board of Examiners. The Board of Examiners can transfer the decision to the Chair of the Board. Admission can only be refused if the requirements listed in paragraph (1) have not been met. Students must be notified in writing of the decision regarding the application for admission within one month. In the case of a rejection of the application for admission, the letter must provide reasons for the rejection as well as information about appeals procedures.

(4) Admission must be revoked if during the time of preparing the bachelor's thesis or at the point of its submission, a student is no longer enrolled in the Bachelor of Liberal Arts and Sciences degree program at the University of Freiburg or is on leave due to extenuating circumstances.

(5) Admission can be revoked if it has been achieved by fraudulent means or if facts subsequently are introduced or surface that would have led to a refusal of admission.

## **§ 21 The bachelor's thesis**

(1) The bachelor's thesis is a written examination paper that allows students to demonstrate that they are capable of using scientific methods to independently research a topic in their chosen major and of presenting their findings in an adequate manner, all within a limited timeframe.

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

(3) For the bachelor's thesis, 12 ECTS credits are awarded. The time allowed for the preparation of the bachelor's thesis is two months; the setting of the topic and the supervision arrangements should take account of this timeframe. In well-founded cases and upon request, the Board of Examiners can extend the time allowed by a maximum of four weeks. The application must be made without delay and be received by the Board of Examiners before the original submission deadline. Where the reasons invoked for requesting an extension are rooted in the setting of the thesis topic, the application for extension requires 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 Board of Examiners.

(4) The bachelor's thesis must be written on a topic from the student's major. The topic is set by an examiner according to § 28 paragraph (1) clause 2. The student should be given the opportunity to put forward suggestions for the selection of the topic and the supervisor. There is no legal right with regard to the appointment of a particular supervisor. The examiner notifies the Board of Examiners of the proposed topic; by submitting the notification, the examiner commits to supervising the bachelor's thesis. Upon request, the Chair of the Board of Examiners ensures that the student receives a topic no later than four weeks after submitting the application. The topic of the bachelor's thesis is assigned by the Board of Examiners. The topic assigned to the student and the submission deadline specified 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 exam 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 can 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 normally be written in English. Upon request by the student, the Board of Examiner can permit the bachelor's thesis to be written in another language, provided that assessment can be guaranteed. Any such request – accompanied by a statement from the proposed first examiner – 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 common data storage system (e.g., CD or DVD) in the file format specified to the Examination Office by the specified deadline (paragraph (4) clause 8); the submission date must be recorded in the student's file. In case of submission of the bachelor's thesis 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 thesis – or, in the case of group work, the relevant part of the thesis that is marked as such – 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 nor are part of another examination; and
4. the electronic version of the submitted bachelor's thesis is identical both in content and format to the hard-copy versions.

If the student does not submit the bachelor's thesis by the specified deadline, it is graded "not adequate (5.0)" unless the student cannot be held accountable for missing the deadline. This is determined by the Board of Examiners upon request by the student.

(8) The bachelor's thesis will be evaluated within a period of six weeks by two examiners according to § 28 paragraph (1) clause 2. One of these is the supervisor of the bachelor's thesis; the other examiner is appointed by the Board of Examiners. The examiners assess the bachelor's thesis independently of each other and assign one of the grades listed in § 16 paragraph (2). The grade of the bachelor's thesis is calculated from the arithmetic mean of the two individual grades; § 16 paragraph (3) clause 5 applies accordingly. If the grades assigned by the two examiners differ by two or more grades, the Board of Examiners will appoint a third examiner; in this case, the Board of Examiners will determine the grade from the grades assigned by the examiners.

## **§ 22 Repeating the bachelor's thesis**

(1) A bachelor's thesis that has been graded "not adequate (5.0)" or is considered as failed can be repeated once. The application for resubmission must be made to the Board of Examiners in writing within two months of the effective date of the examination notification. If this deadline is missed, the right to examination is lost unless the student cannot be held accountable for missing the deadline.

(2) The Chair of the Board of Examiners determines the deadline by which the student can propose a new topic and the topic of the bachelor's thesis must be assigned. If this deadline is not met, the Chair of the Board of Examiners will set a topic for the student within two weeks and will specify the date for assignment. 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 module exams and the bachelor's thesis**

(1) A final module exam is considered as passed if it has been awarded at least the grade of "adequate (4.0)" and if the student has acquired the specified number of ECTS credits in all the components of the respective module. A partial module exam is considered as passed if it has been awarded at least the grade of "adequate (4.0)" and if the student has successfully completed all coursework in the relevant course necessary to acquire the allocated ECTS credits.

(2) The bachelor's thesis is considered as passed if it has been awarded at least the grade of "adequate (4.0)."

(3) If one exam of the bachelor's examination has been failed or is considered as failed, the Board of Examiners will notify the student of this in writing including information about whether and, if so, to what extent and by which deadline the exam can be repeated. The notification must include information about appeals procedures.

(4) A module exam is considered as a final fail if the student has not passed the original exam or any one of the related exam retakes. As a consequence, the student forfeits admission to the Bachelor of Liberal Arts and Sciences degree program. If the student fails the repeat of the bachelor's thesis, clause 2 applies accordingly.

## **§ 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 both the module grades weighted according to their allocated ECTS credits and the grade of the bachelor's thesis contributing to the overall grade twice the number of its allocated ECTS credits.



### **§ 25 Bachelor's degree certificate and award certificate**

(1) Following the successful completion of the bachelor's examination, the student receives an award certificate confirming the degree title conferred according to § 2. The bachelor's award certificate is signed by the Dean of the Faculty of Humanities as well as the Chair of the Board of Examiners and bears the stamp of the Faculty of Humanities. The date of the award certificate is the date of the final assessment.

(2) The academic degree title can only be used after receipt of the bachelor's degree award certificate.

(3) Along with the bachelor's award certificate, the student receives a degree certificate that confirms the topic and grade of the bachelor's thesis, the chosen major, and the overall grade of bachelor's examination including the numeric grade. The degree certificate is issued with the date of the bachelor award certificate, is signed by the Chair of the Board of Examiners, and bears the stamp of the Faculty of Humanities.

(4) In addition to the degree certificate, the Examination Office issues a transcript of records that lists all modules taken as part of the bachelor's studies, the respective final and partial module exams and academic credits including the grades achieved and ECTS credits acquired.

(5) The Examination Office also issues a diploma supplement. Apart from the student's personal data, it contains information about the type and level of the degree, the status of the University of Freiburg, as well as detailed information about the Bachelor of Liberal Arts and Sciences degree program. The diploma supplement is issued with reference to the original documents to which it relates. The diploma supplement concludes with a standardized text containing information about the German higher education system.

### **§ 26 Written notice in case of failure in the bachelor's examination**

(1) Students who have incurred a final fail in the bachelor's examination will receive written notice that shall include information about appeals procedures.

(2) Students who have incurred a final fail in the bachelor's examination can – upon request – receive written confirmation of successfully completed exams and/or academic credits achieved along with the respective ECTS credits and grades; the written notice will indicate that the bachelor's examination has incurred a final fail.

### **III. Examination bodies and conducting examinations**

#### **§ 27 Board of Examiners**

(1) The Board of Examiners is responsible for organizing exams and for all duties assigned to the Board under the terms of these study and examination regulations. The Board ensures that the provisions of the study and examination regulations are observed and adjudicates as required according to the study and examination regulations. The Board of Examiners is supported in discharging its duties by the Examination Office. The Board of Examiners provides regular reports to the Degree Program Commission on developments regarding exams and durations of study and submits suggestions for the reform and practical updates of these study and examination regulations.

(2) The members of the Board of Examiners are appointed by the Degree Program Commission. The Board of Examiners 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 of 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, Pharmacy, and Earth Sciences, Faculty of Biology, Faculty of Forest and Environmental Sciences, and c) Faculty of Philology and Faculty of Humanities. The student member of the Board 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 of the Board of Examiners and the Deputy Chair are appointed from among the professorial board members. With regard to their appointment, clause 1, clause 3 phrase 2, and clause 4 apply accordingly.

(3) The presence of the Chair or Deputy Chair and two further voting members constitutes a quorum of the Board of Examiners. Resolutions are adopted by simple majority; in case of a tie, the vote of the Chair or Deputy, respectively, is decisive. The meetings of the Board of Examiners are not public. Resolutions of the Board of Examiners can be adopted in meetings as well as in writing by telefax, email, or another medium, provided the members of the Board of Examiners have agreed to a particular form of adopting resolutions or participate in them.

(4) The Chair of the Board of Examiners manages the day-to-day business of the Board of Examiners and acts as its representative. The Chair of the Board of Examiners is authorized to take urgent decisions unilaterally in place of the Board of Examiners; the Board of Examiners must be informed immediately of any such decisions.

(5) The members of the Board of Examiners are subject to official secrecy. Those members who are not in public service must be sworn to secrecy by the Chair of the Board.

(6) The members of the Board of Examiners are entitled to attend exams.

#### **§ 28 Examiners and observers**

(1) Only persons authorized to oversee examinations can act as examiners. Persons authorized to oversee examinations include university professors and lecturers, external lecturers, and research associates assigned authorization to conduct exams. 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) The Board of Examiners appoints examiners and observers. It can transfer the responsibility for appointing examiners and observers to the Chair of the Board. The appointment of observers can be delegated to the specific examiners.

(3) Course-based exams relating to individual courses are conducted by the respective course instructor, subject to the provisions in paragraph (1).

(4) Examiners and observers are subject to official secrecy. Unless bound under the terms and conditions of civil service, they will be sworn to secrecy by the Chair of the Board of Examiners.

## § 29 Recognition of previous coursework, academic credits, and exam results

(1) Coursework, academic credits, and exam results completed in the same or another degree program at another state or state-approved higher education institution in the Federal Republic of Germany will be recognized unless they are not equivalent. Clause 1 applies accordingly for any coursework, academic credits, and exam results achieved as part of another degree program at the University of Freiburg.

(2) Coursework, academic credits, and exam results completed through successful participation in a relevant state-approved distance learning program can 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) Coursework, academic credits, and exam results completed at a foreign university will be recognized unless they are not equivalent.

(4) Coursework, academic credits, and exam results must be considered equivalent if they correspond substantially to the content, scope, and standards of 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. When considering recognition of coursework, academic credits, and exam results 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 Central Office for Foreign Education can be consulted.

(5) Given equivalency in the sense of paragraph (4) clauses 1 and 2, language courses successfully completed at the Language Teaching Centre (*Sprachlehrinstitut*) of the University of Freiburg will also be recognized at the student's request.

(6) The recognition of parts of the bachelor's examination shall be denied if, at the time of consideration, the candidate is seeking recognition for more than two-thirds of course-based exams or more than two-thirds of required ECTS credits.

(7) The Board of Examiners decides on the recognition of coursework, academic credits, and exam results, consulting the respective departmental representative as appropriate.

(8) At the request of the student, practical work undertaken outside the university sector can be recognized as an internship according to § 6 paragraph (10) clause 4. The Board of Examiners decides on the recognition. The practical work to be recognized must be equivalent to the academic credits required for an internship or practical project.

(9) Students must submit any documentation required for recognition to the Board of Examiners by the end of the semester following enrollment in the Bachelor of Liberal Arts and Sciences degree program at the University of Freiburg or by the end of the semester following the completion of the coursework and exams. In the case of certificates and other documentation not issued in German, English, or French, a certified German translation may need to be submitted.

(10) In the event that coursework and exam results are recognized, and providing 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 exam is determined by the Chair of the Board of Examiners based on the grading scale according to §16 and treated as per clause 1. Where a grade cannot be determined according to clause 2 due to differences in the grading systems, a "pass" will be recorded; the "pass" will not be 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 academic credits and exam results from another university are identified as such in the degree certificate and the statement of records. The Board of Examiners decides on whether and how to identify recognized academic credits and exam results achieved at the University of Freiburg.

(11) Students who have transferred from another university and students who have switched from another degree program and are seeking recognition of previous achievements must submit a

declaration stating whether they have failed a course-based exam, orientation examination, intermediate examination, or a bachelor's, diploma, or master's examination in a bachelor's, diploma, or master's degree program in the same subject as the major selected for the Bachelor of Liberal Arts and Sciences degree program, either once or finally, or whether they have forfeited their entitlement to be examined or are currently undertaking a bachelor's degree examination.

### **§ 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 will be permitted upon written request. The student must submit the request to the Board of Examiners 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 and findings necessary to judge the student's inability to be examined. If justified, the Board of Examiners can require the student to provide a medical certificate from a medical doctor chosen by the Board. Permission to withdraw will be refused if, at the point at which the incapacity to be examined first occurs, the student has already undertaken a number of exams that, due to their results, preclude the successful completion of the entire examination.

(3) If the Board of Examiners accepts the grounds for withdrawal, the exam is considered not taken. If permission to withdraw is refused, the exam is considered failed and is graded "not adequate (5.0)."

### **§ 31 Cheating and breach of regulations**

(1) Where students attempt to influence the outcome of an exam or piece of assessed coursework by cheating, using unauthorized aids, or exerting influence on an examiner for their own or another's benefit, the relevant exam or coursework will be marked "not adequate (5.0)" or "failed".

In terms of written exams and coursework, the mere possession of unauthorized aids during and after distribution of exam questions constitutes an attempt to cheat.

(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 shall be graded "not adequate (5.0)" or the coursework marked "failed."

(3) If a candidate disrupts the order of an exam date, the relevant examiner or proctor can – after an initial warning – exclude the student from continuing the exam or assessed coursework; in this case, the relevant exam will be marked "not adequate (5.0)" or the coursework as "failed."

(4) In serious or repeated cases of cheating or disruption according to paragraphs (1) or (3), the Board of Examiners can exclude the candidate from undertaking specific (or even any) further exams or coursework assessments. In less serious cases, the exam grade can be reduced or, alternatively, all sanctions can be waived.

(5) Where the conditions specified in paragraph (1) come to light after the event, the exam result shall be revoked by the Board of Examiners, and measures according to paragraph (1) clause 1 shall be taken. The possibility of revoking an exam or coursework result expires when more than five years have passed since the student completed the exam or coursework.

### **§ 32 Maternity and parental leave**

(1) Upon request by a student, the university must allow for appropriate maternity leave pursuant to § 3 paragraph (1), § 6 paragraph (1) of the law on the protection of working mothers (*Mutterschutzgesetz* – MuSchG) in the most recent version published on 20 June 2002 (Federal Law Gazette I p. 2318). Any application for maternity leave must be accompanied by relevant documentary evidence. Maternity leave overrides any deadlines under the provisions of these study and examination regulations.

(2) Equally, the university must – upon request – allow for any periods of parental leave according to § 15 paragraphs (1) through (3) of the most recent valid version of the law on parental benefits and parental leave (*Gesetz über die Gewährung von Erziehungsgeld und Erziehungsurlaub – BErzGG*) of 5 December 2006 (Federal Official Gazette I p. 2748). Students must inform the Board of Examiners in writing of the period they wish to claim as parental leave; any request for parental leave must be submitted to the Board of Examiners no later than four weeks prior to the intended start of the parental leave and must be accompanied by relevant documentary evidence. The Board of Examiners must examine whether the student meets the legal requirements that would constitute entitlement to parental leave in an employment situation and must immediately inform the student of the result as well as, where applicable, the new exam deadlines. The time allowed for the preparation of the bachelor's thesis cannot 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 will be assigned a new topic for the bachelor's thesis.

### **§ 33 Arrangements for students with special needs**

(1) In the case of students disadvantaged in exam situations due to a long-term illness or chronic medical condition unrelated to the exam, the Board of Examiners can, 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 assessments can specifically include an appropriate extension of time allowed, the opportunity to take rest breaks that are not counted toward time allowed, and the permitted use of personal and/or material aids.

(2) Before making any decisions according to paragraph (1) in contentious cases, the Board of Examiners must – with the agreement of the student – seek the views of the disabilities officer or another expert.

(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 the achievement of academic credits due to long-term illness or a chronic medical condition, paragraphs (1) through (3) apply accordingly.

### **§ 34 Access to examination files and retention times**

Within a period of six weeks following the notification of results for coursework and course-based exams, and most particularly for the bachelor's thesis, students – upon request to the Examination Office – will be granted access to review their own relevant personal exam file. The complete exam files will be retained for no less than five years. The basic file contains copies of the bachelor's award certificate, the degree certificate, the transcript of records, and the diploma supplement will be retained for an unlimited period of time. Files can be stored in electronic form.

## **IV. Final provisions**

### **§ 35 Effective Date**

These study and examination regulations take effect on 1 June 2012.