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**Revised Examination Regulations of the Faculty of  
Mathematics, Informatics and Natural Sciences for Master  
of Science Degree Programs (MSc)**

**dated 11 April and 4 July 2012**

On 6 August 2012 in accordance with Section 108 subsection 1 of the Hamburg Higher Education Act (Hamburgisches Hochschulgesetz, HmbHG), the Executive University Board of Universität Hamburg ratified the examination regulations adopted by the Faculty of Mathematics, Informatics and Natural Sciences on 11 April 2012 in accordance with Section 91 subsection 2 no. 1 HmbHG dated 18 July 2001 (HmbGVBl. p. 171) as amended on 20 December 2011 (HmbGVBl. p. 550) for the Master of Science (MSc) degree programs in the Faculty of Mathematics, Informatics and Natural Sciences.

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## **Preamble**

These Examination Regulations govern the general structure and examination procedure for all Master of Science (MSc) consecutive degree programs in the Faculty of Mathematics, Informatics and Natural Sciences and is also supplemented by the subject-specific provisions for the individual degree programs.

## **Section 1**

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

(1) Master's degree programs are intended to provide solid specialist knowledge and enable students to acquire a qualification evincing in-depth competency of scholarly methodologies. The subject-specific provisions shall set forth the specific program objectives.

(2) Successfully passing the examinations established for a master's degree program is evidence of achieving the program objectives set forth in the respective subject-specific provisions.

(3) Successfully passing master's degree program examinations qualifies students for the award of the graduate academic degree, Master of Science (MSc).

(4) The Faculty of Mathematics, Informatics and Natural Sciences shall administer the various degree programs.

(5) The selection criteria and particular admission requirements for a master's degree program shall be governed in separate regulations and bylaws for the respective degree programs.

## **Section 2**

### **Regular period of study**

The regular period of study is four semesters, including all exams, the master's thesis, any internships, which may have been made part of the degree curriculum, and field trips. For students studying part-time, the regular period of study shall be increased by one semester for every two semesters of part-time study. The curriculum established in the subject-specific provisions and the organization of the examination procedure must be structured so that the master's degree program including all exams may be completed within the regular period of study.

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### **Section 3**

#### **Subject advising**

- (1) Subject advising is generally provided by instructors teaching in the degree program.
- (2) During the introductory phase, students must meet with a subject advisor from their chosen major.
- (3) If students have not taken all of their examinations, they must meet with a subject advisor before they exceed the regular period of study by two semesters pursuant to Section 2 herein. Students who do not meet with a subject advisor after exceeding the regular period of study will be withdrawn as a student pursuant to Section 42 subsection 2 no. 7 HmbHG.
- (4) The subject-specific provisions may prescribe subject advising at an earlier point in time if it is expected that a student will exceed the regular period of study.
- (5) Students must stipulate reasonable dates or deadlines in which to take all outstanding examinations together with a subject advisor; these shall be subject to approval by the examinations board. If examinations are not taken within the stipulated time frames, the student shall be considered to have conclusively failed the exams without prejudice to the provision set forth in Section 16 subsection 1 herein.

### **Section 4**

#### **Program and exam organization, modules, and ECTS credits**

- (1) The master's degree shall be a modular program: the number, scope, and content of the modules and any module prerequisites shall be set forth in the subject-specific provisions. Modules may be as follows: required modules, which are compulsory, required elective modules, which must be selected from a prescribed catalog of modules, and elective modules. Elective modules may be selected from all modules offered by Universität Hamburg, depending on the available space.
- (2) Modules are self-contained educational units, which are generally comprised of several correlated content-related courses. Modules are designed to convey a portion of the overall information established for the respective degree

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program. A module shall generally conclude with an examination (module examination). The workload (attendance, independent study, and examination preparation) for each module shall be accounted for in ECTS credits. As a general rule, 1 ECTS credit corresponds to 25–30 hours of work. A total of 120 ECTS credits inclusive of the master's thesis must be earned in order to complete a degree program. ECTS credits shall be earned upon successfully completing a module. The subject-specific provisions shall set forth the criteria, which must be satisfied for the successful completion of a module.

(3) The examination for the master's degree program is comprised of the master's thesis. The master's thesis is part of a final module, which may require additional examinations.

(4) Generally, the degree program must be commenced immediately upon admission.

(5) The degree program may be completed on a part-time basis. Students can apply to study part-time with Services for Students (SfS). The decision about whether to approve a part-time student enrollment application shall be made in accordance with the legal provisions set forth in Universität Hamburg's enrollment rules and regulations, as amended.

Part-time students must inform the academic office without undue delay of any changes to their student status (approval notice from Services for Students required). Part-time students must create an individualized study plan together with a subject advisor upon consultation with the examinations board.

## **Section 5**

### **Course types**

Course types include in particular:

1. Lectures for the detailed presentation of subject matter
2. Practical courses to illustrate and apply the lecture material
3. Introductory seminars / seminars for the independent conveyance and development of knowledge
4. Project and project studies to train problem awareness for subject-specific or experimental work by working on a project in a particular field.
5. Practical training to learn subject-specific knowledge, methods, and skills

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6. Internships
7. Field trips / field work

The subject-specific provisions may provide for other types of courses or combinations of course types. In justified cases, the subject-specific provisions may compel course attendance. However, there is no attendance requirement for lectures. The subject-specific provisions shall govern this in more detail. Students must register for courses in order to attend.

## **Section 6**

### **Limiting attendance for specific courses**

The number of participants for a module or specific courses may be limited, provided that this is required for proper implementation. Any limitation must set forth the criteria for the selection of the participants and must be published in an appropriate manner.

## **Section 7**

### **Examinations board**

(1) Examinations boards shall be created for the organization of examinations and compliance with the provisions hereof as well as the additional duties established by means of these Examination Regulations. An examinations board shall be comprised of three members, who must be university teachers or lecturers who have completed a *Habilitation* (postdoctoral qualification), a member of the academic faculty, and a student. Moreover, a member of the staff from the academic office, as a rule the degree program coordinator, attends meetings and has an advisory vote.

(2) The members of an examinations board and their substitutes shall be elected by the competent faculty body upon nomination by the respective group. The term of office for members and their substitutes shall be for two years, except for the student member whose term shall be for one year. Members may be reelected. If a member should prematurely retire, a successor shall be elected for the remaining term of office. The examinations board shall elect a chair and vice chair from the group of university teachers and lecturers sitting on the board.

(3) Meetings of the examinations board shall not be open to the public. The board shall constitute a quorum when at least three members are present, of which the chair or vice chair and another member from the group of university teachers and lecturers are present. In case of a tie vote, the chair shall have the

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deciding vote. Student members shall not be permitted to take part in giving credit for completed coursework and examinations. Decisions made by the examinations board must be documented.

(4) The examinations board may delegate duties to the academic office with respect to the preparation and implementation of its decisions and the organizational execution of examinations. The chair of the examinations board shall have the same delegation authority.

(5) In cooperation with the office of the dean, the examinations board must warrant that coursework and examinations can be completed within the time period set forth in these Regulations. Furthermore, the examinations board must ensure that module examination dates are set and publicized well in advance.

(6) Members of an examinations board shall have the right to attend examinations. This right, however, does not extend to decisions about grades or to the disclosure of grades.

(7) Members of the examinations board and their substitutes are subject to an official duty of confidentiality. If a board member is not a public employee, then the chair must obligate that member to confidentiality.

(8) Onerous decisions made by the examinations board must be provided to students without undue delay, stating the reasons and legal basis therefor in writing.

Administrative notices of decision must contain information about the legal rights and remedies available to the persons affected.

(9) The examinations board may publicize rules, dates, and other decisions that the board has been charged with deciding pursuant to these Regulations by posting a notice in the examinations office, on the Internet, or in any other reasonably suitable manner—especially the publication of registration and examination dates as well as examination results. These shall have binding effect and be in accordance with data protection and privacy regulations.

## **Section 8**

### **Credit for periods of study, completed coursework, and examinations**

(1) Periods of study, completed coursework, examinations, and internships or vocational studies integrated into the degree program completed at a university, equivalent higher education institution, state-accredited distance

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learning program, other education institution, especially in programs at state or state-accredited vocational academies, and universities of applied sciences shall be recognized upon application by the student, provided that there is no material difference between the skills and knowledge learned and the skills and knowledge needed to be learned at the admitting higher education institution. Conditional recognition is also possible.

(2) For the recognition of periods of study and completed coursework and examinations that were completed outside of the Federal Republic of Germany, equivalency agreements that have been approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference as well as arrangements between Universität Hamburg and another higher education institution participating in a degree program within the scope of university partnerships or cooperation agreements must be observed.

(3) Skills and knowledge acquired by means other than university study, yet equivalent and required to successfully complete a degree program shall be recognized up to one-half of the total credit value required to fulfill coursework and examination requirements.

(4) If examinations are accepted for credit, then grades shall be adopted and taken into account for the final grade, provided that the grading systems are comparable. If the grading systems are not comparable, then successful examinations shall be reported as "pass."

(5) The chair of the examinations board shall decide on credit in accordance with subsections 1 through 3 upon submission of a student application therefor. The requisite supporting documents must be enclosed with the application for credit.

## **Section 9**

### **Admission to module examinations**

(1) In order to be able to take module examinations, students must properly register for exams (academic office). Registration for a module examination shall become binding once the registration deadline expires. The academic office shall announce registration times and procedures in an appropriate manner. The examinations board may make admission to a repeat examination contingent on the student meeting with a subject advisor. Upon a student request in justified exceptional cases, the examinations board may set up a different type of examination.

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(2) If subject-specific provisions require compulsory attendance in courses (see Section 5 sentence 4), then regular attendance of module courses may be prerequisite for admission to a module examination. In general, regular attendance shall mean not missing more than 15% of the classes for courses in a module. If absence is excused, students may be conditionally allowed to take an exam. Excused absences must be substantiated.

Any requisite conditions shall be set by the course instructor whose courses have been missed and must be appropriate to document how a student caught up on subject matter that was missed. The subject-specific provisions may govern this in more detail. Compulsory attendance does not apply to admission to repeat examinations.

(3) In order to register for a module examination, students must generally be enrolled in the respective degree program. Enrollment also applies to taking courses in elective and required elective modules offered by other disciplines.

(4) Admission to an examination may be denied if

1. The conditions set forth in subsection 1 have not been satisfied;
2. The prerequisites set forth in subsection 2 have not been satisfied or the conditions set forth in subsection 2 have not been satisfied;
3. The prerequisites set forth in subsection 3 have not been satisfied;
4. The admission requirements for the module are not satisfied; or
5. The coursework required in the subject-specific provisions has not been completed.

Sentence 1 no. 4 shall not apply if the examinee has taken all examinations for the previous modules but not all of the exams have been graded. In such cases the examinee may be admitted to the subsequent examination.

(5) A student must be notified without undue delay if not admitted to an examination.

## **Section 10**

### **Retaking module examinations**

(1) For each module examination, there are generally two possibilities for examination at the end of the course. Students may only retake module or course examinations that they did not pass. Examinations should be taken at the earliest possible date concurrent with studies.



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(2) Notwithstanding the provisions set forth in Section 3 subsection 5, module examinations may be repeated twice.

(3) If for organizational reasons an elective or required elective module is not offered for a second time, the examinations board shall grant students who have already attempted at least once to pass an examination in such a module two additional examination attempts in another discipline-related module.

(4) Elective and required elective modules may be changed to the extent no deadline pursuant to Section 3 subsection 5 has been set.

## **Section 11**

### **Compensation for disadvantages for students who have a disability or are chronically ill**

(1) Upon a written application therefor, the chair of the examinations board may implement reasonable compensation for disadvantages for a student if the student substantiates that he or she is to any extent unable to complete an examination under prescribed conditions or within the time periods set forth in these Regulations on account of a disability or persistent severe or chronic affliction. Such suitable measures could include altering the external examination conditions, extending the time to complete the examination, or accepting equivalent examination performance. This shall also apply to coursework.

(2) The representative for staff and students with disabilities or chronic diseases must be consulted pursuant to Section 88 subsection 3 HmbHG if the chair of the examinations board must render a decision pursuant to subsection 1 herein.

(3) The student must set forth the reasons for any requested compensation for disadvantages. The submission of appropriate proof may be requested in order to substantiate the legitimacy of any such requests.

## **Section 12**

### **Examiners**

(1) The examinations board shall appoint examiners pursuant to the provisions of HmbHG as amended.

(2) The course instructors for the respective module shall generally be the

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examiners for the module examinations. The examinations board shall decide on exceptions to this rule. If there is one examination and several instructors, the examinations board may appoint an instructor to be responsible for the examination.

- (3) Non-University personnel may be appointed as examiners.

### **Section 13**

#### **Completed coursework and module examinations**

(1) The module description may provide for the completion of coursework. Completed coursework may be graded. The subject-specific provisions may provide that coursework must be successfully completed prior to students being allowed to take a module examination.

(2) In accordance with module descriptions, module examinations shall be given at the scheduled times in the form specified by the examiners. The subject-specific provisions may prescribe module prerequisites for the module examinations.

(3) Module examinations may be implemented as a general examination (module final examination) or as course examinations. The ECTS credits for a module shall be earned after either all course examinations or the module final examination have been passed. In exceptional cases, the subject-specific provisions may prescribe that not all course examinations must be passed or that there will be one comprehensive module examination.

(4) The subject-specific provisions may set forth the following types of examination for module examinations:

a) **Written examinations**

A written examination is supervised and specifies tasks that must be completed independently in writing using only approved resources. The duration of written examinations must be at least 45 minutes and no more than 180 minutes long. Selecting answers from a list of choices (multiple choice) may also be given as a written examination.

b) **Oral examinations**

An oral examination is an examination in which students should demonstrate verbally that they have mastered the subject matter being tested. Oral examinations may be conducted individually or in groups. The duration of the examination for each examinee must be at least 15 minutes and no more than 45 minutes long.

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Students may recommend subject matter for oral examinations. Oral examinations shall be given by an examiner in the presence of an assistant examiner who must have at least the qualification being examined or such equivalent. The essential subject matter and results of the oral examination must be documented. The record must be subscribed by the examiner and assistant examiner and placed in the student's examination file. University members—especially students in the same degree program—must be allowed to attend oral examinations as an audience, unless the examinee requests that the public be excluded. This right, however, does not extend to decisions about grades or to the disclosure of grades.

c) Term papers

A term paper is a lengthy essay written about an assigned topic that was discussed within the scope of the respective module.

d) Presentations

A presentation is an oral lecture on an assigned topic. A written report of the oral presentation may also be required.

e) Field experiments

Field experiments shall be considered successfully completed once students have conducted the experimental work assigned by the responsible instructor and substantiated their findings in experiment colloquia or written reports. Deadlines for written reports shall be set before the beginning of the course.

f) Projects

Projects shall be considered successfully completed when solutions to the selected topic are presented in an oral presentation and/or a written final project report.

g) Completing practical courses

Practical courses require continual active student participation. Written reports or other individual practical exercises may be used for practical courses.

h) Field trips and internships

Field trips and internships shall be considered successfully completed once a report has been prepared covering the objectives and findings. The subject-specific provisions may specify other types of examinations.

(5) The subject-specific provisions may prescribe that in appropriate cases examinations may be administered with the support of electronic media and electronic documentation. The subject-specific provisions may specify other types of examinations.

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(6) If the subject-specific provisions provide for alternative types of examinations for a module and these have not yet been specified in a module handbook, then the respective type of examination must generally be announced before course registration. This shall not be required if, in the exceptional case, the choice of the type of examination is the responsibility of the student. If the type of examination will be announced at a later stage, the examiners must ensure that all students enrolled in the course are able to attend the examination on the dates scheduled. The same shall apply to the alternatives or optional portions of the individual examination types set forth in subsection 4. As a rule, examinations are given in either the German or English language. The subject-specific provisions shall govern this in more detail.

## **Section 14**

### **Master's thesis**

(1) The master's thesis is a demonstration of the candidate's ability to independently address a problem from the respective field of study in accordance with academic methods within a set period of time.

(2) Upon submitting the commencement request, the candidate may suggest topics and a supervisor. The supervisor recommendation shall be honored to the extent tenable and possible. The examinations board shall procure a supervisor upon request.

(3) The supervisor shall assign the thesis topic to the student. The date of the assignment, topic, and names of both examiners shall be recorded in the student's graduate file. An assigned topic may be justifiably rejected only once after it has been assigned, and this must be done within the first four weeks. Upon a student's reasoned request, the supervisor may withdraw the topic of the master's thesis. In cases of doubt, the chair of the examinations board shall render a decision on the matter. A new topic must be assigned without undue delay and no later than four weeks thereafter.

(4) The master's thesis shall be written in either German or English. The subject-specific provisions shall govern this in more detail.

(5) The subject-specific provisions shall specify the time allowed to complete the master's thesis within a range of 15 to 30 ECTS credits. The supervisor must limit the topic, issue, and scope so that treatment of the topic may be completed within the prescribed period. The chair of the examinations board may

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approve an extension of time to complete the thesis upon submission of a reasoned application prior to expiration of the deadline for completion. A condition for any extension of time is that the reasons for the extension must not be attributable to the candidate and that they were communicated without undue delay. Candidates must comprehensively explain and substantiate the reasons for any requested extension. As a rule, all extensions together may not exceed more than half of the originally prescribed time for completion of the thesis.

(6) Three hard copies of the master's thesis must be submitted to the academic office by the deadline together with an electronic copy on an appropriate storage medium. If mailed to the academic office, the postmark shall apply as the date of submission. The examinee has the burden of verifying that the master's thesis was submitted. The date of submission shall be recorded in the student's file. Upon submission of the thesis, the candidate must affirm in writing that he or she independently wrote the thesis and did not use any other aids or resources other than those listed (in particular no Internet sources not listed in the bibliography), did not previously submit the thesis in another examination procedure, and that the hard copy submitted corresponds to the version on the electronic storage medium. If, for reasons unattributable to the candidate, the thesis is not submitted by the deadline, the examinations board shall decide on how to further proceed. Normally, a new topic is assigned, which is not regarded as a second attempt. In such an event, subsection 5 sentence 6 shall apply *mutatis mutandis*. If, for reasons attributable to the candidate, the thesis is not submitted by the deadline, Section 16 subsection 1 shall apply.

(7) The master's thesis must be evaluated in writing by the supervisor and another examiner from the group of authorized examiners (Section 12). At least one examiner must have a supplemental scholarly qualification pursuant to Section 15 subsection 4 HmbHG, for example, a *Habilitation* (postdoctoral qualification). For examiners pursuant to Section 64 subsection 2 sentence 2, the examinations board must warrant that the topic of the master's thesis only covers the examination material of the examiners' courses or associated modules.

(8) Both examiners must promptly evaluate the master's thesis, no later than six weeks after its submission. The chair of the examinations board may grant an extension of time for evaluations if there is a higher than average number of theses to be graded or for other comparable substantive reasons. The master's thesis grade shall be calculated from the mathematical average of the grades awarded by both examiners in accordance with Section 15 subsection 3. If one of the examiners assesses the master's thesis as "insufficient" (5.0), the chair of the examinations board shall appoint a third examiner. If the third reviewer assesses

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the work as at least “sufficient” (4.0), then the grade awarded for the master’s thesis shall be the mathematical average of all three grades awarded in accordance with Section 15 subsection 3 and no less than the grade of “sufficient” (4.0). If the third reviewer assesses the work as “insufficient” (5.0), then the aggregate grade for this work shall be “insufficient” (5.0).

(9) A master’s thesis that has been graded “insufficient” (5.0) may be revised once. A revision request must be submitted within a period of six weeks after the insufficient grade has been disclosed. A second revision is only allowed in exceptional circumstances. A rejection of the master’s thesis topic within the period set forth in subsection 5 sentence 3 herein shall only be allowed if the candidate has not previously utilized this option.

## **Section 15**

### **Evaluation of examination performance**

(1) Examinations must be graded promptly, no later than four weeks after the examination is taken—Section 14 subsection 8 sentence 2 shall correspondingly apply. Examination grades shall be assigned by the responsible examiners. Examinations that are not calculated in the overall final grade may be graded pass or fail to the extent they are not graded according to the following scale:

1 = very good	outstanding performance
2 = good	performance that materially exceeds standard expectations
3 = satisfactory	performance that meets standard expectations
4 = sufficient	performance that despite deficiencies satisfies requirements
5 = insufficient	performance that does not meet required minimum performance due to significant deficiencies

(2) Evaluating performance may be differentiated by decreasing or increasing grades by an intermediate increment of 0.3. The grades 0.7, 4.3, 4.7, and 5.3 may not be used.

(3) If the examination performance assessed in a module includes several components, then the grade for the module may be calculated based on the mathematical average of the grades received for the individual components or as a weighted-average of the grades received for the individual components as a

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function of ECTS credits. The first two positions behind the decimal point shall be taken into consideration for the calculation of grades. All other values after that shall be ignored and not used as a rounding function. The grades for the components of the final module may be weighted independently of the ECTS credit allocation. This shall also apply to the evaluation of performance by more than one examiner. The subject-specific provisions shall set forth the manner of calculation.

The grades shall be:

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

An overall final grade shall be calculated for the master's degree. Subsection 3 sentence 2 shall apply *mutatis mutandis*. Using ECTS credits as weight function, the overall final grade is generally calculated as a weighted average of all graded module examinations. The subject-specific provisions may set forth different provisions. Furthermore, the subject-specific provisions may specify that certain examination grades may not be used to calculate the overall final grade.

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

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

For exceptional performance, an overall final grade may be supplemented with the comment "passed with distinction." The subject-specific provisions shall govern this in more detail.

## **Section 16**

### **Nonperformance and withdrawal**

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(1) An examination shall be graded as “insufficient” (5.0), if an examinee fails to take an examination on the date or within the period scheduled therefor without a good reason as defined in these Regulations, or withdraws after an examination (or a component part of an examination) has already begun, or does not begin or render performance during the time scheduled for a written examination.

(2) The examinations board must be promptly notified and furnished proof of the reason advanced for the withdrawal or nonperformance in writing. An examinee must submit a medical certificate if the reason is due to illness. Any course examinations that have already been fully completed may be credited. Reasons for withdrawal may not be asserted once the time scheduled for the examination has ended.

(3) Upon an application by a student, German regulations regarding the protection of working mothers (Gesetz zum Schutz der erwerbstätigen Mutter, MuSchG) must be taken into account. The same shall also apply to student applications for parental leave periods in accordance with the German Parental Allowance and Leave Act (Gesetz zum Elterngeld und zur Elternzeit, BEEG). Section 16 subsection 2 sentences 5 and 6 shall apply *mutatis mutandis*.

### **Section 17**

#### **Cheating and violation of regulations**

(1) If a student attempts to cheat or use unauthorized aids or resources during an examination, the exam will be graded as “insufficient” (5.0) or “fail.” Unauthorized aids or resources for written and oral examinations include, for example, cellular phones. This shall also apply to students who allow others to copy their work during an examination, where such group work has not been explicitly permitted.

(2) A student shall not be excluded from continuing the examination if caught cheating or using unauthorized aids or resources as defined in subsection 1 herein during or after an exam has been handed out. The respective proctor shall prepare a brief report about the incident and after the examination is finished promptly submit it to the chair of the examinations board. The examinee shall be promptly notified about the accusation. The chair of the examinations board shall judge whether or not the examinee attempted to cheat, prior to which, however, the examinee must be given an opportunity to be heard.

(3) If an examinee cheated on an exam and this is discovered only after the



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examination was taken, the grade may be corrected commensurate with subsection 1 herein and the student declared to have failed the master's degree program, as appropriate. The inaccurate academic transcript shall be recovered and a new one issued, if appropriate. The master's degree diploma shall also be recovered together with the academic transcript, if the student has been declared to have "failed" the master's degree program because of cheating. A decision in accordance with sentence 1 above shall be barred after five years from the date of issuance of the academic transcript.

(4) An examinee who disrupts the proper course of an examination may be excluded from the remainder of the examination by the respective examiner or proctor and the student's work on the exam graded as "insufficient." In egregious cases, the examinations board may prohibit the examinee from taking any further examinations.

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

### **Section 18**

#### **Conclusively failing the master's degree program**

(1) A student shall conclusively fail a master's degree program if

a) a module examination pursuant to Section 3 subsection 5 sentence 2 is not completed by the deadline, unless the student is not at fault for missing the deadline.

b) the module examination has been graded or allocated the grade of "insufficient" (5.0) and no further attempts at retaking the examination are permissible.

(2) If a student has failed the master's degree program, the chair of the examinations board shall issue an administrative notice of decision setting forth all examination results and the reasons why the student failed the program. The administrative notice of decision must contain information about the student's legal rights and be given to the student.

### **Section 19**

#### **Reconsideration proceeding**

Students may submit an application for reconsideration of examination and program decisions to the chair of the examinations board. This must be completed within one

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month of the respective decision if the student was given information about his or her legal rights and remedies; otherwise, he or she shall have up to one year from the date of notification of the decision to submit an application. The application for reconsideration must be submitted in writing and contain points and authorities in support of the student's position. If the application for reconsideration is denied relief in whole or in part by the examinations board and the applicant does not want to withdraw the application, the matter shall be remitted to the University's appeals committee.

## **Section 20**

### **Transcripts, diploma, and diploma supplement**

(1) An academic transcript of the master's degree program shall be promptly issued after the last exam has been passed, if possible within four weeks thereof. The academic transcript shall contain information about the successfully completed modules relevant for the master's degree including the grades received and ECTS credits earned, the topic and grade of the master's thesis, the overall final grade, and the aggregate ECTS credits earned. The academic transcript shall be signed by the chair of the examinations board and affixed with the seal of Universität Hamburg. The academic transcript shall bear the date on which the last exam was taken.

(2) In addition to the academic transcript, the graduate shall also receive a diploma dated the same date as the academic transcript. The diploma shall confer the academic degree, Master of Science. The diploma shall be signed by the dean and affixed with the seal of Universität Hamburg. The office of the dean may delegate signatory authorization to the chair of the examinations board; the chair of the examinations board shall subscribe and affix the seal of Universität Hamburg. Upon submission of the examinee's application therefor, an English-language translation of the diploma will also be included.

(3) Moreover, the examinations board shall issue a diploma supplement.

## **Section 21**

### **Invalidity of the master's degree and rectifying prerequisite deficiencies**

If the prerequisites to take an examination were not satisfied, the examinee was not attempting to cheat or be deceitful, and these facts become known only after the academic transcript has been issued, then passing the examination shall rectify any deficiencies. If the examinee was able to take an examination because he or she perpetrated a fraud or otherwise acted with fraudulent intent, the exam shall be declared as "insufficient" (5.0) and the student shall be deemed as having "failed"

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the master's degree program. However before any decision is taken, the examinee must be given an opportunity to be heard. Section 17 subsection 3 sentences 2 and 3 shall apply *mutatis mutandis*.

## **Section 22**

### **Inspection of the examination file**

Within one year after the completion of the individual module examinations and upon an examinee's written request therefor, he or she shall be granted within a reasonable period of time permission to inspect his or her written examinations, the written assessments thereof, and record of examination to the extent that these have not already been given to the examinee.

## **Section 23**

### **Effective date / transitional provisions**

(1) These Examination Regulations shall become effective on the day after they are ratified by the Executive University Board of Universität Hamburg. They shall first apply to students commencing their studies in the 2012/13 winter semester.

(2) They shall also apply effective as of the 2012/13 winter semester to students who began a degree program before the effective date of these Regulations.

(3) If subject-specific provisions that became effective before the 2012/13 winter semester have provisions that deviate from these Examination Regulations, especially

- the date of the commencement of the program;
- compulsory attendance of lectures;
- credit for periods of study, completed coursework, and examinations;
- establishment of the binding first examination attempt;
- establishment of module deadlines in the form of reference semesters; or
- establishment of the number of permissible examination attempts,

then they shall not apply to students who first began their studies in the 2012/13 winter semester or students who began their studies before the effective date of these Examination Regulations.

This translation is for information only—only the German version shall be legally valid and enforceable!

(4) Notwithstanding subsection 3, students who began their studies before the effective date of these Examination Regulations shall have a maximum of four attempts to pass each examination for required modules. Within the scope of module deadlines, available examination opportunities prior to the 2012/13 winter semester shall be counted toward these four examination attempts. Examination opportunities refer to all dates after the time in which pursuant to the recommended subject semester or curriculum a student should initially take an exam for the module. If students who have not yet completed modules have additional examination opportunities granted to them by the examination regulations that have applied to them to date, they shall retain these examination opportunities within the scope of these previously applicable regulations. This provision shall also apply to those examination opportunities, which pursuant to sentence 4 have been counted as an examination attempt, even if students were unable to take advantage of these examination opportunities because of reasons that were beyond their control. Provisions of these Examination Regulations that impair the legal rights of students who began their studies prior to the effective date of these Examination Regulations shall not apply. Students may request that the examination regulations that applied to them to date continue to apply.

(5) Notwithstanding subsection 1, it is hereby Section 15 of the Examination Regulations of the Faculty of Mathematics, Informatics and Natural Sciences for Master of Science (MSc) degree programs dated 26 October 2005, as amended 5 July 2006, in conjunction with the provisions set forth in the respective subject-specific provisions, as amended, that shall continue to apply for the calculation of the overall final grade until the respective subject-specific provisions have been amended to be in conformity with these Examination Regulations.

Hamburg, 6 August 2012  
**Universität Hamburg**