

Revised Version of the General Study and Examination Regulations for Bachelor's and Master's Degree Programs (Non-Teaching-Oriented) at the University of Potsdam (BAMA-O)

Dated January 30, 2013

as amended by the fifth amendment of the Revised Version of the General Study and Examination Regulations for Bachelor's and Master's Degree Programs (Non-Teaching-Oriented) at the University of Potsdam (BAMA-O)

- non-official consolidated version -

Dated December 16, 2020¹

The Senate of the University of Potsdam has approved on January 30, 2013, the following regulations on the basis of Section 18 subsections 1 and 2, Section 21 subsections 2 and 5 sentence 2, and Section 62 subsection 2 no. 2 of the Brandenburg Higher Education Act (BbgHG) in the version dated December 18, 2008 (Law and Ordinance Gazette [GVBl.] I/08 p. 318), last amended by Article 1 of the Act of October 26, 2010 (GVBl. I/10 no. 35), in conjunction with Section 3 subsection 2 of the Ordinance on the Design of Examination Regulations to Guarantee the Equivalency of Studies, Examinations, and Degrees of June 7, 2007 (GVBl. II/07 p. 134), last amended by the ordinance of June 15, 2010 (GVBl. II/10 no. 33), and with Article 14, subsection 1 no. 2 of the Basic Constitution of the University of Potsdam (GrundO) of December 17, 2009 (Bulletin UP no. 4/2010 p. 60):²

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¹ Approved by the President of the University of Potsdam on December 21, 2020.

² Approved by the President of the University of Potsdam on February 1, 2013.

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I. General Section

§ 1 Applicability

- (1) These regulations apply to university studies and examinations for non-teaching-oriented bachelor's and master's degrees at the University of Potsdam.
- (2) The respective subject- or degree-specific regulations also apply, which are approved in accordance with these regulations and the current version of the University Examination Ordinance (HSPV).
- (3) In the event that these regulations contradict the respective subject- or degree-specific regulations, then the provisions of these regulations supersede those of the respective subject- or degree-specific regulations.
- (4) References made in these regulations and in the subject- or degree-specific regulations to the Brandenburg Higher Education Act ("Brandenburgisches Hochschulgesetz", BbgHG) or the Brandenburg Ordinance on the Design of Examination Regulations to Guarantee the Equivalency of Studies, Examinations, and Degrees ("Hochschulprüfungsverordnung", HSPV) are referring to the valid version of the BbgHG or HSPV as amended from time to time. Insofar as a need for amendments arises from the current version of the BbgHG or HSPV, these must be implemented accordingly.

§ 2 Examining Boards and Module Commissioners

- (1) For each degree program or subject, the relevant Faculty Council shall establish an Examining Board comprised of representatives from the group of university professors for the subject, a member of academic staff, and one student. The group of university professors must hold the majority of the seats. In objectively substantiated cases, an interdisciplinary Examining Board can be appointed within a Faculty. The responsible Faculty Council elects a chairperson and a deputy chairperson from

among the university professors who are members of the Examining Board.

- (2) The term of office on the Examining Board is two years; the term of office for the student member is one year. Re-election is possible. The members shall continue to serve on the Examining Board after the expiration of their term of office until their successor has assumed their position. With the majority of its members, the Faculty Council can appoint a new Examining Board before the expiration of the term of office.

- (3) Decisions are taken by a simple majority. In the event of a tie, the chairperson casts the deciding vote. The Board has a quorum if more than half of its members, including the chairperson or deputy chairperson, are present. Meeting minutes must be kept for meetings of the Examining Board. The Examining Board can adopt its own rules of procedure.

- (4) The Examining Board ensures that the provisions of these regulations and those of the respective subject- or degree-specific regulations are met, and also makes proposals for amendments to these regulations if necessary. The Examining Board is in particular responsible for:

1. decisions on proposals by students or instructors regarding the application of these regulations and of the subject- or degree-specific regulations,
2. the allocation of courses to a module, and the distribution of credit points assigned to the module (the basis of evaluation here is the proposal of the respective instructor),
3. the appointment of Module Commissioners,
4. regular reporting to the Faculty, especially to the Study Commission responsible for the degree program or subject, about its experience with the application of regulations,
5. the recognition and crediting of study, examination, and graduation achievements,
6. decisions about the suitability of a vocational education and work experience as an admission requirement for bachelor's programs under Section 9 subsection 2 sentence 1 no. 11 of the BbgHG,
7. decisions on compensation for disadvantage in accordance with Section 15.

Responsibilities with regard to admission and enrollment procedures are governed by the regulations issued for these purposes.

- (5) The Examining Board can assign responsibilities to the chairperson or the deputy chairperson by means of resolutions. In such cases, the chairperson or deputy chairperson shall inform the Examining Board immediately of his or her decision or other measures. Upon application from an affected person, the Examining Board shall decide as a collegial body on matters assigned in accordance with

sentence 1. The application must be submitted without undue delay upon announcement by the chairperson or deputy chairperson of the decision or other measure. The right of appeal under subsection 6 remains unaffected.

(6) The Examining Board makes decisions regarding appeals against decisions made by the Examining Board. This decision-making authority cannot be delegated under subsection 5 to the chairperson or deputy chairperson.

(7) Members of the Examining Board and their deputies are sworn to official secrecy. Insofar as they do not work in public service, they must be bound to confidentiality by the chairperson.

(8) The Examining Board shall appoint a Module Commissioner for each module. The Module Commissioners are responsible in particular for:

- a) the development of the module in collaboration with other instructors,
- b) coordination of the range of courses offered,
- c) coordination of examinations accompanying university studies if several instructors are involved, and
- d) the supervision and advising of instructors during ongoing teaching operations.

The subject- or degree-specific regulations can assign additional duties to the Module Commissioners.

§ 3 Degrees for Bachelor's and Master's Programs

The bachelor's or master's degree to be awarded in respective degree programs is determined on the basis of the subject- or degree-specific regulations, which are based on the University Examination Ordinance of the state of Brandenburg (HSPV). The degree is awarded by the respective Faculty at the University of Potsdam. In dual-subject degree programs, the academic degree is determined by the first subject ("Erstfach"). A degree is only awarded if the student was enrolled in the relevant degree program at the University of Potsdam for the last two semesters before the last scheduled examination.

§ 4 Definition of the Objectives of Study, Suitability for Part-Time Study, Part-Time Degree Program

(1) The objective of university studies is to acquire a bachelor's or master's degree. The bachelor's degree represents the first university degree and has its own profile which qualifies holders to practice a profession. Master's studies lead to an additional degree that qualifies holders to practice a profession.

(2) The objectives of university study and the professional fields in which these qualifications can be utilized after completion of studies must be described in the respective subject- or degree-specific regulations. The objectives must correspond to the scholarly or artistic educational goal and degree level pursued, and relate primarily to the fields of

- scholarly or artistic competence,
- professional competence,
- competence for participation in civil society, and
- personal development.

The subject-related, interdisciplinary, methodological, social, and personal competences required to attain these objectives are acquired during the course of studies in modules designed for this purpose.

(3) The respective subject- or degree-specific study and examination regulations govern whether the degree program can also be completed on a part-time basis (suitability for part-time studies). In case of suitability for part-time studies, the provisions of the Regulations for Part-Time Studies at the University of Potsdam ("Ordnung zur Regelung des Teilzeitstudiums"), as amended from time to time, shall apply.

(4) The respective subject- or degree-specific study and examination regulations govern whether or not the degree program can be organized and offered in a part-time format (part-time degree program). The part-time format is recommended for degree programs that are organized as extra-occupational continuing education. In such cases, the provisions of the Regulations for Part-Time Studies at the University of Potsdam do not apply.

§ 5 Modules and Course of Studies

(1) Modules are self-contained examinable units that group subject areas in terms of content and time in a well-rounded manner. One module typically includes the content for a single semester or year of study. In particularly justified cases, a module can also stretch over several semesters. A module is typically comprised of between 6 and 18 credit points. Dual-subject bachelor's degree programs typically include modules of 6, 9, 12, 15, or 18 credit points.

(2) The achievements required for a module must be completed alongside university studies. Each module – insofar as it is not exclusively or predominantly comprised of practical units – must be completed with a grade. The modules must be described in the subject- or degree-specific regulations, including the work required and the credit points to be awarded. To create more transparency with regard to the course of studies, the modules are summarized in the subject- or degree-specific regula-

tions in a module catalog. The description of a module in the module catalog must contain at least:

- content and objectives of the module,
- module type (mandatory or elective module),
- teaching formats (including contact time in hours per week per semester)
- prerequisites for taking the module,
- prerequisites for awarding credit points (secondary examinations, form of the module examination, and the number and form(s) of module sub-examinations, if applicable),
- work required for the module (measured in credit points and/or independent study time (in hours)),
- frequency at which the module is offered,
- teaching unit(s) offering the module.

The module descriptions should contain information about the language of instruction if courses will be held in a language other than German. One of the templates from Appendix 1 must be used for the module descriptions. The template in Appendix 1 is merely a recommendation if degree programs are held jointly with another institution of higher education (collaborative degree program).

(2a) The responsible Faculty can assemble module descriptions in a Faculty-wide module catalog for all subjects; the module catalog must be approved as a statute. The module descriptions in a Faculty-wide module catalog must meet the requirements of these regulations. Insofar and to the extent to which module descriptions are contained in a Faculty-wide, comprehensive module catalog, the subject- or degree-specific regulations can refer to these modules.

(3) If one and the same module is a component of the curriculum for different subjects, then, in the event of a combination of these two subjects, this module must be replaced by another module in one of the subjects. The subject- or degree-specific regulations for the affected subjects govern the details.

(4) Possible teaching formats include in particular:

- a) Lectures
Lectures serve to present larger contexts and to systematize theoretical knowledge. Lectures present defined fields of knowledge and draw on new research results in a clear manner.
- b) Seminars (S)
Seminars are courses with an advanced character. Students are to be enabled to work independently and actively under guidance to specify, systematically develop, and methodically handle the problems characteristic of the field, in the context of a critical analysis of relevant research according to scholarly criteria.
- c) Tutorials (Ü)

Tutorials are accompanying courses that, above all, further develop the students' abilities and skills.

- d) Internships
Internships serve to deepen subject knowledge by acquiring and applying subject-specific working methods. They are to be completed outside of the University and will introduce students to the problems and responsibilities of their future professional careers.
- e) Colloquia (K)
Colloquia facilitate the presentation of students' own research achievements and hone their ability to participate in discussions. A colloquium offers the opportunity to present work-in-progress for discussion, and/or to gain familiarity and experience with current research approaches.

(5) For full-time studies, the contents of a degree program must be selected and limited in such a way that a bachelor's or master's degree can be completed within the standard period of study ("Regelstudienzeit"). To document the feasibility of studies, subject- or degree-specific regulations must contain a sample degree progress plan for each degree type that shows a possible and feasible sequence of all modules, as well as the preparation of a final thesis, within the standard period of study. If a degree program can begin in either the summer or winter semester, then the subject- or degree-specific regulations must show the feasibility of studies when starting in the summer and winter semester, in the form of degree progress plans. The documentation of feasibility in degree progress plans for bachelor's degree programs must include modules for the acquisition of key competences, and, for dual-subject bachelor's programs, these must also include the work required for the second subject. For dual-subject bachelor's degree programs, a distribution of credit points in accordance with Appendix 2 is recommended to ensure the feasibility of studies and of the combination of the two subjects.

§ 5a Attendance

(1) Study and examination regulations are generally not allowed to stipulate regular participation or attendance requirements in courses (mandatory attendance) for the completion of a module or for admission to a module (sub-)examination.

(2) In cases of justifiable exceptions, however, mandatory attendance can be stipulated as a prerequisite for completing a module or for being admitted to a module (sub-)examination. These exceptions must be limited to the following teaching and learning formats:

- language courses,
- internships,

- practical tutorials (e.g., laboratory courses, computer tutorials, sport exercises, practical music courses, blackboard tutorials),
- excursions,
- teaching research projects or research-oriented seminars (seminars should generally have no more than 25 students; active participation by students and practice with scientific methods),
- courses that involve third parties (e.g. school students or other third parties).

(3) These exceptions must be regulated in the respective subject- or degree-specific study and examination regulations as secondary examinations (“Prüfungsnebenleistungen”). An attendance requirement cannot be implemented without such a provision. To the extent that regular participation is required, the requirement must be defined in the study and examination regulations. To the extent that mandatory attendance is required, the proportion of mandatory attendance must be at least 70%, insofar as the subject- or degree-specific study and examination regulations do not specify a higher proportion.

(4) Subsections 1-3 shall not apply to master’s degree programs for continuing education.

§ 6 Credit Points

(1) The credit point system is a formal mechanism for the organization, calculation, and certification of study-related efforts.

(2) Credit points are a quantitative measurement of the effort made by students. They include both contact time as well as the time for preparation and follow-up work related to course contents (for in-class and independent study time), examination effort and time spent preparing for examinations, as well as internships, if applicable.

(3) One credit point corresponds to an average student effort of 30 hours. In accordance with the European Credit Transfer System (ECTS), 30 credit points are the norm for one semester. For a part-time degree program, 15 credit points are the norm for one semester.

(4) A certain amount of credit points can be allocated to individual academic performance requirements that are part of modules; in this case, however, the credit points are only awarded once the module is completed successfully.

(5) Credit points for a module are only awarded once.

(6) The awarding of credit points for practical periods of study is only possible if the content of the

practical phases is determined by the university, if the practical phases are typically accompanied by courses, and if a certificate of completion is issued.

§ 7 Examination Authority

(1) Academic and artistic staff members who are primarily employed at an institution of higher education, adjunct instructors, and people with experience in professional practice and education are authorized to hold examinations. Examinations should only be held by persons who fulfill teaching duties. Examinations can only be evaluated by persons who themselves possess at least the same qualification as that awarded by the examination, or an equivalent qualification.

(2) The authorization to hold examinations applies to the subject for which the respective instructor at the University of Potsdam regularly holds a course preparing students for the respective examination, or held a course at most four semesters before the examination. The Examining Board makes decisions regarding exceptions pertaining to the requirement of subject affiliation and the cutoff period.

(3) Sections 26 and 30 govern the full particulars of the authorization to hold examinations for thesis projects.

§ 7a Right to Examination, Examination Deadline, Agreement Regarding the Course of Studies, De-Registration, Preliminary Enrollment in Master’s Studies

(1) A student’s right to examination only exists for the degree program in which the student is enrolled.

(2) Students must complete their bachelor’s or master’s degree program before the expiration of double the standard period of study (examination deadline or “Prüfungsfrist”). For dual-subject bachelor’s degree programs, students must document, by the end of the twelfth semester of study (“Fachsemester”) for each subject (examination deadline), the credit points required to complete their subject-specific studies in accordance with Section 22 subsection 5 (including a bachelor’s thesis in their first subject and including key competences). The expiration of the examination deadline is suspended while the last requirement for the degree is evaluated. If the last requirement is the bachelor’s or master’s thesis, the suspension also extends to an oral defense, if applicable, under Section 30 subsection 11.

(3) For part-time degree programs or degree programs that are run jointly with another institution of higher education (collaborative degree program),

the subject- or degree-specific study and examination regulations can set an alternative examination deadline.

(4) Students who do not complete the requirements for the degree program or subject before the end of the examination deadline defined in subsection 2 or 3 must participate in departmental advising. Departmental advising is carried out by the chairperson or deputy chairperson of the Examining Board. The Examining Board can task university professors in its remit under Section 2 subsection 1, who need not be members of the Examining Board, with carrying out these consultation meetings. Should the student not participate in departmental advising despite the invitation, the right to examination shall expire once the examination deadline passes in accordance with subsection 2 and the student will be de-registered pursuant to Section 14 subsection 5 sentence 1 no. 2 of the BbgHG.

(5) Departmental advising in accordance with subsection 4 aims to facilitate the conclusion of an agreement regarding the course of studies ("Studienverlaufsvereinbarung"). The agreement regarding the course of studies must impose an obligation on the student to complete the required academic and examination achievements within a period of two semesters. The agreement regarding the course of studies must be signed by the student and the chairperson of the Examining Board, or their deputy, or a university professor assigned by the Examining Board in accordance with subsection 4 sentence 3. The extension of the examination deadline associated with the agreement on the course of studies can only be granted if it is conceivable that, within these two semesters, the student can successfully take the examinations required for the completion of the degree program. If an extension cannot be granted after reviewing these criteria, the right to examination shall expire once the examination deadline passes in accordance with subsection 2 or 3 and the student shall be de-registered pursuant to Section 14 subsection 5 sentence 1 number 2 of the BbgHG. For discontinued degree programs, an extension or conclusion of an agreement on the course of studies will only be possible up to the point in time at which the respective standard period of study of the affected degree program or subject plus an additional ten semesters calculated from the time of the discontinuation have passed.

(6) An agreement on the course of studies pursuant to subsection 5 is not to be concluded if the student claims, at the latest during the meeting for consultation pursuant to subsection 4, that he or she is not responsible for the failure to meet the examination deadline pursuant to subsection 2 or 3 (hardship case). Such cases are in particular

- a) long-term, chronic illnesses or disabilities that must be documented by a physician's note,

- b) periods of maternity leave,
- c) parental leave,
- d) time spent caring for relatives, spouses, or life partners or
- e) holding an office in academic self-administration in accordance with Article 3 subsection 4 of the Basic Constitution (GrundO).

In these cases, the Examining Board shall extend the examination deadline as per subsection 2 or 3 appropriately depending on the respective case of hardship without concluding an agreement on the course of studies as per subsection 5. In discontinued degree programs, an extension for reasons of hardship is possible up to the point in time at which the respective standard period of study of the affected degree program or subject plus an additional ten semesters calculated from the time of the discontinuation have passed. An extension of the examination deadline and an exemption from departmental advising is not granted if the disadvantage was already compensated in the context of university studies. Once the extension of the examination deadline granted on the basis of a hardship case has expired, subsections 4 to 5 shall apply.

(7) If the student does not meet the requirements enumerated in the agreement regarding the course of studies by the appointed deadline, then the right to examination expires upon the date of expiration of the examination deadline, resulting in de-registration under Section 14 subsection 5 sentence 1 no. 2 of the BbgHG. This does not apply if the student is not at fault for missing the deadline and reports this to the chairperson of the Examining Board or his/her deputy at the latest by the beginning of the re-registration period before the expiry of the extended examination deadline under subsection 5. Failure to meet the deadline is considered to not be the student's fault if, during the extended examination deadline, a hardship occurs for which the student does not bear fault and which prevents fulfillment of the agreement regarding the course of studies. A hardship case exists in particular in cases of:

- a) a long-term, serious illness or disability, which must be documented by a physician's note,
- b) impairments or chronic illnesses, which must be documented by a physician's note,
- c) periods of maternity leave,
- d) parental leave, or
- e) time spent caring for relatives, spouses, or life partners.

In these cases, a further adequate extension of the examination deadline under subsections 5 and 2 or 3 may be granted upon application by the student, depending on the respective case of hardship. Without an extension, sentence 1 shall apply.

(8) In the event of retroactive cancellation of preliminary enrollment and final rejection of enroll-

ment in a master's degree program, work completed during the preliminary enrollment period in the master's degree program shall be deemed not to have been completed.

§ 8 Performance Evaluation – Objective and Definitions

(1) The performance evaluation process documents examination achievements and academic performance.

(2) Primary examinations (“Prüfungsleistungen”) are graded performances that count towards the overall grade for the degree program. All other achievements are considered academic performance (“Studienleistungen”).

(2a) In accordance with these regulations and the respective subject-specific regulations, examination achievements may take the form of oral examinations, written examinations, project papers, written term papers, presentations and tests. Unless the subject-specific regulations expressly state otherwise, non-oral examinations may also be conducted, recorded, or evaluated using electronic media. This applies in particular to proctored evaluations such as written examinations.

(2b) The minimum duration of oral examinations should be no less than 15 minutes per student. The duration of written examinations should be no less than 90 minutes. For a module (sub-)examination, a maximum of three different examination formats may be specified in the module description in the module catalog of the subject-specific regulations or in the faculty-wide interdisciplinary module catalog. Within a single semester, all candidates must take examinations using the same examination format. The examination format and, if applicable, the use of electronic media according to subsection 2a sentence 2 must be announced at the latest at the beginning of the instructional period.

(3) Module examinations typically consist of one (single) examination achievement. In this case, the module examination will cover all qualification objectives assigned to the respective module. In justified cases, individual module examinations can consist of several examinations (module sub-examinations) as per the subject- or degree-specific regulations, especially if this is appropriate given the extent or content structure of the module.

(4) The subject- or degree-specific regulations can specify individual academic performance achievements to be completed as a prerequisite for admission to or participation in a module examination or module sub-examination or in another form as a requirement for the completion of a module (secondary examinations or “Prüfungsnebenleistung-

en”). Insofar as the subject- or degree-specific regulations do not specify otherwise, secondary examinations are only a requirement for the completion of the module.

(5) The Student Administration Center (“Studienbüro”) in these regulations is the central Student Administration Center at the University of Potsdam. For continuing education programs or cooperative degree programs, the subject- or degree-specific regulations can name another office to which the duties of the Student Administration Center are transferred.

(6) Faults or disruptions in the performance evaluation process are to be reprimanded immediately and substantiated. Existing faults in the performance evaluation process shall be compensated for in a suitable and appropriate manner.

§ 8a Performance Evaluation and Digital Information and Communication Technologies

(1) Until the end of the summer semester 2022, performance evaluation at the university can take place using digital information and communication technologies without personal presence in an examination room at the University of Potsdam (online performance evaluation) on a trial basis.

(2) Oral and practical examinations to this effect are carried out as video conferences, and written examinations as online examinations. For video conferences, images and sound must be transmitted instantaneously via information and communication technology to those locations where the students, the individuals authorized to hold examinations, and, if applicable, the proctors are located. For online examinations, all participants must take the examination at the same time.

(3) It will be announced in good time whether a performance evaluation will take place as an online examination. The announcement must also inform the students of the technical requirements necessary for participation; it must be possible to test the technical requirements in advance. A student must be allowed, at his/her discretion to participate in an on-site examination setting without an online examination. If conducted on site, the examination should take place at the same time. If this is not possible, another examination date is to be set for the on-site examination under comparable conditions.

(4) Technical disruptions are considered to be disruptions of the examination procedure and are to be compensated for in a suitable and appropriate manner, provided that they are obvious or that they are

reported immediately and substantiated and are not the student's fault.

(5) During proctored examinations such as oral or written examinations, students are required to activate the camera and microphone function of the information and communication technologies used for the examination (video proctoring). The room is not monitored in any other way. Moreover, video proctoring must be set up in such a way that the right to privacy and confidentiality of the persons concerned are not restricted any more than is necessary for the warranted purposes of supervision. Video proctoring is carried out by proctoring staff from the University of Potsdam. The examination will not be recorded. The data protection provisions remain unaffected by this.

§ 9 Participation in Performance Evaluation

(1) It is necessary to enroll in courses. Course enrollment denotes the student's intent to participate in the course.

(2) For their completion, primary and secondary examination achievements require proper registration by the student in terms of form and punctuality, as well as admission by the instructor, in the case of subsection 5, or by the Module Commissioner in the case of subsection 4. Students are entitled to admission to courses and to examinations if they meet the admission requirements specified in the module description pursuant to Section 5 and if they have been selected in case of a limit on the number of participants. The student must be notified of any admission decision within one week after the end of the registration period.

(3) Enrollment and registration for courses and examinations is carried out by means of the campus management system, insofar as this is available for the respective degree program or subject; otherwise, they must be carried out in writing. When registering in accordance with subsection 2, the student must be enrolled in the degree program in accordance with Section 7a, subsection 1.

(4) For module examinations that are not directly assigned to a specific course, the Module Commissioner sets an examination date at least six weeks before the examination is to take place. Registration under subsection 2 must take place at the latest by the eighth calendar day before the examination date. Later registration is not possible (cutoff deadline). A successful registration can be withdrawn up to the day of expiration of the deadline under sentence 2. The withdrawal must be carried out in the same form as the registration. After withdrawal from the registration, a new registration and admission are required in order to be able to participate in

the performance evaluation process; however, any secondary examination achievements already completed remain valid. The Module Commissioner determines the registration deadlines for term papers.

(5) Registration for course-accompanying performance evaluation ("lehrveranstaltungsbegleitende Leistungserfassung") in accordance with subsection 2 is carried out when enrolling in the respective course. It is not possible to register for a performance evaluation outside of the period for course enrollment and registration (cutoff deadline). Registration can be withdrawn within a deadline period (withdrawal deadline). The withdrawal must be carried out in the same form as the registration. The specific date of the examination must be announced in a suitable form at least one week before the end of the withdrawal deadline. Withdrawal is no longer possible once an examination has been taken. After the withdrawal from the registration, a new registration and admission are required in order to be able to participate in the performance evaluation process; however, any secondary examination achievements already completed remain valid. For courses taking place in blocks, the instructor can set other deadlines for course enrollment and withdrawal.

(6) The period for timely enrollment and registration (registration and enrollment period) and the withdrawal deadline under subsection 5 are set in a timely manner each semester by the Commission for Teaching and Studies at the University of Potsdam (LSK) and published in the Official Announcements of the University of Potsdam; this period should also be announced in other appropriate ways. The setting of the deadline must include reasonable provisions for students who are only able to enroll at the university following the wait list procedure or who are only able to enroll at the university after the expiration of the general enrollment deadline due to reasons beyond their control.

(7) For part-time degree programs, the subject- or degree-specific regulations can stipulate other course enrollment, registration, or withdrawal periods and forms insofar as there is a specific reason to do so.

(8) At the beginning of performance evaluations, the identity of the student will be verified with a valid official photo ID. In case of online performance evaluation in accordance with Section 8a, the identity verification shall be carried out via the video transmission device or in another manner suitable for identification. Recording of data collected or processed for this purpose is not permitted. Multiple identity verifications during the respective performance evaluation process are permissible.

§ 9a Limitations for Participation in Courses and Examinations

- (1) The number of participants in courses and examinations can be limited if this is necessary for didactic, spatial, or safety reasons.
- (2) The relevant instructor/examiner is responsible for the decision on the specific group size not to be exceeded for courses and examinations.
- (3) The group sizes to be specified for courses are based on the recommendations of the German Rectors' Conference for ensuring the quality of studies and teaching in bachelor's and master's degree programs.
- (4) The group size not to be exceeded will be announced in the campus management system, insofar as this is available for the respective degree program or subject, or otherwise in a suitable form before the start of the course enrollment and registration period.
- (5) If feasible using existing resources, additional courses should be offered at a later date to reduce any delays in the completion of university studies.

§ 9b Selection Procedure in Case of Limitations for Participation

- (1) If the number of students wishing to take part in a course or examination exceeds the group size specified in accordance with Section 9a, the relevant instructor/examiner shall conduct a selection procedure among the students.
- (2) In the selection procedure, preference is first given to those students for whom the course or examination is compulsory. If this group alone exceeds the specified group size, the selection will be made based on the following order:
 1. Individuals for whom non-participation would cause exceptional hardship. Exceptional hardship is deemed to exist if special social, health, or family reasons relating to the student's own person make immediate participation in the course or examination absolutely necessary. This includes, in particular, persons with a disability or chronic illness or persons with a care or nursing obligation for close relatives. If further selection is required within this group, it is made according to the degree of hardship.
 2. Students
 - a) for whom the course or examination in question was scheduled for the current or an earlier semester of study according to the de-

gree progress plan in the study and examination regulations,

- b) who have to retake the examination or course or
 - c) who need the course or examination to complete a module they started, if there is no alternative to the course. Should further selection be necessary for this group, the decision will be made by drawing lots.
3. In all other cases, the selection will be made by drawing lots.

Cases under nos. 1 and 2 must be demonstrated credibly by the beginning of the registration deadlines under Section 9.

- (3) Should places be available once the procedure outlined in subsection 2 has been carried out, students who wish to complete the course or examination as part of a compulsory elective course are to be selected on a lower priority basis. Should further selection be necessary for this group, the decision will be made by drawing lots. If students can provide evidence that there is no other elective course available in the semester in question, they shall be subject to subsection 2.

§ 10 Dates and Deadlines for Examinations

- (1) Examinations must be scheduled in such a way that they can be completed in full within the standard period of study. It should be made possible to repeat individual examinations within the same semester. There should be a period of six weeks separating the first examination date and a possible repeat examination within a semester.

- (2) Written primary or secondary examination achievements should be evaluated within one month. The evaluation of oral primary or secondary examination achievements must be shared with the student directly after the examination. The evaluation results of the primary or secondary examination achievement must be entered into the campus management system in a binding way without undue delay after the conclusion of the examination procedure, insofar as the system is available for the respective degree program or subject. If the campus management system is not available, then the result must be communicated without undue delay and in writing to the Student Administration Center.

- (3) Sections 26 and 30 apply to final theses.

§ 11 Grading and Evaluation

- (1) Secondary examination achievements are not graded; they are evaluated as "passed" or "not passed."

(2) The following numeric values are permitted as grades for primary examination achievements:

- 1 = very good (an outstanding achievement)
- 2 = good (an achievement that exceeds average requirements considerably)
- 3 = satisfactory (an achievement that meets the average requirements)
- 4 = sufficient (an achievement that, despite flaws, still meets the requirements)
- 5 = insufficient (an achievement that, due to significant flaws, does not meet the requirements)

(3) In order to facilitate better differentiation, intermediate grades can also be used, which results in the following grade scale:

1.0, 1.3, 1.7, 2.0, 2.3, 2.7, 3.0, 3.3, 3.7, 4.0, 5.0

(4) A multiple choice examination is considered passed if the candidate attains at least 50% of the total points, or if the attained score is not lower than 10% below the average examination performance of the candidates taking the examination for the first time. Grades are assigned as follows:

- 1.0 if at least 90%
- 1.3 if at least 80%
- 1.7 if at least 70%
- 2.0 if at least 60%
- 2.3 if at least 50%
- 2.7 if at least 40%
- 3.0 if at least 30%
- 3.3 if at least 20%
- 3.7 if at least 10%
- 4.0 if less than 10%

of the points attainable above the minimum score pursuant to sentence 1 have been earned. Sentence 1 also applies to the passing of secondary examinations that are done in the form of a multiple choice examination.

(5) The following letter grades can be used for the grades under subsections 3 and 4 as a supplement to numerical grades, without changing their meaning:

A; A-; B+; B; B-; C+; C; C-; D+; D; F,
where "A" is a 1.0, "D" is a 4.0, and "F" is a 5.0.

(6) A primary examination achievement is considered passed if a grade of at least "sufficient" (4.0) is received.

(7) A primary examination achievement is considered irrevocably not passed if the last attempt at a repeat examination (Section 13 subsection 2) results in a grade of "insufficient" (5.0). Insofar as the subject- or degree-specific regulations do not provide for evaluation by two persons with examiner authorization, the last attempt to repeat a primary examination must always be evaluated by two persons with examiner authorization.

(8) For a non-oral primary examination that is graded as "insufficient" (5.0) and only evaluated by one examiner, a candidate may request and receive a

second, independent evaluation of the performance. This evaluation must be carried out by a person with examiner authorization who is to be named by the Examining Board. If the rating of "insufficient" (5.0) is not confirmed by the second examiner, subsection 10 no. 3 shall apply.

(9) Insofar as these regulations or the subject- or degree-specific regulations do not provide for evaluation by at least two persons with examiner authorization, an oral examination must be evaluated by an examiner, typically in the presence of an informed proctor, in accordance with Section 6 subsection 9 of the HSPV. Minutes must be kept for oral examinations, which is typically done by the proctor.

(10) Insofar as these regulations do not contain a provision that states otherwise, the grade for an examination assessed by two or more examiners is calculated in the following way:

1. The arithmetic average of the individual grades is truncated at the first decimal place after the decimal point, without rounding.
2. If the value determined in accordance with no. 1 is contained in the grade scale in subsection 3, then the grade follows the scale. If the value determined in no. 1 is not contained in the grade scale in subsection 3, then the performance is graded with the value on the scale that is closest to the calculated value. If the value is equally distant from two grades on the scale, then the better grade is awarded.
3. If one of the two grades is worse than "sufficient" (4.0), a third examiner will be appointed by the Examining Board. If two of the three examiners then grade the thesis as "insufficient" (5.0), then the final grade for the thesis is "insufficient" (5.0). Otherwise, the two better grades shall apply, applying nos. 1 and 2 accordingly.

§ 12 Passing the Module Examination and the Examination for the Entire Degree Program

(1) A module examination is considered passed if the module grade is at least "sufficient" (4.0). If an examination consists of multiple sub-examinations, then the overall grade results from the arithmetic average of these sub-examination grades weighted by the respective credit points, whereby sub-examinations that were not passed can be compensated for by the individual grades of the other sub-examinations for the respective module. If no credit points are allocated to the individual sub-examinations or the corresponding courses in the module description, then the individual sub-examinations shall be weighted equally. The subject- or degree-specific regulations can specify other weighting factors for sub-examination grades.

(2) The examination for the entire degree program is considered passed if the mandatory and elective modules specified by the respective subject- or degree-specific regulations for completing the degree program are successfully completed and the final thesis is given a passing grade. If the student irrevocably failed to pass a module examination in a mandatory module or the final thesis, then the examination for the entire degree program is considered irrevocably failed. If the student irrevocably failed to pass a module examination in an elective module, then another elective module can be chosen within the degree program. If the student irrevocably failed to pass the module examination in this second elective module, then yet another elective module can be chosen within the degree program. If the student irrevocably failed to pass the module examination in this third elective module, then the examination for the entire degree program is considered irrevocably failed. The examination for the entire degree program is also considered irrevocably failed if, after failing an elective module, there are no other elective modules to take.

(3) The student is to be notified officially and without undue delay of the final failure to pass the examination for the entire degree program by the Student Administration Center. The Student Administration Center makes decisions about appeals against such notifications.

§ 13 Retaking Examinations, Non-Binding Examinations, and Grade Improvements

(1) Examinations not passed on the first attempt in the first semester of study are treated as if they were not taken.

(2) With the exception of the bachelor's and master's thesis (including any oral defense stipulated in these regulations or in the subject- or degree-specific regulations), examinations that are failed can be repeated twice. If the failed examination component is part of a module examination that was not passed overall, then the examination component can be repeated individually as a sub-examination.

(3) For all suitable subjects, the subject- or degree-specific regulations can specify the requirements under which an examination completed during the standard period of study can be considered as not taken if that examination is not passed ("Freiversuch", i.e. a 'free shot' or non-binding exam). Subsection 1 remains unaffected by this. Generally, non-binding exams may be allowed for a maximum of two modules per subject in both the bachelor's and master's degree programs. The Student Administration Center must be notified of the utilization of

a non-binding exam option, expressly stated in writing or – insofar as this is possible – via the campus management system, at the latest within 14 calendar days after the announcement of the examination results; this also applies if the examination was passed. Only one non-binding exam can be claimed per module.

(4) Repeating a passed examination is only possible if the examination was taken in the course of a non-binding exam in accordance with subsection 3. In this case, the examination can be repeated once. The better examination result shall count.

(5) The repetition of a failed examination component should be done at the latest within the examination period of the next semester in which a complete repetition of the module is possible. Repeat examinations must be taken according to the regulations under which the first examination was taken.

(6) Participation in repeat examinations requires registration and admission under Section 9 subsection 2. If the subject- or degree-specific regulations do not specify otherwise, the repetition of examinations that are immediately connected to a specific course does neither require course enrollment nor participation in the affiliated course.

§ 14 Defaults; Exclusion from the Performance Evaluation Process in the Event of Violations of Domiciliary Rights

(1) A primary examination will be given a grade of "insufficient" (5.0) if the student, despite being registered and admitted, without good cause,

- a) does not produce an examination requirement,
- b) drops out while participating in an examination, or
- c) does not complete a written examination requirement within the allotted time (processing time).

(2) The important reasons for defaulting, dropping out, or exceeding the processing time of the examination requirement must be reported to the examiner in writing without undue delay after their occurrence and must be substantiated.

(3) In the event of illness, a medical certificate must be submitted to the Student Administration Center within seven calendar days of the beginning of the illness. If the medical certificate is sent via postal service to the University of Potsdam, then it must be sent within the period specified in sentence 1; as per the date of the postmark. The medical certificate must specifically and clearly indicate an inability to take an examination. The Student Administration Center determines whether the medical certificate was submitted within the proper time period, and shares its decision with the examiner. If an examination requirement is not produced (subsection 1

letter a) or if the student drops out of the examination, the medical certificate can be issued no later than the day of the examination. If the medical certificate certifies the inability to take an examination for a period of more than one day, and if the student takes part in an examination during this period, then the medical certificate also loses its validity for the time after the examination. If the student is not able to comply with the deadline under sentence 1, for reasons beyond the student's control, then the medical certificate must be submitted once this reason no longer affects the student without undue delay; the failure to meet the deadline must be justified.

(4) The examiner typically decides whether to accept the reason given; in case of doubt, the Examining Board shall decide. If the examiner accepts the reason for the default, then a new examination date shall be scheduled immediately, or the submission deadline shall be extended. Participation in the new examination date requires new registration and admission to the examination.

(5) If measures to punish violations of domiciliary rights lead to a temporary exclusion from the performance evaluation process, subsection 1 shall apply accordingly.

(6) Subsections 1 to 5 shall apply accordingly to the completion of secondary examinations.

§ 15 Compensation for Disadvantages

(1) If a student demonstrates that he or she, due to a disability, chronic illness or pregnancy is not in a position to fully or partially complete academic performance and examination requirements within the scheduled processing time or in the given form, then the Examining Board, upon written request, works together with the student and the examiner to determine measures by means of which equivalent study and examination achievements can be completed within an extended processing time or in another form.

(2) If compliance with the deadlines for the initial registration for primary or secondary examinations, the retaking of primary or secondary examinations, the assertion of reasons for not completing primary or secondary examinations, or compliance with deadlines for examination achievements are affected, then the student's obligation to care for a close relative with a disability, chronic illness, pregnancy, or to provide sole support, shall be equivalent to the disability, chronic illness or pregnancy of the student. Close relatives include children, parents, grandparents, spouses, and partners in registered civil partnerships.

(3) Upon application to the Examining Board, the claim of periods of protection under Section 3 sub-

section 2 and Section 6 subsection 1 of the Maternity Protection Act (Mutterschutzgesetz, MuSchG), as well as the provisions for parental leave in Sections 15 and 16 of the Law on Parental Benefits and Parental Leave (Gesetz zum Elterngeld und zur Elternzeit, BEEG) shall be taken into account.

(4) Upon application to the Examining Board, students

a) who have a child for whose welfare they are responsible and who lives in the same household, or

b) who are members of a national squad of a National Sports Federation in the German Olympic Sports Confederation,

are authorized to complete individual primary or secondary examination requirements after expiration of the deadlines specified in these regulations or in the subject- or degree-specific regulations. The same applies to the deadlines and the processing time of primary and secondary examination requirements, as well as for repeat examinations. Deadlines are typically initially extended by up to two semesters, and processing times are extended by one-third of the entire processing time that was initially allocated. This right to compensation for disadvantage expires with the conclusion of the semester in which the requirements named under a) and b) no longer apply.

(5) Upon application to the Examining Board, participation in statutory bodies and committees of the University of Potsdam, as well as in statutory organizations of student self-administration at the University of Potsdam, must be taken into account to a reasonable extent. Primary and secondary examination achievements can be completed after the expiration of the deadlines specified in these regulations or in the subject- or degree-specific regulations for this reason. The deadlines can be extended by a maximum of two semesters for this reason.

(6) Regarding further case-by-case rulings and the equivalency of academic performance and examination achievements in other forms, the Examining Board, upon application by a student, works together with the student and the examiner to make a decision in cases that are different from those governed by subsections 1 through 5.

§ 16 Recognition and Crediting of Achievements

(1) In the interest of students and to promote mobility, the University of Potsdam follows a generous policy of recognition within the framework of Section 24 of the BbgHG.

(2) The Examining Board for the degree program or subject for which an achievement is to be recognized is responsible for such recognition.

(3) When taking up or continuing a degree program or when transferring to another degree program, achievements from a previous degree program are to be recognized, provided that they do not differ substantially in terms of the skills acquired in comparison to the corresponding program or subject of study at the University of Potsdam. An essential difference exists in particular if the successful conclusion of university studies is endangered by the recognition of the achievement, because the achievement for which recognition is requested does not cover a competence required for the successful conclusion of studies. The requirements and qualification objectives of subsequent university studies are an essential criterion for recognition. The Examining Board bears the burden of proof to demonstrate that there is no equivalence between the competences gained in earlier achievements in comparison to the corresponding degree program at the University of Potsdam. The same applies to achievements that are completed during enrollment at the University of Potsdam in the context of a visiting student auditing courses at another institution of higher education that falls within the higher education laws of the German federal states. The auditing arrangement must be documented in accordance with the other institution's requirements, unless the relevant Faculty at the University relinquishes its claim to proof due to an agreement with the other institution of higher education.

(4) Subsection 3 shall also apply to academic performance and examination achievements obtained at universities abroad. When recognizing periods of study, academic performance and examination achievements that were completed outside of the scope of the laws governing higher education in the German federal states, the "Convention on the Recognition of Qualifications concerning Higher Education in the European Region" ("Lisbon Recognition Convention"), the equivalence agreements approved by the Conference of the Ministers of Education and the German Rectors' Conference, as well as agreements in the context of university partnerships, must be taken into account.

(5) The application for recognition must be submitted to the Examining Board. The applicant must provide the required information regarding the achievement for which recognition is requested. The decision regarding recognition is made on the basis of this information.

(6) When recognizing an achievement, a number of attained credit points is determined. The achievements are assigned credit points that correspond to the credit points awarded by the relevant subject- or degree-specific regulations at the University of Potsdam, and a grade is assigned.

(7) If the recognized achievement is graded and the grade comes from a scale that can be represented by the grading scale used in these regulations, then this grade is transferred. Grades from other scales will be converted. Credit points from other point systems are converted in accordance with subsection 6. Such conversions shall be defined by the Examining Board. For ungraded achievements, a grade must be specified if the relevant subject- or degree-specific study and examination regulations at the University of Potsdam require a grade.

(8) It is not possible to recognize and credit one and the same achievement to multiple modules or required achievements (primary and secondary examinations). If an achievement can be separated into several individual achievements, these can be assigned to different modules or required achievements.

(9) If the subject-specific or degree-specific regulations provide for obligatory or recommended stays abroad, a learning agreement must generally be concluded between the student and the competent Examining Board in accordance with subsection 2. When concluding a learning agreement, it is crucial that the anticipated learning results and competences largely correspond to one another.

(10) Skills and abilities attained outside of the higher education system shall be credited to university studies at up to 50 percent if they are equivalent in content and level of the study component that they are meant to replace.

(11) A decision not to recognize an achievement must be justified in written form to the student. The Examining Board makes decisions regarding appeals against a decision made by the Examining Board to reject recognition of an achievement.

§ 17 Statement of Originality; Deception, Academic Misconduct

(1) When taking part in a performance evaluation, the student shall provide a statement that he or she has completed the assignment independently and that he or she has used only the permissible and specified sources and resources.

(2) If the candidate attempts to influence the result of his/her examination achievement through deception or the use of unauthorized resources, the corresponding examination achievement will be graded as "insufficient". A candidate who collaborates on an attempt to cheat can be excluded from continuing the examination by the examiner or proctor; in this case, the affected examination achievement is graded as "insufficient" (5.0). In severe cases, especially those that qualify as criminal acts, the Examining Board can prohibit the affected candidate

from completing further examinations. The Examining Board makes its decision after having heard the candidate.

(3) A candidate who severely disrupts an orderly performance evaluation process can be excluded from the respective part of the performance evaluation by the examiner or proctor; in this case, the affected examination achievement is graded as “insufficient” (5.0).

(4) If the candidate submits a written examination achievement which was completed under conditions amounting to academic misconduct on the part of the student then the following procedure is to be implemented:

1. The relevant achievement is given a grade of “insufficient” (5.0).
2. The affected teaching staff member informs the chairperson of the Examining Board and can reject the submission of additional work by the same candidate.
3. The examination achievement graded as “insufficient” (5.0) is recorded in the campus management system with a note indicating academic misconduct.
4. If such academic misconduct is repeated, or in cases of serious and deliberate academic misconduct, the Examining Board can prohibit the affected candidate from completing further examination achievements. This decision-making authority cannot be transferred to the chairperson of the Examining Board. The Examining Board makes its decision after having heard the candidate. A severe case of deliberate academic misconduct exists in particular if
 - a) more than half of the work is based on plagiarism or other academic misconduct,
 - b) the candidate attempts to obstruct, by means of dishonest behavior, the investigation into the academic misconduct,
 - c) the academic misconduct causes a disadvantage to another student in the submission of their own examination achievement,
 - d) the academic misconduct was committed for commercial reasons or to acquire illegal financial gains, or
 - e) the candidate has abused an employment relationship with the University of Potsdam.
5. Upon application by the candidate or the chairperson of the Examining Board, the specific case shall be presented to the Ombudsman or to the Commission for Academic Misconduct in accordance with the guidelines enumerated in “Self-Monitoring in Research and Academia – Guidelines for Safeguarding Good Research Practice at the University of Potsdam”. Section II, no. 2.1 and no. 2.3. Subsections 1 and 2 a) through e) of the guidelines “Self-Monitoring in Research and

Academia – Guidelines for Safeguarding Good Research Practice at the University of Potsdam” also apply. The results of the investigation will be submitted to the Examining Board with a recommendation as to a decision and further actions.

6. Depending upon the severity of the infraction, the Examining Board can impose further sanctions, with the ultimate measure of declaring the examination achievement irrevocably failed.

(5) So as to be able to investigate any suspicion of academic misconduct, examiners are entitled to require students to submit written examination achievements that were not completed under supervision in electronic form as well. Examiners are authorized to use software programs that detect academic misconduct.

(6) Students must be notified without undue delay and in writing of any decisions made pursuant to subsection 3, the reasons for such decisions, and instructions on how to appeal them.

(7) Further details are governed by the Guidelines for Safeguarding Good Research Practice for Students at the University of Potsdam (Plagiarism Guidelines), as amended from time to time.

(8) If academic misconduct is, at a later date, found to have occurred in a written achievement relevant to the examination, the examination decision that has already been issued may be revoked and the measures specified in subsection 3 may be taken. The examination decision cannot be revoked if this decision was made more than five years ago. The provisions of Section 21 remain unaffected.

(9) Subsections 1 through 7 apply accordingly to secondary examinations.

§ 18 Overall Grade Scale

(1) The following grade scale applies to overall grades calculated under Sections 27 or 31 for bachelor’s and master’s degrees:

- 1.0 down to and including 1.2: “with distinction”
- 1.3 down to and including 1.5: “very good”
- 1.6 down to and including 2.5: “good”
- 2.6 down to and including 3.5: “satisfactory”
- 3.6 down to and including 4.0: “sufficient”

(2) In addition to the overall grade in subsection 1, a relative grade (ECTS grade) is awarded. This must be based on the following correlation:

- A = the best 10%
- B = the next 25%
- C = the next 30%
- D = the next 25%

E = the next 10% of the reference group. As a basis for calculating the relative grade, in addition to the graduating cohort, at least two and no more than five cohorts from directly preceding years must be included as a reference group. The reference group must include at least 10 students. The current graduating cohort is not included in the calculation. If the required minimum reference group size of 10 students is not met, and/or if there are no cohorts from previous years, then the reference group can also be formed in a way that applies across degree programs in accordance with the discipline-specific classification structure of the Federal Statistics Office. If this procedure also results in the required minimum reference group size of 10 students not being met, and if the formation of a reference group across degree programs is ruled out, then ECTS grades are awarded according to the following scheme:

Overall Grade (subsection 5)	ECTS Grade	ECTS Definition	German Description
1.0 – 1.5	A	excellent	hervorragend
1.6 – 2.0	B	very good	sehr gut
2.1 – 3.0	C	good	gut
3.1 – 3.5	D	satisfactory	befriedigend
3.6 – 4.0	E	sufficient	ausreichend

§ 19 Certificates, Diplomas, Written Confirmations

(1) If a student has completed the credit points in all sub-fields required for graduation, and if all of the other graduation requirements enumerated in these regulations and in the subject- or degree-specific regulations have been fulfilled, then the student graduates without needing to submit a special application. In this case, students shall be issued:

- a) a diploma (“Urkunde”) in German conferring the respective academic degree,
- b) a certificate (“Zeugnis”) in German, and
- c) a diploma supplement in German .

In addition to these graduation documents, the students will receive English translations thereof.

(2) The diploma conferring the respective academic degree must include the degree program and the overall grade. The date of graduation is the date on which the last relevant primary or secondary examination achievement required for graduation was graded. The diploma is signed by the chairperson of the Examining Board and the dean responsible for the degree program. The diploma bears the seal of the University of Potsdam.

(3) The issuance of the diploma gives graduates the right to present themselves as holders of the respective academic degree.

(4) The certificate lists all modules and the subject of the final thesis, as well as the number of credit points attained, grades, and grading information. The certificate also includes the overall grade. The date of examination is the date on which the last relevant primary or secondary examination achievement was graded. The certificate is signed by the chairperson of the Examining Board. The certificate and the English translation bear the seal of the University of Potsdam.

(5) The diploma supplement must include information about the structure and contents of university studies that led to the academic degree. The German- and English-language templates provided by the Student Administration Center should be used for the diploma supplement.

(6) For dual-subject bachelor’s degree programs, the signatures are added as described under subsections 2 to 4 and the diploma supplement is signed by the chairperson of the Examining Board for the first subject or the dean for the first subject.

(7) Students who leave the University of Potsdam without having completed a bachelor’s or master’s degree shall receive, after de-registration and upon application, a written confirmation of the academic performance and examination achievements completed, as well as the number of examination attempts for examination achievements not passed. If a student irrevocably fails to pass the examination requirement for the entire degree program, then, with the notification regarding irrevocable failure to pass under Section 12 subsection 3, a written confirmation in accordance with sentence 1 is issued upon application that also states that the student did not pass the examination requirement for the entire degree program.

§ 20 Retention and Viewing of Examination Files

(1) Documents from the performance evaluation process that are relevant to grading must be retained for 12 months from the time at which the results are announced. These documents should be retained for a period of 12 months from the time at which the certificate is issued. Afterwards they can be delivered to the student or discarded. The same applies for cases in which a student leaves the University of Potsdam without having completed a bachelor’s or master’s degree, starting at the time of de-registration.

(2) After an examination achievement is graded, students must be granted the opportunity to view

the documents relevant to the grading process. The deadline for this inspection typically ends two months after the grade is announced.

(3) After the grading of their bachelor's or master's thesis, students can apply to view, under supervision, their thesis and related evaluation reports. The application must be submitted to the Student Administration Center at the latest within one month of the announcement of the result. After the expiration of a period of five years after the conclusion of the examination procedure, the bachelor's or master's thesis shall be discarded, without prejudice to the provisions of subsection 1.

§ 21 Invalidity of Graduation

(1) If a candidate has cheated on an examination or thesis, and if this fact first becomes known after the issuance of the certificate, then the Examining Board, in consultation with the respective Faculty Council, can retract the credit points attained by illegitimate means and adjust the grade accordingly for an examination achievement and declare the examination achievement to be partially or fully failed. This can result in the revocation of graduation.

(2) If the requirements for participating in the performance evaluation were not met, and if the student did not intend to mislead anyone in this regard, and this fact first becomes known after the issuance of the certificate, then this mistake is remedied by the awarding of credit points. If the candidate intentionally engaged in deception to participate in the examination, then the Examining Board, in consultation with the respective Faculty Council, shall make a decision about whether to retract the certificate. Before the decision is made, the candidate must be given an opportunity to make a statement.

(3) The incorrect certificate and the incorrect diploma supplement must be collected and re-issued if necessary. The graduation diploma must be collected along with the incorrect certificate if graduation was improperly authorized on the basis of a deception. Graduation cannot be revoked if an examination decision was made more than five years ago.

(4) The provisions governing the revocation of academic degrees remain unaffected.

II. Special Provisions for Bachelor's Degree Programs

§ 21a Access and Admission to Bachelor's Degree Programs

Access to bachelor's degree programs is governed by Section 9 subsections 1 to 4 of the BbgHG.

Admission to restricted-admission bachelor's degree programs or subjects is governed by the rules and regulations for the admission to university studies in restricted-admission undergraduate degree programs at the University of Potsdam in combination with the Brandenburg University Admissions Act (BbgHZG) and the decree issued as a result.

§ 22 Duration and Organization of Bachelor's Degree Programs

(1) Bachelor's degrees are offered at the University of Potsdam as a single- or dual-subject degree program. The standard period of study for a full-time, single-subject degree program is six, seven or eight semesters (180, 210, or 240 CPs), and for a full-time dual-subject degree program, six semesters (180 CPs), each including time for the preparation of a bachelor's thesis. The subject- or degree-specific regulations govern the details of a degree program's standard period of study. The subject- or degree-specific regulations must extend the standard period of study for part-time degree programs accordingly. The regulations for the first subject shall prevail in the event that there are restrictions on combining subjects in dual-subject degree programs.

(2) University studies are divided into mandatory and elective modules that must be listed in the module catalog of the relevant subject- or degree-specific regulations. The scope of studies is measured by credit points in accordance with Section 6.

(3) The degree programs must be designed in such a way that they leave room for stays at universities abroad and internships, without delaying the student's progress (mobility window).

(4) A single-subject degree program has a scope of 30 credit points per semester (including the credit points for the bachelor's thesis and the credit points for the key competences under Section 23).

(5) A dual-subject degree program with a standard period of study of six semesters has the following scope:

First subject:	90 CPs
Second subject:	60 CPs
Key competences (Section 23):	30 CPs
Total:	180 CPs

§ 23 Key Competences

(1) The completion of 30 credit points of key competences is required in all bachelor's degree programs. The key competences are either defined in subject- or degree-specific ways, or as Studiumplus. Studiumplus is a component of bachelor's degree

programs that facilitates the acquisition of interdisciplinary key competences.

(2) Key competences under subsection 1 include:

1. basic academic competences for a total of 12 credit points, and
2. profession-specific competences for a total of 18 credit points.

(3) The teaching of 12 credit points of basic academic competences (subsection 2 no. 1) is governed by the subject- or degree-specific regulations, and for dual-subject degree programs by the regulations for the first subject. The competences to be taught as a minimum are listed in Appendix 3 to these regulations; the subject- or degree-specific regulations can add additional competences. Up to 6 credit points can be awarded for ungraded practical phases of university studies. Basic academic competences must be organized as follows in the subject- or degree-specific regulations: Either in a module with 12 credit points, or distributed across two modules with 6 credit points each, or distributed across a specific basic competences module with 6 credit points, with the rest distributed across the other modules in the regulations, or with all competences distributed across the regulations' modules without a specific basic competences module. Insofar and to the extent that basic competences are not taught in specific basic competence modules, the proportion of credit points for basic academic competences must be disclosed in the description of each related module.

(4) Up to 6 credit points of achievements completed within the "Successful start in university studies for international students" program can be recognized as basic academic competences by the respective Examining Board in the sense of subsection 2 no. 1.

(5) The manner of teaching of the 18 credit points of profession-specific key competences (subsection 2 no. 2) is governed by the subject- or degree-specific regulations, and for dual-subject degree programs by the regulations of the first subject.

(6) Insofar and to the extent that the subject- or degree-specific regulations do not provide otherwise, particularly if they do not offer their own modules, then the acquisition of profession-specific key competences is governed by the provisions of these regulations. These regulations are supplemented by module descriptions ("Module catalog for profession-specific key competences") that are defined in an independent statute by the Senate of the University of Potsdam. The design of modules and the module descriptions in the rules and regulations for the "Module catalog for profession-specific key competences" must in particular meet the requirements of Section 5 (including Appendix 1) and Section 12 subsection 2 of these regulations.

(7) The modules for the profession-specific key competences from the subject- or degree-specific regulations and the "Module catalog for profession-specific key competences" can be combined freely insofar as the subject- or degree-specific regulations do not specify any restrictions.

(8) Insofar and to the extent that the subject- or degree-specific regulations do not offer their own modules for the acquisition of profession-specific key competences, then the profession-specific key competences must be divided into modules with 6, 12, or 18 credit points.

(9) Studiumplus courses are suitable for part-time study.

§ 24 Objectives of the Key Competences

- (1) Key competences include the acquisition of
- a) interdisciplinary skills, abilities and capabilities with direct benefit for various professional fields as well as university studies,
 - b) methods and strategies of interdisciplinary and solution-oriented thinking and working,
 - c) knowledge related to the professional field, and
 - d) the ability to find one's bearings in social situations and to participate in an appropriate way,

in order to facilitate better access to the professional fields associated with a graduates' degree program and to enable them to adjust quickly and competently to new developments in their professional field.

(2) The grades for profession-specific key competences are calculated by multiplying all of the relevant module grades by their respective number of credit points, then dividing by the total number of credit points. Only the first digit after the decimal point is taken into account in the formation of the grade; all other digits after the decimal point are deleted without rounding.

§ 25 Studiumplus Curriculum Committee

(1) The Studiumplus Curriculum Committee is formed to manage the curriculum for acquiring key competences. The committee is comprised of a chairperson appointed by the Executive Board of the University of Potsdam, the Deans of Studies, two students, and a representative from the central institutions. The Senate appoints the students and the representative from the central institutions.

(2) The Studiumplus Curriculum Committee

- coordinates the Studiumplus courses offered for acquiring key competences;

- ensures compliance with the provisions regarding the acquisition of key competences;
- makes decisions on proposals by students or teachers regarding issues of interpretation, and gives suggestions regarding the promotion of competence acquisition;
- issues guidelines for the recognition of credits as key competences through the Examining Boards (“Recognition Guidelines”), reviews these at regular intervals, and modifies them as necessary;
- makes decisions in cases of doubt regarding the recognition of study and examination achievements in the field of key competences;
- reports to the Senate of the University of Potsdam at regular intervals about experiences with the application of these regulations with regard to key competences and makes proposals, if applicable, for their reform.

(3) The Studiumplus Curriculum Committee can assign responsibilities to the chairperson by means of a resolution. Assigned decisions are presented to the Studiumplus Curriculum Committee for a decision upon application by an affected person.

(4) The term of office on the Studiumplus Curriculum Committee is two years; the term of office for the student member is one year. The members shall continue to serve on the committee after the expiration of their term of office until their successor has assumed the position. With the majority of its members, the Senate can replace members it appointed to the Curriculum Committee before the expiration of the term of office.

(5) Resolutions shall be passed by a simple majority. In the event of a tie, the chairperson casts the deciding vote. The committee has a quorum if more than half of its members, including the chairperson, are present. Meeting minutes must be kept for meetings of the Committee. The committee can adopt its own rules of procedure.

(6) The Studiumplus Curriculum Committee makes decisions regarding appeals against a decision made by the Studiumplus Curriculum Committee. In accordance with subsection 3, this decision-making authority cannot be delegated to the chairperson or deputy chairperson.

(7) Members of the Studiumplus Curriculum Committee and their deputies are sworn to official secrecy. Insofar as they do not work in public service, they must be bound to confidentiality by the chairperson.

§ 26 Bachelor’s Thesis

(1) The bachelor’s thesis is a required examination achievement and the final project for a degree pro-

gram. The thesis is typically completed in the last semester of study of the bachelor’s degree program. It is typically written alongside university studies. The thesis should demonstrate that the candidate is able, within a limited time, to work on a problem from a subject in their degree program, independently and with scholarly methods, and to present the findings of this work in an appropriate manner. For dual-subject degree programs, the thesis is typically written in the first subject. With approval from the Examining Board for the first subject, it is also possible to write a thesis in the second subject.

(2) The bachelor’s thesis must comprise 6, 9, or 12 credit points, as determined by the subject- or degree-specific regulations. The topic, type of problem and scope of the thesis must be limited accordingly. If the bachelor’s thesis is written in the second subject, the evaluation with credit points is determined by the regulations of the first subject chosen by the student.

(3) The bachelor’s thesis is assigned and supervised by an examiner appointed by the Examining Board. The candidate has the right to nominate an examiner.

(4) The relevant subject- or degree-specific study and examination regulations govern the point in time as of which the topic of the bachelor’s thesis is assigned; however, the successful completion of academic performance and examination achievements amounting to at least 75 percent of the total number of credits to be earned in the degree program, minus the credits for the thesis and for the possible oral defense, if necessary, must be required at this point. After attaining the admission requirements for the bachelor’s thesis set out in sentence 1, the student has the right to the immediate assignment of a topic. The candidate has the right to propose a topic. The topic must be assigned in a timely fashion so that the thesis, if the relevant processing time is fully utilized (subsection 5), can be evaluated by the end of the last curricular semester. The topic assigned by the supervisor is issued to the candidate without undue delay via the chairperson of the Examining Board. Assignment is only possible if the candidate, at the time of the issuance, is enrolled in the relevant degree program. The candidate must register the topic within one week of issuance with the Student Administration Center. The time of issuance and the time of registration are then put on record there. If registration is not done in a timely manner, then a new topic must be assigned insofar as the candidate is responsible for the reasons for the delay.

(5) The processing time allowed to complete the bachelor’s thesis begins with the registration of the topic with the Student Administration Center in accordance with subsection 4. The processing time

is based on the credit points awarded for the thesis according to the subject- or degree-specific regulations: The processing time allowed for the completion of the bachelor's thesis is calculated as follows: if the thesis counts for 6 credit points, three months are allowed; for 9 credit points, 20 weeks; and for 12 credit points, six months. Variations from these guidelines can be set by the chairperson of the Examining Board upon issuance of the topic if the completion of the bachelor's thesis is not taking place at the same time that courses are being taken ("bloc processing"). In this case, the processing time allowed for the completion of the bachelor's thesis is calculated as follows: if the thesis counts for 6 credit points, 23 working days are allowed; for 9 credit points, 35 working days; and for 12 credit points, 45 working days. The thesis is considered completed on time if it is submitted to the Student Administration Center or at a University post office before expiration of the deadline. If the thesis is submitted via the postal service to the University of Potsdam, then it is considered completed on time if it was sent within the deadline; as per the date of the postmark. The thesis may only be submitted after at least one third of the processing time has elapsed; in case of earlier submission, the day on which one third of the processing time has elapsed shall be considered the day of submission, and the deadline for evaluation shall only begin on that day.

(6) The bachelor's thesis must be submitted in three physical copies and one digital copy. The thesis must have page numbers, a table of contents, and a list of the sources consulted and resources used. Passages of the thesis that are quoted or paraphrased from other works must be identified in the bibliography. The thesis should as a rule not exceed 20 DIN A4 pages for a thesis earning 6 credit points, 25 pages for 9 credit points, or 30 pages for 12 credit points. At the end of the thesis, the candidate must include a declaration stating that the candidate composed the thesis independently and did not use any sources or resources other than those listed.

(7) If the candidate culpably misses the submission deadline, the thesis receives a grade of "insufficient" (5.0). If the delay is due to illness, then Section 14 subsection 3 applies; the deadline is then extended in correspondence with the duration of the physician's note. If there is another important reason for missing the deadline, the chairperson of the Examining Board may, after consultation with the thesis supervisor, grant a reasonable extension of the deadline, generally up to one month, before the processing time expires in accordance with subsection 5; the important reason asserted for the extension of the processing time must be reported to the examiner in writing immediately after their occurrence and must be substantiated.

(8) The bachelor's thesis is to be reviewed and evaluated by two examiners representing the subject area to which the thesis relates, with one of the examiners – typically the first examiner – fulfilling the requirements of Section 7, subsection 3 of the HSPV. The first examiner is the supervisor who assigned the topic of the bachelor's thesis. The second examiner is appointed by the Examining Board; the candidate has a right to propose a second examiner. The thesis must be evaluated as a "pass" or "fail" within two weeks of the submission of the thesis, and must be assessed and graded within four weeks at the latest. The examiners appraise the thesis in writing and explain their grading in accordance with Section 11 subsections 2 and 3. If the difference in the grades is greater than 2.0, or if one of the grades is worse than "sufficient" (4.0), then the Examining Board will appoint a third examiner. If two of the three examiners then grade the thesis as "insufficient" (5.0), then the final grade for the thesis is "insufficient" (5.0). Otherwise, the final thesis grade is calculated by averaging the two better grades, without rounding after the first decimal place.

(9) A bachelor's thesis that receives a grade of "insufficient" (5.0) can only be repeated once. The registration of the new topic shall be made no later than two months after the decision on the failure to pass the first thesis according to subsection 8. Subsection 4 applies to the issuance and registration of the new topic.

(10) The topic can be returned one time to the thesis supervisor, with a written explanation. The explanation must be received by the supervisor by the end of the first month of the processing time allowed for the completion of the thesis (subsection 5) if the total processing time is three or four-and-a-half months, or by the end of the second month if the total processing time is six months. The respective deadlines for bloc processing are 8 working days if the total processing time is 23 working days; 12 working days if the total is 35 working days; and 16 working days if the total is 45 working days. If a topic is returned, then the performance evaluation ends without a grading process, the right under sentence 1 is revoked, and a new topic must be assigned without undue delay under subsection 4. The return of the topic must be noted in the campus management system. When repeating a failed bachelor's thesis, the right under sentence 1 only exists if the candidate has not made use of this possibility during the preparation of the failed bachelor's thesis.

(11) The subject- or degree-specific regulations can require an oral defense of the bachelor's thesis. In this case, Section 30 subsection 11 applies.

(12) The bachelor's thesis must be composed in German, unless the subject- or degree-specific

regulations specify another language. The thesis can also be composed in English with the approval of the supervisor. If both examiners declare their consent, the Examining Board can also allow for the thesis to be composed in another language. If the thesis is not composed in German, it must contain an appendix with a brief summary in German.

§ 27 Subject-Specific and Overall Grade for Bachelor's Degrees

(1) The overall grade for the bachelor's degree for a single-subject bachelor's program is the weighted credit point average of all related module grades, the grade for the profession-specific key competences, and the grade for the bachelor's thesis. The subject- or degree-specific regulations can require special weighting for the bachelor's thesis, for individual modules, or for groups of modules. The overall grade calculated in accordance with sentence 1 is cut off at the first digit after the decimal point, without rounding.

(2) The grade for a subject in a dual-subject bachelor's program is the weighted credit point average of all module grades related to the subject, without inclusion of the bachelor's thesis. Only the first digit after the decimal point is taken into account in the formation of the grade; all other digits after the decimal point are deleted without rounding. The subject- or degree-specific regulations can specify other weighting factors for module grades.

(3) The overall grade for the bachelor's degree for dual-subject bachelor's programs results from the two subject grades, the grade for the profession-specific key competences, and the grade for the bachelor's thesis in proportion to the respective numbers of credit points. The subject- or degree-specific regulations can require special weighting for the bachelor's thesis, for individual modules, or for groups of modules. The overall grade calculated in accordance with sentence 1 is cut off at the first digit after the decimal point, without rounding.

(4) If the student has successfully completed more elective modules than were necessary according to the credit point requirements for elective modules, then the elective modules that the student has designated to the Student Administration Center count towards the grade for the degree program or subject. The designation of elective modules that are to be included in the grading process must be submitted in writing at the latest by the time at which the bachelor's thesis is submitted. This designation may only be carried out once. If this designation has not been carried out by the time at which the bachelor's thesis is submitted, then the elective modules will count in the temporal sequence of their completion until the required total of credit points for electives is reached. Section 12 subsec-

tion 2 remains unaffected by this provision. The other elective modules will not count towards the overall grade, but they will be listed in the transcript of records.

III. Special Provisions for Master's Degree Programs

§ 27a Access and Admission to Master's Degree Programs

Admission to restricted-admission master's degree programs is governed by the General Rules and Regulations on Access and Admission to Non-Teaching-Oriented Master's Degree Programs at the University of Potsdam (Zulassungsordnung, ZulO) in combination with the Brandenburg University Admissions Act (BbgHZG) and the decree issued as a result. Section 9 subsections 5-6 of the BbgHG in combination with the ZulO under sentence 1 and the subject- and degree-specific admission regulations based thereon govern access to a master's degree program.

§ 28 Types of Master's Degree Programs

(1) Master's degree programs should be designed to have a stronger orientation towards research or towards application.

(2) The subject- or degree-specific regulations must specify whether the degree program is consecutive or a further education program.

§ 29 Duration and Organization of Master's Degree Programs

(1) Master's degree programs are completed as a single-subject degree program. Content from other subject areas must be identified, in agreement with the department offering the content, as an integrative component of the degree program in the subject- or degree-specific regulations for the program.

(2) The standard period of study for a master's degree program is two, three or four semesters (60, 90, or 120 CPs), including the completion of a master's thesis. The overall standard period of full-time study in consecutive degree programs may not exceed ten semesters. The subject- or degree-specific regulations govern the details of a degree program's standard period of study. The subject- or degree-specific regulations must extend the standard period of study for part-time degree programs accordingly.

(3) University studies are divided into mandatory and elective modules that must be listed in the module catalog of any subject- or degree-specific

regulations. The scope of studies is measured by credit points in accordance with Section 6.

(4) A master's degree program has a scope of 30 credit points per semester (including the credit points for the master's thesis).

(5) The degree programs must be designed in such a way that they leave room for stays at universities abroad and internships, without delaying the student's progress (mobility window).

§ 30 Master's Thesis

(1) The master's thesis is a required examination achievement and is the final project for a degree program. The thesis is typically completed in the last semester of study in the master's degree program. The master's thesis must be prepared expressly for the relevant master's examination and within the relevant degree program; recognition of a thesis completed previously elsewhere as a master's thesis is prohibited. The master's thesis is to demonstrate that the candidate has acquired expanded and advanced competences in the degree program building upon a first professional qualification, is capable of combining theory and empirical findings, can apply subject-specific methodologies on a scholarly basis to deal with a research- or application-oriented problem within a given time frame, and is able to present the results thereof in a formal, linguistically and professionally convincing manner.

(2) The master's thesis is completed alongside university studies. The subject of the master's thesis and the resulting research effort required must be compatible with the scope of 15, 18, 21, 24, 27, or 30 credit points, including the oral defense, as determined in the requirements of the relevant subject- or degree-specific regulations. The topic, type of problem, and scope of the thesis must be limited accordingly.

(3) The master's thesis is set and supervised by an examiner appointed by the Examining Board. The candidate has the right to nominate an examiner.

(4) The relevant subject- or degree-specific study and examination regulations govern the point in time as of which the topic of the master's thesis is assigned; however, the successful completion of academic performance and examination achievements amounting to at least 75 percent of the total number of credits to be earned in the degree program, minus the credits for the thesis and for the oral defense must be required at this point. After attaining the admission requirements for the master's thesis set out in sentence 1, the student has the right to the immediate assignment of a topic. The candidate has the right to propose a topic. The topic

must be assigned in a timely fashion so that the thesis, if the relevant processing time is fully utilized (subsection 5), can be evaluated by the end of the last curricular semester. The topic assigned by the supervisor is issued to the candidate without undue delay via the chairperson of the Examining Board. Assignment is only possible if the candidate, at the time of the issuance, is enrolled in the relevant degree program. The candidate must register the topic within one week of issuance with the Student Administration Center. The time of issuance and the time of registration are then put on record there. If registration is not done in a timely manner, then a new topic must be assigned insofar as the candidate is responsible for the reasons for the delay.

(5) The processing time allowed to complete the master's thesis begins with the registration of the topic with the Student Administration Center in accordance with subsection 4. The processing time is based on the credit points awarded for the thesis according to the subject- or degree-specific regulations. If the thesis counts for 15-21 credit points, four months of processing time are allowed to complete the thesis; for 24-30 credit points, six months. Variations from these guidelines can be set by the chairperson of the Examining Board upon issuance of the topic if the completion of the master's thesis is not taking place at the same time that courses are being taken ("bloc processing"). In this case, the processing time corresponds to the scope of the work, with 10 working days for every 3 credit points. The thesis is considered completed on time if it is submitted to the Student Administration Center or at a University post office before expiration of the deadline. If the thesis is submitted via the postal service to the University of Potsdam, then it is considered completed on time if it was sent within the deadline; as per the date of the postmark. The thesis may only be submitted after at least one third of the processing time has elapsed; in case of earlier submission, the day on which one third of the processing time has elapsed shall be considered the day of submission, and the deadline for evaluation shall only begin on that day.

(6) The master's thesis must be submitted in three physical copies and one digital copy. The thesis must have page numbers, a table of contents, and a list of the sources consulted and resources used. Passages of the thesis that are quoted or paraphrased from other works must be identified in the bibliography. The length of the thesis should not exceed three DIN A4 pages per credit point. At the end of the thesis, the candidate must include a declaration stating that the candidate composed the thesis independently and did not use any sources or resources other than those listed.

(7) If the candidate culpably misses the submission deadline, the thesis receives a grade of "insuffi-

cient” (5.0). If the delay is due to illness, then Section 14 subsection 3 applies; the deadline is then extended in correspondence with the duration of the physician’s note. If there is another important reason for missing the deadline, the chairperson of the Examining Board may, after consultation with the thesis supervisor, grant a reasonable extension of the deadline, generally up to one month, before the processing time expires in accordance with subsection 5; the important reason asserted for the extension of the processing time must be reported to the examiner in writing immediately after its occurrence and must be substantiated.

(8) The master's thesis is to be reviewed and evaluated by two examiners representing the subject area to which the thesis relates, with one of the examiners – typically the first examiner – fulfilling the requirements of Section 7, subsection 3 of the HSPV. The first examiner is the thesis supervisor. The second examiner is appointed by the Examining Board; the candidate has a right to propose a second examiner. The thesis must be assessed and graded within six weeks at the latest. The examiners appraise the thesis in writing and explain their grading in accordance with Section 11 subsections 2 and 3. If the difference in the grades is greater than 2.0, or if one of the evaluations is worse than “sufficient”, then the Examining Board will appoint a third examiner. If two of the three examiners then grade the thesis as “insufficient” (5.0), then the final grade for the thesis is “insufficient” (5.0). Otherwise, the final thesis grade is calculated by averaging the two better grades, without rounding after the first decimal place.

(9) A master’s thesis that receives a grade of “insufficient” (5.0) can only be repeated once.

(10) The topic can be returned one time to the thesis supervisor, with a written explanation. The explanation must be received by the supervisor by the end of the first month of the processing time allowed for the completion of the thesis (subsection 5) if the total processing time is three or four months, or by the end of the second month if the total processing time is six months. If the processing time allowed for the completion is measured in days for bloc processing, then the relevant deadline depends on the scope of the thesis and amounts to 1 working day per credit point. If a topic is returned, then the performance evaluation ends without a grading process, the right under sentence 1 is revoked, and a new topic must be assigned immediately under subsection 4. The return of the topic must be noted in the campus management system. When repeating a failed master’s thesis, the right under sentence 1 only exists if the candidate has not made use of this possibility during the preparation of the failed master’s thesis.

(11) The Examining Board calls for an oral defense to defend the thesis after its submission. The oral defense only takes place if the thesis has received a final grade of “sufficient” (4.0) or better under subsection 8. The oral defense is graded by an Examination Committee. The Examination Committee consists of the examiners and, usually, one observer. The oral defense includes a 20-minute oral presentation and a 30-minute oral examination; minutes must be kept. If the oral defense receives a grade of “insufficient” (5.0), it can be repeated one time. The evaluation of the oral defense constitutes 25 percent of the overall grade for the master’s thesis. The oral defense is open to the University community; the student can also apply to exclude the public.

(12) The master’s thesis must be composed in German, unless the subject- or degree-specific regulations specify another language. The thesis can also be composed in English with the approval of the supervisor. If both examiners declare their consent, the Examining Board can also allow for the thesis to be composed in another language. If the thesis is not composed in German, it must contain an appendix with a brief summary in German.

(13) In the case of part-time degree programs, the subject-specific regulations shall specify longer deadlines for the completion of the master's thesis or the return of the topic than those specified in subsection 5, sentences 3 and 5, and subsection 10, sentences 2 and 3, insofar as this is appropriate in view of the overall organization of the degree program. The deadline extension should be oriented towards a semester workload in full-time studies (30 CPs/semester) in proportion to the average semester workload for a part-time degree program (calculated in CPs per semester on the basis of total workload and the standard period of study for the degree program). These deadlines may be extended to a maximum of double the time.

§ 31 Overall Grade for the Master’s Degree

(1) The overall grade for the master’s degree is the weighted credit point average of all related module grades and the grade for the master’s thesis. The subject- or degree-specific regulations can require special weighting for the master’s thesis, for individual modules, or for groups of modules. The overall grade determined in accordance with sentence 1 is cut off at the first decimal place, without rounding.

(2) If the student has successfully completed more elective modules than were required by the credit point requirements for elective modules, then the elective modules that the student has designated to the Student Administration Center count towards the grade for the degree program or subject. The

designation of elective modules that are to be included in the grading process must be submitted in writing at the latest by the time at which the master's thesis is submitted. This designation may only be carried out once. If this designation has not been carried out by the time at which the master's thesis is submitted, then the elective modules will count in the temporal sequence of their completion until the required total of credit points for electives is reached. Section 12 subsection 2 remains unaffected by this provision. The other elective modules will not count towards the overall grade, but they will be listed in the transcript of records.

IV. Cooperative Degree Programs

§ 31a Cooperative Degree Programs

For cooperative degree programs, joint subject- or degree-specific regulations can require that, instead of the provisions of Sections 9 through 31, the cooperation partner's regulations apply insofar as these correspond to the provisions of the BbgHG and HSPV.

V. Final Provisions

§ 32 Entry-into-Force, Expiration, and Transitional Provisions

(1) These regulations take effect on the day after their publication in the Official Announcements of the University of Potsdam. At the same time, the General Rules and Regulations for Non-Teaching-Oriented Bachelor's and Master's Degree Programs at the University of Potsdam (BAMA-O) of September 24, 2009 (UP Official Announcements no. 9/2009, p. 160), last amended by the statutes of October 20, 2010 (UP Official Announcements no. 1/2011, p. 21) expire. The applicability of these regulations and the continued application of the previous BAMA-O of September 24, 2009, in the current version follow the provisions below.

(2) Sections 23 to 25 of these regulations shall first be applied as of the winter semester 2013/2014. The rules and regulations for the "Module catalog of profession-specific key competences" (Section 23 subsection 5) must be prepared in a timely fashion so that they can enter into force by October 1, 2013.

(3) These regulations apply as of April 1, 2013, to all students who are enrolled or will be enrolled in a bachelor's or master's degree program. The previous BAMA-O will continue to apply until March 31, 2013. In the event that these regulations contradict the respective subject- or degree-specific regulations, or the previous BAMA-O, then, as of

April 1, 2013, the provisions of these regulations shall supersede those of the respective subject- or degree-specific regulations and the previous BAMA-O. Sections 1 through 5, Section 13 subsection 3, and Sections 23 through 32 of these regulations shall apply to students studying or enrolled in a bachelor's or master's degree program whose subject-specific or program-specific regulations are not based on the completion point system ("Belegpunktesystem") within the meaning of the framework regulations pursuant to subsection 4, but as of April 1, 2013, only to the extent that the subject-specific or degree-specific regulations do not contain any other provisions; Section 1 subsection 3 shall not apply in this respect.

(4) These regulations shall not apply to students in a bachelor's or master's degree program whose subject- or degree-specific regulations are based on the completion point system within the meaning of the Framework Regulations for Bachelor's and Master's Degree Studies at the University of Potsdam of March 16, 2006 (Official Announcements UP no. 3/2006, p. 22), last amended by the statutes of September 24, 2009 (Official Announcements UP no. 9/2009, p. 173).

(5) Amendments to the subject- or degree-specific regulations of a bachelor's or master's degree program which the Faculty Council decides on after the enactment of these regulations must comply with the provisions of these regulations, unless barred from doing so in individual cases due to subject- or degree-specific reasons or reasons related to the protection of legitimate expectation, that cannot be rectified by transitional provisions. Section 1 subsection 4 must be applied. The preceding sentences also apply to regulations that are based upon the completion point system of the framework regulations, insofar as this system does not pose any compelling impediments.

(6) Irrespective of subsections 3 and 4, all subject- or degree-specific regulations issued before the enactment of these regulations must be adjusted to the provisions of these regulations. Until they expire, they shall continue to apply with all their provisions. Subsections 3 and 4 remain unaffected.

(7) The subject- or degree-specific regulations issued on the basis of these regulations have transitional provisions stipulating that previously issued subject- or degree-specific regulations expire after a period of time equal to twice the standard period of study for a degree program after the enactment of the respective new subject- or degree-specific regulations. Students who are still studying under the previously approved subject- or degree-specific regulations when the new subject- or degree-specific regulations come into effect can apply to transfer to the new regulations within one year of the new subject- or degree-specific regulations

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coming into effect. Achievements completed thus far are recognized in accordance with the provisions of Article 16. Students who are still studying under the previously approved regulations after the expiration of the deadline in sentence 1 will be officially transferred to the new subject- or degree-specific regulations.

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Appendix 1 (to Section 5 subsection 2): Templates for module descriptions

Version 1

Name of Module		Number of credit points (CPs):		
Module type (mandatory or elective module):				
Content and objectives of the module:				
Module (sub-)examination(s) (number, form, scope):				
Independent study time (in hours (h)):				
Courses (teaching formats)	Contact time (in hrs/wk per semester)	Secondary examinations (number, form, scope)		Course-accompanying module (sub-) examination(s) (number, form, scope)
		For completing the module	For admission to module exam	
...				
...				
...				
Frequency at which the module is offered:				
Prerequisite for taking the module:				
Teaching unit(s):				

Version 2

Name of Module:		Number of credit points (CPs):			
Module type (mandatory or elective module):					
Content and objectives of the module:					
Module (sub-)examination(s) (number, form, scope, work required in CPs):					
Courses (teaching formats)	Contact time (in hrs/ wk per semester)	Secondary examinations (number, form, scope)		Course-accompanying module (sub-) examination(s) (number, form, scope)	Total workload (in CPs)
		For completing the module	For admission to module exam		
...					
...					
...					
Frequency at which the module is offered:					
Prerequisite for taking the module:					
Teaching unit(s):					

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Appendix 2 (to Section 5 subsection 5): Recommended distribution of credit points (CPs) for dual-subject Bachelor's degree programs (full-time study)

Semester of Study (SoS)	1st SoS	2nd SoS	3rd SoS	4th SoS	5th SoS	6th SoS	Total
First subject	12	12	12	12	12	30	90 CPs
Second subject	12	12	12	12	12	--	60 CPs
Key Competences	6	6	6	6	6	--	30 CPs
Total	30	30	30	30	30	30	180 CPs

Appendix 3 (to Section 23 subsection 3): Basic Academic Competences

The modules for scholarly work and writing / scholarly practice are primarily aimed at the acquisition of methodological competences relevant to the discipline, thereby increasing the student's ability to study. Specifically, these include:

- self-reflection, analyzing one's own learning progress, individual study and planning strategies
- formulating and working on scholarly questions
- locating information and literature
- reading and understanding scholarly texts
- composing scholarly texts
- preparing written works
- preparing presentations
- applying special presentation techniques
- academic discourse and scholarly discussion, oral/written

These competences are taught in a cross-disciplinary manner.