

Revised version of the General Regulations for Study and Examinations for Bachelor's and Master's Degrees (not for teachers in training) at the University of Potsdam (BAMA-O)

Dated January 30, 2013¹

as amended by the second amendment of the revised version of the General Regulations for Study and Examinations for Bachelor's and Master's Degrees (not for teachers in training) at the University of Potsdam (BAMA-O)

- Abridged Version -

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I. General Section

§ 1 Applicability

(1) These regulations apply to university studies and examinations for bachelor's and master's degrees (not for teachers in training) 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).

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

² Approved by the President of the University of Potsdam on March 7, 2016.

(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 in these regulations and in the subject- or degree-specific regulations to the Brandenburg Higher Education Act (BbhHG) or the Brandenburg Ordinance on the Design of Examination Regulations to Guarantee the Equivalency of Studies, Examinations, and Degrees (University Examination Ordinance (HSPV)) are related to the current valid version of the BbhHG or HSPV. Insofar as a need for changes arises from the current version of the BbhHG or HSPV, these must be implemented accordingly.

§ 2 Examining Board and Module Commissioners

(1) For each degree program and subject, the relevant Faculty Council shall establish an Examining Board comprised of representatives from the group of university instructors for the subject, a member of academic staff, and one student. The group of university instructors 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 the university instructors that belong to 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 Board members continue to serve on the Board after the expiration of their term of office until their successor has assumed their position. The Faculty Council can appoint a new Examining Board with the majority of its members before the expiration of the term of office.

(3) Decisions are made with a simply majority. In the event of a tie, the chairperson casts the deciding vote. The Board has a quorum of more than half of its members, with the chairperson and/or deputy chairperson. Meeting minutes must be kept for Board meetings. 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 regarding 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 discipline, about its experience with the application of regulations,
5. The recognition and consideration of achievements in studies, grading and examinations,
6. Decisions about the suitability of a vocational education and vocational experience as an admission requirement for bachelor's programs under Section 9 subsection 2 sentence 1 no. 11 of the Brandenburg Higher Education Act (BbhHG),
7. Decisions regarding the admission of applicants to the respective master's degree program.

(5) The Examining Board can assign responsibilities to the chairperson and a deputy chairperson by means of resolutions. In such cases, the chairperson or deputy chairperson informs the Board immediately of its decision or other measures. Upon an application from an affected person, the Examining Board shall serve as a collegial body in matters assigned under sentence 1. The application must be submitted immediately upon the announcement of the decision or other measure by the chairperson or deputy chairperson. The right of appeal under subsection 6 remains unaffected.

(6) The Examining Board makes decisions regarding appeals against a decision made by the Examining Board. In accordance with subsection 5, this decision-making authority cannot be delegated 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 extracurricular examinations 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. 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 degree in university studies 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 used 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 these 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). The provisions of the Regulations for Part-Time Studies at the University of Potsdam, in their current version, apply to the determination of suitability for part-time studies.

(4) The respective subject- or degree-specific study and examination regulations can determine that 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 pro-

grams that are organized as extra-occupational further education. In such cases, the provisions of the Regulations for Part-Time Studies at the University of Potsdam do not apply.

§ 5 Modules and Degree Programs

(1) Modules are self-contained, testable units that summarize fields of content in a thematic, temporally bounded way. One module typically includes the content for a single semester or a 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. The dual-subject bachelor's degree programs typically include modules of 6, 9, 12, 15 or 18 credit points.

(2) The accomplishments contained in a module must be completed alongside university studies. Each module – insofar as it is not exclusively or overwhelmingly 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 in university studies, the modules are summarized in the subject- or degree-specific regulations 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),
- Types of teaching (including contact time in hours per week),
- Prerequisites for taking the module,
- Prerequisites for awarding credit points (supplementary exam work, form of the module exam, and the number and form(s) of partial module exams, 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).

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 recommended for degree programs that 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 which module descriptions are contained in a Faculty-wide, inter-subject 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 types of teaching include in particular:

(a) Lectures

Lectures serve to present larger contexts and to systematize theoretical knowledge. Lectures present limited fields of knowledge and draw on new research results in a clear manner.

(b) Seminars (S)

Seminars are courses with an advanced character. Students should be able, with guidance, to work independently and actively 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 supervised courses in which abilities and skills are further developed.

(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) The contents of a degree program must be selected and limited for full-time studies in such a way that a bachelor's or master's degree can be completed within the standard period of study. 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, for starting in either 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 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 two subjects.

§ 5a Attendance

(1) Study and Examination Regulations are categorically not allowed to stipulate regular participation or attendance requirements in courses (mandatory attendance) for the completion of a module or for admission to a (partial) module 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 (partial) module examination. These exceptions must be limited to the following teaching and learning formats:

- Language courses,
- Internships,
- Practical tutorials (e.g., laboratory tutorials, computer tutorials, sport exercises, practical music courses, blackboard tutorials),
- Excursions,
- Teaching / research projects or research-oriented seminars (seminars should as a rule have no more than 25 students; active participation by students and practice with scientific methods),
- Courses in which third parties are included (e.g., school children, pupils, or other third parties).

(3) These exceptions must be governed in the subject- or degree-specific Study and Examination Regulations as a supplementary examination. 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 do not apply for master's degree programs.

§ 6 Credit Points

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

(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 preparations 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 granted for one semester. For a part-time degree program, 15 credit points are typically granted for one semester.

(4) A scope of credit points can be allocated to individual academic achievements as part of modules; in this case, the credit points however are only awarded if the module is completed successfully.

(3) 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 approved by the University, is accompanied by coursework, and is completed with a certificate of performance.

§ 7 Examination Authority and Right to Examination

(1) Scholarly and artistic staff 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 is related to the subject in which the respective instructor at the University of Potsdam regularly holds a course that prepares students for the 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

A student is only entitled to a right of examination in 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 a

double standard period of study (examination deadline). For dual-degree bachelor's degree programs, students must document, by the end of the twelfth semester for each subject (examination deadline), the credit points required to complete their subject 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. To the extent that 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 their degree requirements for their program or subject within the examination deadline under subsection 2 or 3 are obligated to take part in a departmental consultation about their studies. This consultation is done by the chairperson or deputy chairperson of the Examining Board. The Examining Board can task University instructors in its remit under Section 2 subsection 1, who need not be members of the Examining Board, with the performance of these consultation meetings. If, despite this invitation, students do not take part in departmental advising, then their right to examination expires upon the expiration of the examination deadline, resulting in de-registration under Section 14 subsection 5 sentence 1 no. 2 of the Brandenburg Higher Education Act (BbgHG).

(5) The objective of the departmental consultation under subsection 4 is to conclude an agreement regarding the course of studies. The agreement regarding the course of studies obligates students to remedy missing study and examination credits within a period of two semesters. The agreement regarding the course of your studies must be signed by the chair of the Examining Board, or their authorized representative, or a University instructor commissioned by the Examining Board under subsection 4 sentence 3. The extension of the examination deadline under subsection 2 or 3, which is connected with the agreement regarding the course of the student's studies, can only be granted if it is conceivable that, within these two additional semesters, the student can successfully complete the examinations required for the degree program. If an assessment of these criteria determines that an extension must be denied, then the right to examination expires upon the expiration of the examination deadline under subsection 2 or 3, resulting in de-registration under Section 14 subsection 5 sentence

1 no. 2 of the Brandenburg Higher Education Act (BbgHG).

(6) An agreement regarding the course of studies under subsection 5 cannot be concluded if the student asserts, at latest during the consultation meeting under subsection 4, that the student is not responsible for non-compliance with the examination deadline under 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, or
- d) Times at which relatives, spouses, or life partners require care.

In such cases, the Examining Board extends the examination deadline under subsection 2 or 3, without concluding an agreement regarding the course of studies under subsection 5, in a manner appropriate to the respective hardship case. 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. Upon expiration of an examination deadline extension due to a hardship case, subsections 4 to 5 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 expiration of the examination deadline, resulting in de-registration under Section 14 subsection 5 sentence 1 no. 2 of the Brandenburg Higher Education Act (BbgHG). This does not apply if the student misses the deadline due to no fault of their own and asserts a claim at latest by the beginning of the response period before the expiration of the extended examination deadline under subsection 5 with the chairperson of the Examining Board or their deputy. Failure to meet the deadline is considered to not be the student's fault if, during the extended examination period, 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) Times at which relatives, spouses, or life partners require care.

In such cases, the student may apply for a further reasonable extension of the examination deadline under subsection 5 and 2 or 3, depending on the respective hardship case. Sentence 1 applies without an extension.

(8) In the event of a retroactive lapse of a preliminary enrollment and the final rejection of enrollment in a master's degree program, academic work performed during the preliminary enrollment period in the master's degree program is considered incomplete.

§ 8 Evaluation of Performance – Objective and Definitions

(1) The process for evaluating performance documents achievements in examinations and coursework.

(2) Examination achievements are graded performances that apply to the overall grade for the degree program. All other achievements are coursework achievements. Examination achievements to be performed in an examination can, in accordance with these regulations and the respective discipline- or degree-specific regulations, be done in the form of oral examinations, tests, projects, written term papers, presentations and certificates. The minimum duration of oral examinations should be no less than 15 minutes per student. The duration of tests should be no less than 90 minutes. For a module (partial) examination, the module description in the module catalog of the discipline- or degree-specific regulations may specify a maximum of three different examination modalities. Within a single semester, all candidates must be tested using the same examination modality. Notification of the examination modality should be given by the beginning of the lecture period at the latest.

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

(4) The discipline- or degree-specific regulations can specify individual coursework achievements 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 ("supplementary exam achievements"). Insofar as the discipline- or degree-specific regulations do not specify otherwise, supplementary exam achievements are only a requirement for completing the module.

(5) The Office of Student Affairs in these regulations is the central Office of Student Affairs at the University of Potsdam. For continuing education programs or cooperative degree programs, the dis-

cipline- or degree-specific regulations can name another office to which the duties of the Office of Student Affairs are transferred.

§ 9 Participation in the Evaluation of Performance

(1) Courses must be booked. Booking denotes the student's intent to participate in the course.

(2) Taking examinations and completing supplementary exam achievements presupposes proper registration, in terms of form and punctuality, by the student, and admission by the instructor, in the case of subsection 5, or by the module commissioner in the case of subsection 4. Admission decisions must be issued within one week after the end of the registration period to the student.

(3) Booking and registration are done by means of the campus management system, insofar as this is available for the respective degree program or discipline; otherwise, booking and registration must be done in writing.

(4) For module examinations that are not directly assigned to a specific course, the module commissioner determines the examination date at least six weeks before the examination. Registration under subsection 2 is done at the latest by the eighth calendar day before the examination date. Later registration is prohibited (cutoff deadline). A successful registration can be canceled up to the expiration of the deadline under sentence 2. The form of the cancellation must correspond to the form of the registration. After the cancellation of the registration, a new registration and admission are required in order to be able to participate in the grading process; however, any supplementary exam achievements already completed remain valid. The module commissioner determines the registration deadlines for term papers.

(5) For course-related grading, registration is done in accordance with subsection 2 by booking the relevant course. Registration outside of the period for booking and registration is prohibited (cutoff deadline). The registration can be canceled within a deadline period (cancellation deadline). The form of the cancellation must correspond to the form of the registration. Cancellation cannot be done after an examination has been taken. After the cancellation of the registration, new and timely registration and admission are required in order to be able to participate in the grading process; however, any supplementary exam achievements already completed remain valid. For blocked courses, the instructor can set other deadlines for booking and cancellation.

(6) The period of time for timely booking/registration (booking and registration period) and the cancellation period 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 rules for students who are only able to enroll in the moving-up procedure or who are only able to enroll after the expiration of the general enrollment deadline due to reasons beyond their control.

(7) For part-time degree programs, the discipline- and degree-specific rules and regulations can provide other deadlines for booking, registration and cancellation, insofar as there are special reasons to do so.

§ 10 Schedule 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 possible to repeat individual examination performances 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 examination performances or supplementary exam achievements should be evaluated within one month. The evaluation of oral examinations or supplementary exam achievements must be shared with the student directly after the examination. (3) The evaluation results of the examination performances or supplementary exam achievements must be entered into the campus management system in an immediate and binding way after the conclusion of the examination procedure, insofar as this is available for the respective degree program or discipline. If the campus management system is not available, then the result must be communicated immediately and in writing to the Office of Student Affairs.

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

§ 11 Grading and Evaluation

(1) Supplementary exam achievements are not graded; they are evaluated as "passed" or "not passed."

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

1 = very good (an outstanding performance)

- 2 = good (an achievement that exceeds average requirements)
- 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 problems, 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 for candidates taking the exam 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 earned above and beyond the minimum point count under sentence 1. Sentence 1 applies to the passing of supplementary examination work that is 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, whereby "A" is a 1.0, "D" is a 4.0, and "F" is a 5.0.

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

(7) An examination achievement is considered not passed if the last attempt at a repeated examination (Section 13 subsection 2) results in a grade of at least "sufficient" (5.0). Insofar as the discipline- or degree-specific regulations do not provide for evaluation by two persons authorized to administer examinations, the last attempt to repeat an examination must always be evaluated by two persons authorized to administer examinations.

(8) For a non-oral 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 done by a person author-

ized to administer examinations who is named by the Examining Board.

(9) Insofar as these regulations, or the discipline- or degree-specific regulations, do not provide for the evaluation by at least two persons authorized to administer examinations, an oral examination must be evaluated by an examiner, typically in the presence of an informed assessor, in accordance with Section 6 subsection 9 of the University Examination Ordinance of the state of Brandenburg (HSPV).

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

1. The mathematical average of the individual grades is cut off at the first decimal point after the period, without rounding.
2. If the value determined in 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 lies closest to the value. If the value is equally distant from two grades on the scale, then the better grade is awarded.

§ 12 Completion of 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 mathematical average of the sub-examination grades, which are weighted with credit points, whereby sub-examinations that are 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 discipline- 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 discipline- or degree-specific regulations or the discipline- or degree-specific regulations for completing the degree program are successfully completed and the final thesis is given a passing grade. If the student does not pass a module examination in a mandatory module, or does not receive a passing grade on the final thesis, then the examination for the entire degree program is considered failed. If the student does not pass a module examination in an elective

module, then another elective module can be chosen within the degree program. If the student does not pass the module examination in this elective module, then yet another elective module can be chosen within the degree program. If the student does not pass the module examination in this elective module, then the examination for the entire degree program is considered failed. The examination for the entire degree program is also considered failed if, after failing an elective module, there are no other elective modules to take.

(3) The final failure of the examination for the entire degree program is determined immediately by the Office of Student Affairs, which sends a notice to the student. The Office of Student Affairs makes decisions about appeals against this notice.

§ 13 Taking Examinations Again, Free Attempts, and Grade Improvements

(1) Examination not passed in the first semester 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 discipline- or degree-specific regulations), examinations that are failed can be repeated twice. If the examination component is part of a module examination that was not passed overall, then the examination component can be repeated as a single sub-examination.

(3) For all suitable disciplines, the discipline- 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 (a 'free attempt'). Subsection 1 remains unaffected thereby. Per discipline, a maximum of two modules may be allowed each to a bachelor's program and a master's program. The utilization of a free attempt must be reported at the latest within 14 calendar days after the announcement of the examination results, expressly stated in writing, or – insofar as this is possible – via the campus management system, to the Office of Student Affairs; this also applies if the examination was passed. Only one free attempt can be used per module.

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

(5) The repetition of a failed examination component should be done at latest within the examination schedule of the next semester in which a complete repetition of the module is possible. Repeat exami-

nations 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 discipline- or degree-specific regulations do not specify otherwise, the repetition of examinations that are immediately connected to a specific course does not require taking the course, nor participating in the affiliated course.

§ 14 Delays

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

- a) Does not take an examination,
- b) Breaks off their participation in the examination, or
- c) Does not provide a written examination within the stipulated processing times.

(2) The good cause specified for the failure, cancellation or exceedance of the processing time must be reported plausibly and in writing immediately to the examiner upon the occurrence of the event.

(3) In the event of illness, a medical certificate must be submitted to the Office of Student Affairs within seven calendar days of the beginning of the illness. If the medical certificate is sent by the postal service to the University of Potsdam, then it must be sent within the period specified in sentence 1; the date of the postage stamp applies. The medical certificate must specifically and clearly indicate an inability to take an examination. The Office of Student Affairs determines whether the medical certificate was submitted within the proper time period, and shares its determination with the examiner. For an examination that is not taken (subsection 1 letter a) or breaking off participation (subsection 1 letter b), 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 during this time in an examination, then the medical certificate also loses its validity afterwards. If the student is not able to comply with the deadline under sentence 1, for reasons beyond their control, then the medical certificate must be submitted immediately upon the lapse of this reason; 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 delay, then a new appointment shall be made immediately, or the processing time extended. Participation for the new appointment requires new registration and admission to the examination.

§ 15 Reconciliation of Disadvantage

(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 study and examination achievements within the scheduled 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 period of time or in another form.

(2) If compliance with the deadlines for the first registration for examinations or supplementary exam work, the repetition of examinations or supplementary exam work, the assertion of reasons for delaying examinations or supplementary exam work, or compliance with deadlines for examination achievements are affected, then the student's obligation to care for a near 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 subsection 2 and Section 6 subsection 1 of the Maternity Protection Act (*Mutterschutzgesetz*, or *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*, or *BEEG*).

(4) Upon application to the Examining Board, students

- a) who live with a child for whose welfare they are responsible and who lives in the same household, or
- b) who are athletes in the A, B or C national squads (elite athletes)

are authorized to complete individual examination achievements and supplemental exam work after expiration of the deadlines specified in these regulations or in the discipline- or degree-specific regulations. The same applies to the deadlines and processing times for completing examination achievements and supplemental exam work, as well as for repeated examinations. Deadlines are typically initially extended by up to two semesters, and processing times are extended by one-third of the entire processing time provided. This authorization expires with the conclusion of a semester in which the requirements named under a) and b) lapse.

(5) Upon application to the Examining Board, participation in statutory bodies and committees of the University of Potsdam, as well as in statutory or-

ganizations of student self-administration at the University of Potsdam, must be taken into account in a reasonable manner. Examination achievements and supplemental exam work can be completed for this reason after the expiration of the deadlines specified in these regulations or in the discipline- or degree-specific regulations. The deadlines can be extended by a maximum of two semesters for this reason.

(6) The Examining Board, upon application by a student, works together with the student and the examiner regarding case-by-case rulings and the performance of equivalent study and examination achievements in a form different than those cases governed by subsections 1 through 5.

§ 16 Recognition and Consideration of Achievements

(1) In the interest of students and to promote mobility, the University of Potsdam follows a generous policy of recognition in the context of Section 24 of the Brandenburg Higher Education Act (*BbgHG*).

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

(3) When taking up or continuing a degree program, or when changing degree programs, the achievements of previous university studies must be recognized insofar as the competences gained in earlier studies are not essentially different from the corresponding degree program or discipline 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. An essential criterion for recognition is the requirements and qualification objectives of subsequent university studies. 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 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 according to the other institution's requirements, insofar as the applicable faculty at the University relinquishes its claim to proof due to an agreement with the other institution of higher education.

(4) Subsection 3 also applies to study and examination achievements completed at institutions of higher education abroad. When recognizing periods of study, study achievements 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 discipline- 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 grade scale used in these regulations, then this grade is transferred. Grades from other scales will be converted. Credit points from other point systems will be converted as specified in subsection 6. Such conversions shall be determined by the Examining Board. For ungraded achievements, a grade must be specified if the relevant discipline- or degree-specific study and examination regulations at the University of Potsdam require a grade.

(8) It is not possible to recognize and apply one and the same achievement to multiple modules or achievement requirements (examinations and supplementary exam achievements). For partial achievements, individual achievements can be assigned to different modules or achievements.

(9) If the discipline- or degree-specific regulations require mandatory or recommended stays abroad, then a Learning Agreement is typically concluded between the student and the Examining Board that bears responsibility to do so under subsection 2. When crafting a Learning Agreement, it is crucial that the anticipated learning results and competences largely agree.

(10) Skills and abilities attained outside of the higher education system shall be applied to university studies at up to 50 percent if they are equivalent in

content and level of the university study component that they are meant to replace.

(11) A decision not to recognize an achievement must be substantiated 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 Cheating, Scientific Misconduct

(1) If a candidate attempts to influence the outcome of his or her examination achievements by means of cheating or the use of aids that are not permitted, then the resulting examination achievement shall 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 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 consulting with the candidate.

(2) A candidate who severely disrupts the orderly conduct of an examination or other means of measuring achievement can be excluded from continued participation in the current step of achievement measurement by the instructor or proctor; in this case, the affected examination achievement is graded as “insufficient” (5.0).

(3) If a candidate submits written work, during the completion of which he or she has engaged in scholarly misconduct, then the following procedure is followed:

1. The relevant work is given a grade of “insufficient” (5.0).
2. The affected instructor informs the chairperson of the Examining Board and can reject the submission of additional work by the same candidate.
3. The work graded as “insufficient” (5.0) is marked in the campus management system with a note indicating scholarly misconduct.
4. If this scholarly misconduct is repeated, or in cases of serious and deliberate scholarly misconduct, the Examining Board can prohibit the affected candidate from completing further examinations. This decision-making authority cannot be transferred to the chairperson of the Examining Board. The Examining Board makes its decision after consulting with the candidate. A series case of deliberate scholarly misconduct exists in particular if
 - a) more than half of the work is based on plagiarism or other scholarly misconduct,

- b) the candidate attempts to obstruct, by means of dishonest behavior, the explanation of the scholarly misconduct,
 - c) the scholarly misconduct causes a disadvantage to another student in the submission of their own work,
 - d) the scholarly 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 Scholarly Misconduct in accordance with the guidelines enumerated in "Self-Monitoring in the Sciences - Rules for Ensuring Good Scientific Practices at the University of Potsdam." Section II, no. 2.1 and no 2.3. Subsections 1 and 2 a) through e) of the "Self-Monitoring in the Sciences - Rules for Ensuring Good Scientific Practices at the University of Potsdam" guidelines also apply. The results of the investigation will be submitted to the Examining Board with a recommendation and further consideration.
6. Depending upon the severity of the infraction, the Examining Board can impose further sanctions, up to the declaration that the examination achievement was not passed.

(4) To be able to investigate suspected scholarly misconduct, examiners are authorized to request that examination achievements completed by students without the supervision of a proctor be submitted in electronic form. Examiner are authorized to use software programs that detect scholarly misconduct.

(5) Students must be informed immediately and in writing about decisions made under subsection 3, including an explanation and information on legal remedies available.

(6) Details are specified in the current version of the guidelines for ensuring good scientific practices for students at the University of Potsdam (plagiarism guidelines).

(7) If it subsequently comes to light that a written achievement relevant to examinations was completed with scholarly misconduct, then the previous examination decision can be revoked and the measures named in subsection 3 can be implemented. The examination decision cannot be revoked if this decision was made more than five years ago. The provisions of Section 21 remain unaffected.

§ 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"

In addition to the overall grade in subsection 1, a relative grade (ECTS grade) is awarded. The following correlation must be made:

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

of the reference group. When creating the foundation for calculating the relative grade, aside from the class year, at least two and no more than five immediately preceding class years must be included to form a cohort (reference group). The reference group must include at least 10 students. The current class year 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 subsequent class years, then the reference group can be formed in accordance with the disciplinary structure of the Federal Statistics Office, also in a way that applies across degree programs. 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 Records, Documents, Certificates

(1) If a student has completed the required credit points in all partial fields required for graduation, and if all of the graduation requirements enumerated in these regulations and in the discipline- or degree-specific regulations are fulfilled, then the

student graduates without a special application. In this case, students shall be issued:

- a) A certificate in German conferring the respective academic degree,
- b) A transcript in German and an English translation, as well as
- c) A diploma supplement in German and an English translation.

(2) The certificate in German conferring the respective academic degree must show the degree program and the overall grade. The date of graduation is the date on which the last substantial examination achievement or supplemental exam achievement required for graduation was graded. The certificate is signed by the chairperson of the Examining Board and the dean responsible for the degree program. The certificate bears the seal of the University of Potsdam.

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

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

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

(6) For dual-subject bachelor degree programs, the signatures are done as described under subsections 2 to 4, as well as the signature of the diploma supplement, by the chairperson of the Examining Board and 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 certificate that includes the study and examination achievements completed, as well as the number of attempted examinations for examination achievements not passed. If a student fails the examination requirements for the entire degree program, then, upon application with the decision regarding final failure under Section 12 subsection 3, a certificate is issued under sentence 1 that also states that the examination requirements for the entire degree program were failed.

§ 20 Retention and Viewing of Examination Files

(1) Documents from the performance assessment 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 issued to the students 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 ends typically 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 assessment reports. The application must be submitted to the Office of Student Affairs 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 a transcript, 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 cancellation of graduation.

(2) If the requirements for participating in the performance assessment 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 a transcript, then this mistake is remedied by the adjustment of credit points. If the candidate intentionally engaged in deception to participate in the examination achievement, 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 transcript and the incorrect diploma supplement must be collected and re-issued if

necessary. The graduation certificate must be collected along with the incorrect transcript 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 retraction of an academic degree remain unaffected.

III. Special Regulations 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 Brandenburg Higher Education Act (BbgHG). Admission to restricted-admission bachelor's degree programs and disciplines is governed by the rules and regulations for the admission to university studies in restricted-admission standard 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 Master's Degree Programs

(1) Bachelor's degrees are offered at the University of Potsdam as a single- or dual-subject course of studies. The standard period of study for a full-time, single-subject degree program is six, seven or eight semesters (180, 210 or 240 CP), and for a full-time dual-subject degree program, six semesters (180 CP), each including time for the preparation of a bachelor's thesis. The discipline- or degree-specific regulations govern the details of a degree program's standard period of study. The discipline- or degree-specific regulations must extend the standard period of study for part-time degree programs. 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 discipline- 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 offer periods of time for stays at universities abroad and internships, without loss of time (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 CP
Second subject:	60 CP
Key competences (Section 23):	30 CP
Total:	180 CP

§ 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 discipline- 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. 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 in the discipline- or degree-specific regulations, and for dual-subject degree programs by the regulations for the first subject. The basic minimum of competences to be taught are listed in Appendix 3 of these regulations; the discipline- or degree-specific regulations can add additional competences. Up to 6 credit points can be awarded for ungraded practical sections of study. Basic academic competences must be organized as follows in the discipline- 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 teaching of 18 credit points of profession-specific key competences (subsection 2 no. 2) is governed in the discipline- or degree-specific regu-

lations, and for dual-subject degree programs by the regulations for the first subject.

(6) Insofar and to the extent that the discipline- 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 are governed by the provisions of these regulations. These regulations are supplemented by module descriptions (“Module catalog for profession-specific key competences”) that are determined in an independent statute by the Senate of the University of Potsdam. The design of modules and 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 discipline- or degree-specific regulations and the “Module catalog for profession-specific key competences” can be combined freely insofar as the discipline- or degree-specific regulations do not specify any restrictions.

(8) Insofar and to the extent that the discipline- 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 studies.

§ 24 Objectives of Key Competences

(1) Key competences include the acquisition of

- interdisciplinary skills, abilities and capabilities with direct benefit for various professional fields as well as university studies,
- methods and strategies of interdisciplinary and problem-solving-oriented thinking and working,
- knowledge related to your professional field, and
- the ability to orient oneself in social situations and to participate in an appropriate way,

in order to facilitate better access to the professional fields associated with a graduate’s 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 determined by multiplying all of the module grades by their respective number of credit points, then dividing by the number of credit points. Only the first digit after the decimal point is taken into account in the formation of the grade; all other

points behind the decimal point are deleted without rounding.

§ 25 Studiumplus Curriculum Committee

(1) The The Studiumplus Curriculum Committee was 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 regarding 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 resolutions. Assigned decisions are presented to the Studiumplus Curriculum Committee for a decision upon an application by the person affected.

(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 Committee members continue to serve on the Committee after the expiration of their term of office until their successor has assumed their position. The Faculty Council can appoint a new Curriculum Committee with the majority of its members before the expiration of the term of office.

(5) Decisions are made with a simply majority. In the event of a tie, the chairperson casts the deciding vote. The Committee has a quorum of more than half of its members, with the chairperson and/or deputy chairperson. Meeting minutes must be kept for Board meetings. 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) The 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 method of assessing performance and the final project for a degree program. The thesis is typically completed in the last semester of the bachelor's degree program. It is typically written in the course of university studies. The thesis should demonstrate that the candidate is able, within a limited time, to work on a problem from their discipline, 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 from 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 discipline- 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 oriented towards the regulations of the first subject chosen by the student.

(3) The bachelor'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 discipline- or degree-specific study and examination regulations govern the point in time as of which the topic of the bachelor's thesis is assigned; when assigning the topic, however, considerations must at least include the successful conclusion of study and examination achievements in a scope of at least 75 percent of the total number of credit points to be completed in the degree program, minus the credit points for the final thesis and the oral defense if necessary. 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 work time is fully utilized (subsection 5), can be evaluated by the end of the last semester of study. The topic assigned by the supervisor is is-

sued via the chairperson of the Examining Board immediately to the candidate. Assignment can only be done 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 Office of Student Affairs. 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 work time for a bachelor's thesis begins with the registration of the topic with the Office of Student Affairs in accordance with subsection 4. The work time is oriented to the credit points awarded for the thesis in the discipline- or degree-specific regulations: The time allowed for the preparation 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 preparation of the bachelor's thesis is not taking place at the same time that courses are being taken ("bloc processing"). In this case, the time allowed for the preparation 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 to be concluded in a timely manner with submission to the Office of Student Affairs or at a University post office before expiration of the work deadline. If the thesis is submitted via post to the University of Potsdam, then it is considered to be concluded in a timely manner if it was sent within the work deadline; the date of the postal stamp applies. The thesis may be submitted at the earliest after one third of the work time has elapsed; when the thesis is submitted early, the deadline for grading only begins when the first third of the work time has expired.

(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 aids 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 long for a thesis earning 6 credit points, 25 pages for 9 credit points, or 30 pages for 12 credit points. At the conclusion of the thesis, the candidate must affirm that the candidate composed the thesis independently and did not use any sources or aids 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 substantial reason for missing the deadline, the chairperson of the Examining Board can, after consultation with the supervisor before the expiration of the work deadline under subsection 5, grant a deadline extension of up to one month ; the reason for which the work deadline extension is granted must be reported immediately and in writing to the examiner and plausibly documented.

(8) The bachelor's thesis must be examined and graded by two examiners from the subject area related to the final thesis, whereby one of the examiners – usually the first examiner – must meet the requirements under Section 7 subsection 3 of the University Examination Ordinance of the state of Brandenburg (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 assignment of a new topic should be done no later than two months after the preliminary decision regarding the failure of the first thesis under subsection 8 sentence 4.

(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 work period for a work duration (subsection 5) of three or four-and-a-half months, or by the end of the second month of the work period for a work duration of six months. The deadlines for the work period, measured in days, for bloc processing, is 8 working days for a work period of 23 working days; 12 working days for a work period of 35 working days; and 16 working days for a work period of 45 working days. If a topic is returned, then the performance assessment ends without an evaluation, 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 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 discipline- 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 discipline- or degree-specific regulations specify another language. The thesis can also be composed in English upon the approval of the supervisor. If both examiners declare their consent, the Examining Board can also allow 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 degree 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 discipline- or degree-specific regulations can require special weighting for the bachelor's thesis, for individual modules, or for groups of modules. The overall average grade determined under sentence 1 is cut off at the first decimal place, without rounding.

(2) The grade for a subject in a dual-subject bachelor's degree 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 points behind the decimal point are deleted without rounding. The discipline- 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 degrees result 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 discipline- or degree-specific regulations can require special weighting for the bachelor's thesis, for individual modules, or for groups of modules. The overall average grade determined under sentence 1 is cut off at the first decimal place, without rounding.

(4) 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 Office of Student Affairs count towards the grade for the degree program or subject. The desig-

nation of elective modules that are meant for inclusion in the grading process must be submitted in writing at latest by the time at which the bachelor's thesis is submitted. This designation may only be done once. If this designation has not been done 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 elective credit points is reached. Section 12 subsection 2 remains unaffected by this provision. The other elective modules will not enter into the overall grade, but they will be listed in the transcript of records.

III. Special Regulations for Master's Degree Programs

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

Admission to restricted-admission master's degree programs and disciplines is governed by the General Admission Regulations for Master's Degree Programs not related to teacher education 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 Brandenburg Higher Education Act (BbgHG) in combination with the ZulO under sentence 1 and the discipline- and degree-specific admission regulations based thereon.

§ 28 Types of Master's Degree Programs

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

(2) The discipline- or degree-specific regulations must specify whether the degree program is consecutive (coterminous with a bachelor's degree program) 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 course of study. 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 discipline- or degree-specific regulations for the subject.

(2) The standard time for completing a master's degree program is two, three or four semesters (60, 90 or 120 CP), including the completion of a master's thesis. The overall standard time for full-time study in consecutive degree programs may not

exceed ten semesters. The discipline- or degree-specific regulations govern the details of a degree program's standard period of study. The discipline- or degree-specific regulations must extend the standard period of study for part-time degree programs.

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

(4) A 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 offer periods of time for stays at universities abroad and internships, without loss of time (mobility window).

§ 30 Master's Thesis

(1) The master's thesis is a method of assessing performance and is the final project for a degree program. The thesis is typically completed in the last semester of the master's degree program. The master's thesis must be prepared expressly for the relevant master's program and within the relevant degree program; recognition of a thesis completed previously elsewhere as a master's thesis is prohibited. The master's thesis should demonstrate that the candidate has acquired expanded and advanced competences in an advanced course of study, is capable of combining theory and empirical findings, can apply discipline-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 in the course of university studies. The subject of the master's thesis and the resulting research effort required must be oriented to the scope of 15, 18, 21, 24, 27 or 30 credit points, including the oral defense, as determined in the requirements of the relevant discipline- 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 discipline- or degree-specific study and examination regulations govern the point in time as of which the topic of the master's thesis is assigned; when assigning the topic, however, con-

siderations must at least include the successful conclusion of study and examination achievements in a scope of at least 75 percent of the total number of credit points to be completed in the degree program, minus the credit points for the final thesis and the oral defense if necessary. 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 work time is fully utilized (subsection 5), can be evaluated by the end of the last semester of study. The topic assigned by the supervisor is issued via the chairperson of the Examining Board immediately to the candidate. Assignment can only be done 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 Office of Student Affairs. 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 work time for a master's thesis begins with the registration of the topic with the Office of Student Affairs in accordance with subsection 4. The work time is oriented to the credit points awarded for the thesis in the discipline- or degree-specific regulations: The time allowed for the preparation of the master's thesis is calculated as follows: if the thesis counts for 15-21 credit points, four months are allowed, and 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 preparation of the master's thesis is not taking place at the same time that courses are being taken ("bloc processing"). In this case, the work time corresponds to the scope of the work, with 10 working days for every 3 credit points. The thesis is considered to be concluded in a timely manner with submission to the Office of Student Affairs or at a University post office before expiration of the work deadline. If the thesis is submitted via post to the University of Potsdam, then it is considered to be concluded in a timely manner if it was sent within the work deadline; the date of the postal stamp applies. The thesis may be submitted at the earliest after one third of the work time has elapsed; when the thesis is submitted early, the deadline for grading only begins when the first third of the work time has expired.

(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 aids 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 3 DIN

A4 pages per credit point. At the conclusion of the thesis, the candidate must affirm that the candidate composed the thesis independently and did not use any sources or aids 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 substantial reason for missing the deadline, the chairperson of the Examining Board can, after consultation with the supervisor before the expiration of the work deadline under subsection 5, grant a deadline extension of up to one month; the reason for which the work deadline extension is granted must be reported immediately and in writing to the examiner and plausibly documented.

(8) The master's thesis must be examined and graded by two examiners from the subject area related to the final thesis, whereby one of the examiners – usually the first examiner – must meet the requirements under Section 7 subsection 3 of the University Examination Ordinance of the state of Brandenburg (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 grades 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 work period for a work duration (subsection 5) of three or four months, or by the end of the second month of the work period for a work duration of six months. The deadlines for the work period, measured in days, for bloc processing, corresponds to the scope of work, with one working day for each credit point. If a topic is returned, then the performance assessment ends without an evaluation, 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 is comprised of the examiners and one assessor. The oral defense includes a 20-minute oral presentation and a 30-minute oral examination. If the oral defense receives a grade of "insufficient" (5.0), it can be repeated one time. The evaluation of the oral defense constitutes up to 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 open the oral defense to the public.

(12) The master's thesis must be composed in German, unless the discipline- or degree-specific regulations specify another language. The thesis can also be composed in English upon the approval of the supervisor. If both examiners declare their consent, the Examining Board can also allow 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) For part-time degree programs, the discipline-specific regulations should specify deadlines for the preparation of the master's thesis or the return of a thesis topic that are longer than those named in subsection 5 sentences 3 and 5, as well as subsection 10 sentences 2 and 3, insofar as this is appropriate for the overall structure of the degree program. The deadline extension should be oriented towards a semester workload in full-time studies (30 CP/semester) in proportion to the average semester workload for a part-time degree program (calculated in CP per semester on the basis of total workload and the standard time for completing a degree program). These deadlines may be extended to a maximum of double the time.

§ 31 Overall Grade for Master's Degrees

(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 discipline- or degree-specific regulations can require special weighting for the master's thesis, for individual modules, or for groups of modules. The overall average grade determined under 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 Office of Student Affairs count towards the grade for the degree program or subject. The designation of elective modules that are meant for inclusion in the grading process must be submitted in writing at latest by the time at which the master's thesis is submitted. This designation may only be done once. If this designation has not been done 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 elective credit points is reached. The other elective modules will not enter into the overall grade, but they will be listed in the transcript of records.

IV. Cooperative Programs of Study

§ 31a Cooperative Programs of Study

For cooperative programs of study, joint discipline- 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 Brandenburg Higher Education Act (BbgHG) and the University Examination Ordinance (HSPV).

V. Final Provisions

§ 32 Application, Expiration and Transitional Provisions

(1) These regulations take effect on the day of their publication in the Official Announcements of the University of Potsdam. At the same time, the General Regulations for Study and Examinations for Bachelor's and Master's Degrees (not for teachers in training) at the University of Potsdam (BAMA-O) of September 24, 2009 (Bulletin UP 2009 p. 160) last amended by the statute of October 20, 2010 (Bulletin UP 2011 p. 21) ceases to be in force. 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 applies until March 31, 2013. In the event that these regulations contradict the respective subject- or degree-specific regulations, or the previous BAMA-O, then, with effect as of April 1,

2013, the provisions of these regulations supersede those of the respective subject- or degree-specific regulations and the previous BAMA-O. Sections 1 to 5, Section 13 subsection 13, and Sections 23 to 32 of these regulations apply to students who are enrolled in or studying in a bachelor's or master's degree program, the discipline- or degree-specific regulations of which are not based on the point system under the framework regulations according to subsection 4, but only as of April 1, 2013, insofar as the discipline- or degree-specific regulations do not specify other provisions; Section 1 subsection 3 is to that extent not to be applied.

(4) These regulations do not apply to students who are studying in a bachelor's or master's degree program, the discipline- or degree-specific regulations of which are based on the point system under the framework regulations for bachelor's and master's degree programs at the University of Potsdam dated March 16, 2006 (Bulletin UP 2006 p. 22), last amended by the statute of September 24, 2009 (Bulletin UP 2009 p. 173).

(5) Amendments to the discipline- or degree-specific regulations of a bachelor's or master's degree program that must be decided by the Faculty Council after the enactment of these regulations must meet the provisions of these regulations, insofar as individual cases conflict with specific disciplines or degree programs or for reasons related to protection for reliance on existing law that cannot be rectified by transitional provisions. Section 1 subsection 4 must be applied. The above sentences also apply to regulations that are based upon the point system of the framework regulations, insofar as this system does not pose any compelling impediments.

(6) Irrespective of subsections 3 and 4, all discipline- or degree-specific regulations issued before the enactment of these regulations must be adjusted to the provisions of these regulations. Until they cease to apply, they shall continue to apply in all of

their particulars. Subsections 3 and 4 remain unaffected.

(7) The discipline- or degree-specific regulations issued on the basis of these regulations have transitional provisions that stipulate that previously issued discipline- or degree-specific regulations cease to apply after the expiration of a duration of time equal to twice the standard time for completing a degree program after the enactment of the respective new discipline- or degree-specific regulations. Students who are still studying under the previously approved discipline- or degree-specific regulations when the new discipline- or degree-specific regulations go into effect can apply to transfer into the new regulations within one year of the new discipline- or degree-specific regulations going into effect. Previously completed coursework is 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 into the new discipline- or degree-specific regulations.

Appendix 1: (to Section 5 subsection 2): Templates for Module Descriptions

Version 1

Name of module:		Number of credit points (CP):		
Module type (mandatory or elective):				
Content and Objectives of Module				
Module examination (number, form, scope):				
Independent study time (in hours):				
Courses (type of teaching)	Contact time (in semester hours)	Supplementary exam work (number, form, scope)		Course-related (partial) module examinations (number, form, scope)
		For completing the module	For admission to the module exam	
...				
...				
...				
Offered:				
Prerequisite for taking the module:				
Teaching unit(s):				

Version 2

Name of module:		Number of credit points (CP):			
Module type (mandatory or elective):					
Content and Objectives of Module					
(Partial) module examinations (number, form, scope, work required in CP):					
Courses (Types of teaching)	Contact time (in semester hours)	Supplementary exam work (number, form, scope)		Course-related (partial) module examinations (number, form, scope)	Total work required (in CP)
		For completing the module	For admission to the module exam		
...					
...					
...					
Offered:					
Prerequisite for taking the module:					
Teaching unit(s):					

Appendix 2: (to Section 5 subsection 4): Recommended distribution of credit points (CP) for dual-subject Bachelor's degree programs (full-time study)

Semester	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	Total
First subject	12	12	12	12	12	30	90 CP
Second subject	12	12	12	12	12	--	60 CP
Key Competences	6	6	6	6	6	--	30 CP
Total	30	30	30	30	30	30	180 CP

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

The modules for scholarly work and writing / scholarly practice aim primarily at the acquisition of methodological competences relevant to the discipline, thereby increasing the student's ability to study. These include in particular the fields of:

- Self reflection, analyzing one's own learning, individual study and planning strategies
- Developing scholarly issues
- Locating information and literature
- Reading and understanding scholarly texts
- Composing scholarly texts
- Preparing written work
- Preparing presentations
- Applying special presentation techniques
- Academic discourse and scholarly discussion, oral and written

These competences are taught in a cross-disciplinary manner.