

Please note that this English version of the study and examination regulations is nothing more than an aid to orientation. Solely the German version is legally binding.



Freie Universität Berlin

## Official announcements

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## Framework study and examination regulations of Freie Universität Berlin

## § 1 Scope

### Preamble

On the basis of § 9 paragraph 1 no. 4 Partial Basic Regulations (Trial Model) of the Freie Universität Berlin of 27 October 1998 (FU Announcements 24/1998), the Academic Senate of Freie Universität Berlin issued the following study and examination regulations (RSPO) in February and on 20 March 2013:\*

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\* This regulation was confirmed by the Executive Board of Freie Universität Berlin on 25 March 2013, and confirmed by the Senate Administration responsible for higher education on 2 and 17 July 2013. The term of validity for the regulations ends on 31 May 2014.

(1) These framework study and examination regulations contain general regulations for organizing and carrying out the degree program and the examination, for academic advising as well as multi-disciplinary requirements and processes for providing the program and examinations in degree programs from Freie Universität Berlin that are completed with a bachelor's or master's degree and require a standardized procedure set out in regulations that go across all degree programs. Details regarding the relevant program or degree program are covered by the relevant Study and Examination Regulations, which also apply in addition to these framework study and examination regulations.

(2) If no other regulations oppose it, then the framework study and examination regulations should also be applied to degree programs that are concluded with a final examination.

## § 2 Courses of study and offerings

(1) A bachelor's degree program leads to a first degree from higher education qualifying for a career. As well as the scientific parts of the program, two multi-disciplinary study areas are also offered, of which one study area is integrated in the relevant bachelor's degree program:

1. Field of study general professional skills (ABV), and
2. Field of study teacher training studies (LBW).

Regulations are set out in separate study and examination regulations for the ABB and LBW fields of study.

(2) The following structural models are distinguished for bachelor's degree programs:

1. The course in a core subject, supplemented by courses of modules from a related area or related areas if necessary, as well as a course on ABV (mono-bachelor).
2. The course in a core subject and also of module offerings of one or two other specialist areas, as well as the course on ABV or LBW (combined bachelor).

(3) The level of qualification objectives of the degree programs, core subjects, module offerings, fields of study, and modules are set out in a graded manner according to the skills to be acquired.

(4) When establishing a master's degree program, it should be established whether it is a consecutive master's degree program as per § 23 paragraph 3 no. 1 letter a or b of the law relating to universities in the state of Berlin (Berlin Higher Education Act) in the version of 26 July 2011 (GVBl. [Law and Ordinance Gazette] p. 378) or an education-continuing master's degree program as per § 23 paragraph 3 no. 2 BerlHG (Berlin Higher Education Act), A consecutive master's degree program as per § 23 paragraph 3 number 1 letter a Berlin

Higher Education Act is a deeper, broader, or cross-topic study compared to a bachelor's degree program. A consecutive master's degree program as per § 23 paragraph 3 number 1 letter b Berlin Higher Education Act requires completion of a qualifying bachelor's degree program, but does not build on specific bachelor programs. An education-continuing master's degree program as per § 23 paragraph 3 no. 2 BerlHG covers study content that generally assumes that an initial qualifying bachelor's degree program has been completed, as well as subsequent professional experience of no less than a year. In the case of education-continuing master's degree programs, the specific context of professional qualification and the degree program concept should be made clear. Education-continuing master's degree programs are not based on the available courses on offer within consecutive master's degree programs.

(5) In contrast to the design variants covered in paragraphs 2 and 4, reform models can be designed for structuring degree programs, tested within a time frame, and then taken on in the degree programs offered by Freie Universität Berlin. In particular, professionalism phases for direct entry into the profession, intensive study phases for preparation for a doctorate, or study periods abroad can be provided in reform models.

### § 3 Standard Study Period

(1) A bachelor's degree program has a standard study period of at least three years, and a maximum of four years. A minimum of 180 credit points must be earned in the Bachelor's degree program.

A master's degree program has a standard study period of at least one year, and a maximum of two years. A minimum of 300 credit points must be earned in the Master's degree program after including initial completion of a qualifying bachelor's degree.

(3) Consecutive master's degree programs as per § 23 paragraph 3 no. 1 letter a BerlHG are designed such that a total of 300 credit points are achieved in connection with an associated bachelor's degree program.

(4) The total standard study period of a bachelor's degree program and a consecutive master's degree program is, as per § 23 paragraph 3 number 1 letter a of the Berlin Higher Education Act, a maximum of five years.

(5) Notwithstanding the stipulations of paragraphs 1 to 4, Freie Universität Berlin provides a degree course with varying times to enable students to, for example, carry out accompanying employment or to take on familial duties even without a formal part-time study status. There is no claim for special curricular rules within the context of a degree course with varying times.

### § 4 Modularization and course examination system

(1) Modules are study units that cover a specific topic over a stated time frame and feature credit points. Modules are designed such that they can generally be studied within a semester or a year. The module should have a scope of at least five credit points.

(2) Individual modules are designed for both bachelor and master degree programs, and a corresponding range of courses is provided. Modules from a master's degree program can be used in a scope of up to 15 points for a bachelor's degree program under exceptional circumstances: this scope may vary in justified cases if the objective of qualification that is to be achieved with this module is of particular use in achieving the qualification objective of the bachelor's degree course. Modules from a bachelor's degree program can be used in a scope of up to 15 points for a master's degree program under exceptional circumstances: this scope may vary in justified cases if the objective of qualification that is to be achieved with this module is of particular use in achieving the qualification objective of the master's degree course. Modules completed already as part of a bachelor's degree program must not be covered once again in a master's degree program.

(3) Acquisition of competence in gender and diversity issues should be considered to a reasonable extent to be an integral part of the courses in qualification objectives and module descriptions.

(4) Modules are generally completed with a standardized examination (module exam). The module exam must reflect the qualification objectives of the module. It tests whether objectives have been reached based on an exemplary sampling. The scope of the examination is limited to what is required to achieve this. A module examination can consist of different elements whilst taking qualification objectives of the module into account.

(5) Within Study and Examination Regulations it is possible, in justifiable circumstances, that several modules are completed with a single module examination.

(6) The performance in the examination will be awarded a grade as per § 18. It can be covered in the relevant examination regulations that the performance in the module examination for individual modules or a study area can be either evaluated separately (passed/failed) or that no module examination has to be carried out for individual modules.

(7) Qualified feedback can be requested by the student in the case of exams that are not graded separately. § 33 paragraph 2 Berlin Higher Education Act remains unaffected.

(8) Rules are set out in the study and examination regulations, via which correct completion of the course as set out in the degree program table can be ensured within the standard study period.

### § 5 Academic Advising

(1) Academic advising is carried out by a University Instructor and at least one student assistant. The faculty can also include other members who are involved with teaching activities or student assistants with regard to student advice. The subject-specific, tailored advice helps support students, particularly in designing and working through the course, and also in planning and carrying out periods of study abroad.

(2) For students that have selected a bachelor's or master's degree course that is relevant for teacher training, advice is provided from the Teacher Training Center at Freie Universität Berlin on the job-related aspects of the degree program including advice on the study of teacher training studies (LBW).

(3) Before the final attempt at repeating an examination as per § 20 paragraph 3 the student is provided explicit notification of the options regarding individual advice. This advice is provided via academic advising or by the center for Academic Advising and Psychological Counseling.

### § 6

#### Examining Board

(1) Organizational units that do not just provide degree programs with a final examination use at least one examining board. The examining board is responsible for setting up orderly examinations, crediting examinations, organization of accepting examination performances, acquiring examiners as well as assessors, the decision regarding permission to take part in examinations as well as setting out the intent of the required examinations for completion of the relevant degree program or for a module offering or module. The Examining Board ensures that the regulations of the applicable legal provisions are observed, and also works towards ensuring appropriate course and examination requirements as well as observance of academic standards.

(2) Students on modularized degree programs can always send applications and requests to the examining board that is relevant for the degree program, upon which the board forwards it to the examining board responsible for answering such applications and requests whilst also informing the student that such forwarding has taken place. The Executive Board decides about competence, taking proximity to subject matter into account, if several examining boards are considered to be competent or otherwise, or if responsibility is not clear due to other reasons.

(3) The examining board is commissioned by the relevant committees and consists of seven members, of which four are primarily university lecturers or professors, an academic employee, another employee, and a student. A deputy should be ordered for every member. The members of the examining board and their deputies are appointed by the members of the relevant status group in the appropriate committee. The mandate of the members and their deputies is two years, for student members and their deputies this can, at their

request, be changed to one year.

(4) The examining board commissions the chairperson and the deputy chairperson from the lecturers or professors that are within the group of people in the examining board. The examining board can delegate its decision-making authority to the chairperson for specific tasks such that it is revocable. The tasks that can be delegated can be handled in the relevant examination regulations. In urgent cases, the Chairperson can make the necessary decisions. He or she should immediately inform the examining board regarding decisions made urgently. The authority of the examining board to make its own decisions remains unaffected.

Members of the examining board and their deputies have the right to take part in examinations in an observational capacity and inform themselves thoroughly of the required and demonstrated results and also regarding observance of the applicable legal provisions.

(6) Meetings of the examining board are not public. Members and deputy members are sworn to official secrecy. If they are not in public service, then they should be sworn to secrecy by the chairperson in writing.

### § 7

#### Crediting

(1) Performances in degree programs at a university or legally equivalent institution of higher education are credited provided that there are no major differences arising from such. This is the case if the qualification objectives and skills to be acquired by the relevant examination largely corresponds to the degree course offered by Freie Universität Berlin. This is not a schematic comparison, instead an overall consideration and assessment should be performed. When crediting examination results performed outside Germany, the equivalence agreements approved by the conference of the ministers of education and the rectors' conference should be taken into account, as well as agreements as part of cooperation agreements.

(2) Relevant professional activities are credited. Skills acquired outside universities should be credited up to a scope of 50 percent of the credit points set out for a degree program via the study and examination regulations.

(3) Crediting examination performances to a thesis including an oral examination in a bachelor's or master's degree program, or in another modularized degree program in as far as this is linked to such a project, is not possible. The relevant examination regulations may, in contrast to this, allow for crediting of examination performance to a thesis including an oral part in a bachelor's or master's degree program, or in another modularized degree program.

(4) If examinations are credited then the grades - in as far as the grading systems are comparable - should be used and included in calculating the grade point average. In the case of non-comparable grading

systems or modules without a module exam, the term "passed" is recorded. Designation of the crediting in the Report of Grades or equivalent is permitted, and obligatory in cases as per clause 2.

(5) In case the prerequisites of paragraphs 1 and 2 are satisfied, there is a legal claim to crediting. Crediting examination performances is done ex officio by the relevant examining board. Students should submit the necessary documentation for crediting to take place.

### **§ 8 Registrations**

(1) Completion of modules and participation in courses, as well as completing exams requires prior registration to modules and to courses. If access to courses is not restricted as per Bylaws on Academic Matters, then registration provides authorization to participate in the relevant courses and to take part in the examinations. Registration for modules and courses alone does not lead to a binding examination date. The examining board can set out a binding examination date; in this case a deadline must be set within which the student can withdraw without stating reasons for doing so. According to clause 4, the deadline should be two weeks before the binding examination date at the earliest. If the student withdraws, the examining board can decide regarding the continued procedure and can decide in this context that the student may have to fully or partially repeat a course in order to complete the required examination performance.

(2) The deadline for registering for modules and courses begins on the first working day of the semester at the latest. Allocation of the places in courses with a restricted number of places is done on the last working day before the lecture period starts from noon; at the same time the registration period for courses with a restricted number of places ends. The registration deadline for modules and courses without a restricted number of places ends on the third Friday after the lecture period starts. For block events or excursions, deviations from this registration deadline can also be set out via a decision made by the relevant examining board. Until the end of the registration period as per clause 3, registration to courses without a restriction on the number of places is freely possible, whilst registration to courses with restricted places is possible for as long as free places are available or become free. If the beginning or end of the deadline is on a holiday, then the previous working day will apply instead. Saturday is not calculated as a working day.

(3) If the first of the courses to be completed as part of a module starts more than six weeks after the start of the lecture period, then the relevant examining board may decide on dates that differ to those set out in paragraph 2. According to these

- registration should start by the penultimate Monday before the start of the course at the latest,
- assignment of places must take place at the latest by the last Friday before the first event date,

- the time frame between the beginning of the registration period and assignment of places in courses with a restricted number of places must be at least four days,
- the registration period ends in good time such that the presence quota as per § 9 paragraph 2 can still be observed, but on the third Friday after the start of the course at the latest.

If a decision as per clause 1 is not made by four weeks before the start of the relevant semester at the latest, then paragraph 2 applies. This decision is communicated to the students in an appropriate form.

(4) The beginning and end of the attendance phase of courses must be suitably announced by the relevant examining board four weeks before the beginning of the registration deadline at the latest, if these differ from the beginning and the end of the lecture period and are not already established in the relevant study or examination regulations.

(5) If admission requirements are established by the relevant examination regulations for a module, then exceptions can be made from the intent of such upon registration for a module if successful completion nevertheless appears feasible when taking all potential circumstances, particularly the previous academic career of the student, into account. The Examining Board makes the decision.

(6) Upon matriculation, the student receives a user account with Computing Services (ZEDAT), which grants online access to the examination administration system, particularly for registration to modules, examinations, and courses. The following data is transferred to computing Services (ZEDAT) by the student Records and Registration Office:

- First name and surname
- Gender
- Matriculation number
- Address
- Student status
- Date of birth
- Place of birth
- Maiden name

### **§ 9 Participation in courses**

(1) In courses from Freie Universität Berlin there is no general obligation to be present, but regular participation on the courses is nevertheless strongly recommended to students. If there is mandatory regular participation in one or several courses within a module, then this should be clarified in the relevant examination regulations. If there is an obligation in the examination regulations to regular participation within a course on the module, then students must also regularly take part in the relevant course within the module.

(2) Regular participation - provided that this is expected in the examination regulations - is

demonstrated if at least 85 % of the on-campus study time provided on the course is attended. Furthermore, a higher or lower presence quota than 85 % can be stipulated. The presence quota must not be lower than 75 %.

(3) Active participation is demonstrated if the requirements set out for active participation as per the module descriptions have been satisfied.

(4) If a student does not reach the required level of regular and active participation for a good reason, then the relevant instructor and the student should meet within individual cases and come to an agreement on what is to be done to make up for the workload that was missed.

### **§ 10 Credit points**

(1) Credit points designate the student workload that is generally required to satisfy the relevant requirements and to achieve the relevant qualification objectives. As well as regular and active participation in courses belonging to a module, it also covers preparation and follow-up to teaching material, preparation and work on own contributions, as well as preparation for and performance in examinations.

A credit point corresponds to a student workload of 30 hours. In accordance with the European Credit Transfer System (ECTS), a semester is generally worth 30 credit points, and an academic year is worth 60. A deviation of up to 5 credit points per semester is admissible in the degree program table.

(3) Credit points are modules and the thesis in a bachelor's or master's degree program, or in another modularized degree program.

(4) The credit points are accredited by the instructor responsible for the relevant examination as evidence if the prerequisites are satisfied as per § 9 and if the required examinations are passed with a grade of at least "sufficient" (4.0); modules graded separately must be graded as "passed". In the case of modules without a module examination, the prerequisites must be satisfied as per § 9 to acquire the credit points assigned to the relevant module.

(5) Evidence of the relevant performance should generally be immediately documented in a suitable format, electronic if necessary, within the penultimate week before the beginning of the lecture period of the following seminar at the latest in as far as is necessary for the degree program to be continued at Freie Universität Berlin or at another university without delay, otherwise until 15 June for examinations done in the winter semester and until 15 December for examinations done in the summer semester.

(6) A performance record must contain:

- a) content and qualification objectives of module,
- b) course types,
- c) type and duration of the on-campus studies,

- d) requirements for admission to each module, if necessary,
- e) types of examinations/demonstrated performances,
- f) number of credit points provided,
- g) grade and
- h) date of study performance.

### **§ 11**

#### **Performances in case of disabilities, health issues, and with family issues**

(1) If a student confirms with the aid of a medical certificate that due to disability in the context of § 2 paragraph 1 SGB IX or as a result of long-term or permanent health problems that they are not capable of carrying out a performance either wholly or partially in its current format, or not within the time allotted, then the chairperson of the examining board should enable the student to provide equivalent performances in another format, during another examination period, or in an extended period of time instead.

(2) In as far as taking examinations, repeating examinations, that the reasons for defaulting on examinations and that observance of processing times for examinations are all affected, an illness of the student or an illness of a close family member of the student as per § 7 paragraph 3 Pflegezeitgesetz (Home Care Leave Act) and the necessary sole support are considered to be equal. The same applies, derived from the regulations in §§ 3, 6 Mutterschutzgesetz für Schwangere und Wöchnerinnen (Maternity Protection Act for the Pregnant and Women in Childbed).

(3) In order to claim maternity leave or parental leave, either a placement on leave or a part-time degree program can be applied for as per the Bylaws on Academic Matters.

### **§ 12**

#### **Electronic examinations**

(1) The study and examination regulations can provide for examinations being carried out in an electronic format (electronic examinations). In the case of electronic examinations, performance and evaluation is carried out with digital technologies.

(2) Before an examination where digital technologies are used, the suitability of such technologies with regard to the intended examination tasks, and performance of the electronic examination, should be verified beforehand by two examiners.

(3) The authenticity of the author and the integrity of examination results should be safeguarded whilst taking the required confidentiality into account. The examination results, in the form of electronic data, are clearly identified to this effect and also unmistakably and permanently assigned to the student. It should be ensured that electronic data remains unchanged and complete for assessment and for verifiability.

(4) An automatically generated assessment of examination performance should be checked by an examiner if requested by the student in question.

### **§ 13 Multiple choice test**

Examination procedures in the form of a multiple choice test are regulated in the relevant examination regulations.

### **§ 14 Thesis in a bachelor's or master's degree program or in another modularized degree program**

Students are permitted, upon request, to write a thesis in a bachelor's or master's degree program or in another modularized degree program, if

1. the admission requirements set out in the relevant examination regulations are satisfied,
2. were most recently matriculated in the corresponding course of studies at the Freie Universität Berlin, and
3. Completion of the program was not as per § 23 paragraph 1 clause 2.

(2) Confirmation from an instructor authorized to monitor examinations via willingness to take on support of the work as per clause 1 should be supplied with the application. The relevant Examination Committee issues a decision on whether the application is accepted. If no confirmation of intent to supervise the Thesis as per Phrase 1 is submitted, the Examination Committee will appoint a supervisor accordingly.

The examining board issues the topic of the thesis as per paragraph 1, phrase 1. The theme and set tasks must be of such a nature that the work can be completed within the assigned period. The assignment and compliance with the submission deadline are to be recorded and the information kept on file. The assigned period begins on the date on which the theme is assigned. When the thesis is submitted, the student must affirm in writing that he or she has written the paper independently, using only the sources and aids listed. The thesis should also be submitted in electronic format as well as in writing. In this case the provisions of data protection law must be observed and data security must be ensured. Work that has been submitted must undergo electronic plagiarism checks; data protection and data security targets should be safeguarded.

(4) Generally, the examination regulations allow for an issued topic to be rejected once within a stipulated time period. In such a case, the topic is considered to be not issued. The time frame in the context of clause 1 must, at most, be half of the intended processing time, and six weeks at longest.

(5) As per paragraph 1 clause 1, the thesis should be assessed by at least two examiners.

(6) Assessment of a bachelor's thesis should take place in time such that at the latest, the bachelor's degree can be issued two months after submission of the

bachelor's thesis, provided that overshooting this deadline is not necessary for providing other study or exam performance in line with examination regulations. Clause 1 applies for the grading of a master's thesis, with the stipulation that the deadline is three months after submission of the thesis.

(7) If an oral examination part follows the thesis as per paragraph 1 clause 1, then the date for it will be stated at the latest by the time the grade for the thesis is issued whilst taking the stipulations of paragraph 6 into account.

### **§ 15 Oral examinations**

An oral examination that is linked to a thesis in a bachelor's or master's degree program or in another modularized degree program should take place with at least two examiners present, or one examiner along with an assessor who is also au fait with the topic at hand. Accreditation is given if the entire relevant examination or an equivalent examination is successfully completed.

### **§ 16 Submission format of written examination work**

It can be monitored in the relevant examination regulations that written examinations which are not carried out under supervision may be submitted in electronic format. § 14 paragraph 3 phrase 6 remains unaffected. § 14 paragraph 3 phrases 7 and 8 therefore apply.

### **§ 17 Obligation to state reasons when assessing exam performances**

(1) Assessments of written and electronic examinations should be justified in either written or electronic format. The main reasons for the assessment should be stated.

(2) In the case of oral examinations, the main aspects and associated assessment should be logged. The protocol should be recorded such that the candidate is subjected to an appropriate legal check. The candidate also have the right for an appropriate justification to be given for the grading of examination performance directly after the oral examination has taken place.

### **§ 18 Grading**

(1) The following grades should be used to assess exam performances:

- 1 = very good - an excellent performance
- 2 = good – a performance that is considerably above average
- 3 = satisfactory - a performance that certainly fulfills average requirements in every respect
- 4 = sufficient - a performance that still fulfills

requirements despite its flaws

5 = insufficient – a performance with considerable flaws that does not satisfy requirements.

(2) For separate grading of performances, values between 1.0 and 4.0 can be given by lowering or increasing these in increments of 0.3. Permitted values are: 1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7; 4.0 and 5.0.

(3) If an examination performance is assessed by several examiners then the grade is calculated as a mean value. The module grades are entered, along with the weighting provided by the credit points assigned to the module, into the grade point average or another combined grade. The grade for a cross-module examination performance corresponds to the total of all credit points assigned to the relevant modules combined in the grade point average or another combined grade. The relevant examination regulations can use a weighting that differs from the one in clauses 2 and 3 for a thesis in a bachelor's or master's degree program or in another modularized degree program, or for individual modules. The weighting factor for a thesis in a bachelor's or master's degree program or in another modularized degree program must lie between 1.0 and 2.0, and the same for individual modules must lie between 0.5 and 1.5. In order to calculate a summarized grade for several examination performances, the module grades or the grade point average, then the relevant grades as per paragraphs 1 and 2 are multiplied by the number of associated credit points, then added together, then divided by the total of credit points included. In as far as a special weighting is permitted as per clause 4 in the relevant examination regulations for an examination or several, then a summarized grade is calculated as follows: The separately weighted grade or grades are each multiplied by the number of credit points and the weighting multiplier, to which the grades that were not weighted separately, which are only multiplied by the number of credit points, are added and then divided by the total of included credit points from grades not weighted separately plus the included credit points for the grades awarded separately, or separately weighted grades that were multiplied by the relevant weighting factor. When issuing the grade values on a sheet or on the Report of Grades, as well as when calculating the grade point average or another summarized grade, only the first digit after the decimal point is taken into account, all other digits are simply deleted without rounding off.

(4) The grades calculated as per paragraph 3 are as follows:

- In case of an average from 1.0 up to and including 1.5 = very good
- In case of an average of above 1.5 up to and including 2.5 = good
- In case of an average of above 2.5 up to and including 3.5 = satisfactory
- In case of an average of above 3.5 up to and including 4.0 = sufficient
- In case of an average of above 4.0 = insufficient

The whole exam is passed when all aspects are carried out in line with the regulations for the relevant degree

program, and all examinations are assessed in line with paragraphs 1 and 2 with a minimum grade of "sufficient" (4.0) and that all module exams evaluated separately are assessed with "passed".

The examining board sets the deadlines within which examination performances should be evaluated by examiners. Extension of deadlines are only permitted if applied for in writing with compelling reasons to do so. The assessment process for examinations should not exceed four weeks. § 14 paragraph 6 remains unaffected.

### § 19

#### **Default, withdrawal, cheating, breach of regulations, invalidity of decisions**

(1) An examination performance is graded as "insufficient" (5.0) if the student defaults on a binding examination date without an appropriate reason, or when the student withdraws from the exam without an appropriate reason after starting it, or the deadline stipulated by the Examining Board has elapsed as per § 8 paragraph 1 clause 4. The same applies if the examination is not completed within the stated assigned period. The reason should be immediately sent to the examining board and evidence should be provided. In case of the student being ill, or a close relative that can only be cared for by the student being ill as per § 11 paragraph 2, a medical certificate should be obtained. Upon application, the examining board can in the case of exceptional circumstances on the part of the candidate that may affect performance in the examination, permit withdrawal from a final possible examination if it was failed after the examination result is made known; this application and corresponding evidence to this effect can only be submitted within three months after the result of the final and failed possible examination attempt is made known.

(2) If a student was hindered for good reason in completing a thesis in a bachelor's or master's degree program or in another modularized degree program, then the examining board can extend the assigned period by the length of the period of time where the student was able to demonstrate an inability to work on said thesis. The relevant examination regulations can stipulate when the thesis has or should be completed. The examination performance is considered to be not carried out if the examining board requires it to be done once again.

(3) If a student attempts to affect the result of an examination via fraudulent means, particularly through plagiarism, the use of unauthorized means, threats, granting advantages or bribery, then the relevant examination will be graded as "insufficient" (5.0). The examining board can also decide that participation in courses is either wholly or partially repeated. In serious cases of phrase 1 that would justify revocation of a degree, the examining board can stipulate that the entire examination has been definitively failed. Further examinations for gaining the desired degree are then no longer possible at Freie Universität Berlin.



(4) Anyone who disturbs the proper conduct of an examination can, after prior warning from the relevant instructor, be prevented from continuing the examination. Such cases will be graded as “insufficient” (5.0).

(5) The decision regarding individual examination performances, or the entire examination, or establishing completion of studies in general, can only be subsequently taken or withdrawn by the examining board if it becomes known that this was due to fraud, the use of unauthorized means, threats, granting advantages or bribery in the context of paragraph 3. Improper performance records and documents highlighting completion (Report of Grades, certificate, diploma supplement, and transcript) should be included.

(6) The student is given an opportunity to comment before such a decision is made as per Pars. 3 to 5. Exonerating circumstances should be taken into account. Adverse decisions should be sent, along with reasons for such, to the student in writing.

(7) In order to check the identify of a student as part of participating in an examination, submission of an ID card is demanded, or another official, valid identity card with a photograph on it can also be used as a substitute.

### **§ 20 Repetition of examinations**

(1) A thesis in a bachelor's or master's degree program or in another modularized degree program that is graded “insufficient” (over 4.0) may be repeated once. This correspondingly applies for an oral examination as part of a thesis as per clause 1, provided that this takes place.

(2) Repetition of the thesis as per paragraph 1 phrase 1 should start three months after being made aware of the result of the first attempt at the latest.

(3) Examinations that are not part of paragraph 1 may be repeated at least twice, and three times at most in case of initial failure. If the number of possible repeat attempts for examinations as per paragraph 1 are not monitored in the examination regulations, then these examinations may be repeated three times in case of failure. The last repetition attempt will be inspected by two examiners. If the last repetition attempt is without success then the examination is definitively considered to have been failed. If completion of the program can no longer be achieved according to the stipulations of the relevant examination regulations upon failure of the examination, then the whole course has been failed.

(4) The first repeat attempt at an examination that is part of the course should take place in good time such that the degree program can be continued without delay. At least one additional repetition attempt should be offered in the second subsequent semester at the latest; clause 1 therefore applies. Repeat attempts should be scheduled such that there is generally reasonable preparation time of at least two weeks. In the case of examinations, the deadline for the first repeat

examination should be made known together with the first examination date.

(5) There is no need to repeat examinations that were passed with a grade of “sufficient” (4.0) or better. In the relevant examination regulations a single repetition of an examination that was passed on the first attempt can, in contrast to this, be done to improve the grade; in this case only the grade with the better result is calculated.

### **§ 21 Inspection of records**

(1) Inspection of records should be granted upon request within a year after a decision has been made regarding examination performance. It should generally take place in the relevant examinations office. Inspection of records can also be done by a person who has been authorized of such in writing. Inspection of records covers the right to be able to gain full information from the records and to take handwritten notes. An administration charge is levied, then photocopies of the documents are produced and made available.

(2) The evidence required for grading performances, either in written or electronic form, should be stored until the decision regarding the overall examination and in case of a legal dispute until the decision is legally binding. The thesis in a bachelor's or master's degree program or in another modularized degree program should also be stored for ten years. Afterwards, documents are destroyed as per clauses 1 and 2 provided that the student has not requested that these documents are handed over; students are informed of the option to demand such documents in good time beforehand.

### **§ 22 Objection procedure**

The affected party can raise an objection in writing to the relevant examining board against examination results.

(2) A missing rationale as per § 17 paragraph 1 must be immediately provided if requested. The affected party can raise an objection with the examining board as per paragraph 1 after justification has been provided.

(3) The objection should be raised within three months of the examination result being justified.

(4) The examining board is responsible for ensuring that the objection procedure is carried out properly. It passes on the objection to the examiners, upon whose decision the objection is based. The Examining Board informs the affected party of the decision made regarding the objection by the examiners.

(5) The examiners generally decide upon the objection within a month. In this case the affected grades and the reasons given for the gradings should be checked. The results of this investigation, including the grading, should be justified as per § 17 paragraph 1

clause 1.

(6) Paragraphs 1 to 5 as well as § 17 also apply to doctoral and habilitation processes.

### § 23 Graduation

(1) The graduation requirement for the degree program is that

1. the examination performances from the student have been demonstrated in line with the stipulations of the relevant study and examination regulations,
2. the thesis for a bachelor's or master's degree program or another modularized degree program was written at Freie Universität Berlin, and
3. the student assures that this is not a case as per clause 2.

Graduation is not permitted if the student has conclusively failed to complete a required scope of performance or conclusively failed to pass required examinations or is involved in a pending examination procedure at another university in the same course of studies, in the same subject or in a module that is identical or comparable to a module of the degree program and the grade for which counts towards the overall grade. In contrast to clause 1 number 2 in conjunction with § 7 paragraph 3 clause 2, the relevant examination regulations can stipulate that the thesis as per clause 1 number 2 has to be completed as a prerequisite for graduation outside Freie Universität Berlin. The relevant examining board decides whether the prerequisites were satisfied as per paragraph 1 numbers 1 to 3.

(2) On the basis of the passed examination, students receive a Report of Grades, a Diploma, as well as a Diploma Supplement (in English and German). A further supplement to the Report of Grades is also issued that contains information on the individual modules and their content (Transcript). An English translation of the Report of Grades and Diploma are issued on request.

### § 24

#### Entry into force, lapsing, and transitional regulation

(1) This framework study and examination regulations come into force on the day following their publication in the Official Gazette of Freie Universität Berlin (FU Announcements) on 1 October 2013.

(2) At the same time, the Statute on General Matters Regarding Examinations of 4 July 2001 and 17 April 2002 (Freie Universität Official Announcements 15/2002), last amended on 13 March 2006 (Freie Universität Official Announcements 27/2006), for programs that conclude with a bachelor's or master's degree or the final examination, becomes invalid. If examination regulations for degree programs that are completed with the bachelor's or master's degree or with the final examination make reference to the Statute on

General Matters Regarding Examinations as per clause 1, then these framework study and examination regulations take the place of the Statute on General Matters Regarding Examinations.

(3) Programs that do not conclude with a bachelor's or master's degree or the final examination are covered by the Statute on General Matters Regarding Examinations in the version designated in paragraph 2, clause 1. §§ 12, 13, 16 and 19 of these framework study and examination regulations apply to degree programs as per clause 1.

(4) The restriction to the number of repeat attempts set out in § 20 paragraph 3 applies after 1 October 2015. Failed examination attempts before this time are not taken into account in calculations as per § 20 paragraph 3.

(5) Exceptions from individual conditions of these framework study and examination regulations can be granted due to corresponding cooperation agreements in study and examination regulations for degree programs that are carried out by facilities working together with, yet outside Freie Universität Berlin.

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