

OFFICIAL TRANSLATION OF

**Neufassung der Prüfungsordnung der Fakultät für
Psychologie und Bewegungswissenschaft für Studiengänge
mit dem Abschluss Master of Science (M.Sc.)
Vom 8. April 2020 und 14. Oktober 2020
(Amtliche Bekanntmachung Nr. 149 vom 16. Dezember
2020)**

**THIS TRANSLATION IS FOR INFORMATION ONLY –
ONLY THE GERMAN VERSION SHALL BE LEGALLY
VALID AND ENFORCEABLE!**

**Revised Examination Regulations of the Faculty of
Psychology and Human Movement Science for Master of
Science (MSc) Degree Programs**

dated 8 April 2020 and 14 October 2020

On 16 November 2020, pursuant to Section 108 subsection 1 of the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG) dated 18 July 2001 (HmbGVBl. p. 171) as amended on 24 January 2020 (HmbGVBl p. 93) and 26 June 2020 (HmbGVBl. pp. 380 and 382), the Executive University Board ratified the Revised Examination Regulations of the Faculty of Psychology and Human Movement Science for Master of Science (MSc) Degree Programs adopted by the faculty council of the Faculty of Psychology and Human Movement Science on 8 April 2020 and 14 October 2020 in accordance with Section 91 subsection 2 no. 1 HmbHG, taking into consideration the General Examination Regulations for Academic Examinations at Universität Hamburg dated 25 January 2018, 22 February 2018, and 8 November 2018.

Preamble

These examination regulations govern the general structure and examination procedure for all consecutive Master of Science degree programs in the Faculty of Psychology and Human Movement Science (MSc) and are 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) The general objectives of university teaching are defined in Section 2 subsection 1 of the General Examination Regulations for Academic Examinations at Universität Hamburg dated 25 January 2018, 22 February 2018, and 8 November 2018. In addition, master's degree programs aim to provide solid specialist knowledge and enable students to acquire a qualification demonstrating in-depth competency of scholarly methodologies. The specific program objectives are listed in the subject-specific provisions.

(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 details of organizing and implementing the various degree programs are governed in the subject-specific provisions.

(5) The selection criteria and special conditions of admission for the master's degree program are governed by separate bylaws for the respective degree programs.

(6) The rules for safeguarding good academic practice and the avoidance of academic misconduct at Universität Hamburg are set forth in the Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg issued by the Academic Senate on 15 May 2014, as amended.

Section 2

Regular period of study

The regular period of study is four semesters, including all exams and the master's thesis, as well as any internships and field trips that may have been made part of the degree program. For students studying part-time, the regular period of study increases

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 examinations, may be completed within the regular period of study.

Section 3 Subject advising

(1) Upon commencement of the program, students must meet with a subject advisor from their chosen program. Subject advising is generally provided by lecturers teaching in the degree program.

(2) Students who have exceeded the regular period of study pursuant to Section 2 herein must meet with a subject advisor from their program within two semesters after the end of the regular period of study, unless they have already registered to take all outstanding examinations by the end of this time period. 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.

Section 4 Program and examination structure, modules, and ECTS credits

(1) Faculty of Psychology and Human Movement MSc degree programs consist of subject-specific modules and generally also an elective area.

(2) The master's degree is a modular program: the number, scope, and objectives of the modules, any module requirements, and the form and scope of module examinations are set forth in the subject-specific provisions. Modules may be the following: compulsory required modules; required elective modules selected from a prescribed catalog of modules; and elective modules.

(3) Modules are self-contained educational units generally comprised of several content-related courses. Modules are designed to convey a portion of the overall information established for the respective degree program. Module completion generally requires passing a (module) examination. The workload (attendance, independent study, and examination preparation) for each module is indicated in ECTS credits. As a general rule, 1 ECTS credit corresponds to 30 hours of work. A total of 120 ECTS credits including the master's thesis must be earned in order to complete the degree program. ECTS credits are earned upon successfully completing a module. Successful completion requires the student to pass the module examinations and complete the coursework as stipulated in the subject-specific provisions.

(4) The examination for the master's degree program is comprised of module examinations and the master's thesis. The subject-specific provisions may provide that the master's thesis be part of a final module along with other examination requirements.

(5) A degree program may be completed on a part-time basis. Students may apply to Services for Students (SfS) to study part-time. The decision about whether to grant an application to enroll as a part-time student is made in accordance with the legal specifications set forth in the valid enrollment regulations of Universität Hamburg. Part-time students must inform the academic office without delay of any changes to their student status (written confirmation from Services for Students required). The academic office will note the change of status in the file. Part-time students must create an individualized study plan together with a subject advisor upon consultation with the examinations board. Part-time study does not result in an extension of the completion period for the master's thesis.

(6) Generally, the master's degree program must be commenced immediately upon admission.

Section 5

Course types, language, and participation requirements

(1) Course types include especially the following:

1. Lectures
2. Practical courses
3. Seminars
4. Projects / project seminars
5. Internships
6. Colloquia
7. Field trips / fieldwork
8. Advanced language courses
9. Simulations

(2) The subject-specific provisions may provide for other types of courses or combinations of course types. Courses are usually conducted in German or in English and may be held in person, or as blended learning or e-learning courses. The subject-specific provisions may stipulate compulsory course attendance. The subject-specific provisions govern this in more detail. In principle, registration is required for courses in advance. The subject-specific provisions govern this in more detail.

(3) If module descriptions in the subject-specific provisions stipulate successful completion of a module or course as a prerequisite for a subsequent module, then this must be completed before a student may be admitted to courses in that module. If a student has taken the examinations for a module that is a prerequisite for another module and the exams have not yet been graded, the student may be provisionally admitted to module courses. Admission is subject to the condition that the student passes the examinations.

In accordance with Section 5 subsection 2 of the General Examination Regulations for Academic Examinations at Universität Hamburg dated 25 January 2018, 22 February 2018, and 8 November 2018, the subject-specific provisions may only deem in-person attendance compulsory for courses where this is justified by the didactics of higher education. The subject-specific provisions must list those courses that have a mandatory attendance requirement and provide justification for said requirement. The subject-specific provisions also specify whether compulsory attendance is required for admission to repeat examinations.

Section 6

Limiting attendance for specific courses

The number of participants may be limited for modules or specific courses may be limited if required for proper implementation. Any limitation must set forth the criteria for selecting participants and be published in an appropriate manner.

Section 7

Examinations board

(1) An examinations board will be created for each degree program to organize examinations and ensure compliance with the provisions hereof as well as the additional duties established by these examination regulations. The examinations board is comprised of three members, who must be University teachers including lecturers who have been assigned to this group who have completed a Habilitation (postdoctoral qualification), a member of the academic faculty, which includes lecturers who have not completed a Habilitation, a student, and a member of the technical and administrative staff (TVP) in an advisory function. In principle, members of the examinations board should be associated with the relevant degree program.

(2) The office of the dean appoints members of the examinations board and their substitutes upon nomination by the representative of the respective member group in the faculty council. Members and their substitutes have a two-year term of office. The student member has a term of one year. Members may be reappointed. A successor will be elected for the remaining tenure if a member should prematurely retire from the board. The examinations board elects a chair and vice-chair from the group of University teachers and lecturers sitting on the board.

(3) Meetings of the examinations board are not open to the public. The public may be allowed to attend a meeting provided that staff or examination matters or evaluations of courses related to specific individuals are not being discussed. The board has a quorum when at least three members, of which the chair or vice-chair and another member from the group of University teachers and lecturers are present. In case of a tied vote, the chair has the deciding vote. Student members do not participate in giving credit for completed coursework and examinations. Decisions made by the examinations board must be documented.

(4) 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.

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

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

(7) 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 for decisions must contain information about the legal rights and remedies available to the persons affected.

(8) The examinations board may publicize binding rules, dates, and other decisions made pursuant to these regulations, in particular, the announcement of registration and examination dates and examination results by posting a notice in the academic office, on the internet, or in any other suitable manner. These are binding and must be in accordance with data protection and privacy regulations.

(9) The examinations board and the chair of 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.

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-learning program, other education institution (especially in programs at state or state-accredited vocational academies) and universities of applied sciences may be credited on 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 may also be granted.

(2) For the recognition of periods of study, coursework, and examinations completed outside 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 other higher education institutions participating in a degree program within the scope of university partnerships or cooperation agreements must be observed.

(3) Equivalent skills and knowledge acquired by means other than university study required to successfully complete a degree program are 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 will 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 will be recorded as a "pass."

(5) The chair of the examinations board decides on the crediting of completed coursework or examinations pursuant to subsections 1–4 on application from the student. The requisite supporting documents must be enclosed with the application for credit. The chair of the examinations board can only reject applications for credit when it can be proven there are significant differences between the skills and knowledge acquired and those required by the University in accordance with subsection 1, and/or skills and knowledge acquired by means other than university study pursuant to subsection 3 are not equivalent.

Section 9

Admission to module examinations

(1) Students must properly register with the relevant academic office to take part in module examinations. The academic office must announce the time frame and process for registration or deregistration in an appropriate manner. Registration becomes binding after the registration deadline. The chair of the examinations board may make admission to a second repeat examination contingent on the student meeting with a subject advisor. In addition, the chair of the examinations board may set a different type of examination for a repeat examination in justified exceptional cases.

(2) Students must be enrolled in the respective degree program to register and participate in module examinations or final theses. This enrollment requirement also applies to participation in required elective and elective modules offered by other degree programs.

(3) If the subject-specific provisions require compulsory attendance in courses pursuant to Section 5 sentence 4, regular attendance of the courses/lectures requiring such attendance is also a prerequisite to participation in module examinations and earning ECTS credits. Regular attendance means not missing more than 15 percent of classes scheduled for the relevant course. The subject-specific provisions may modify percentage amounts used to calculate regular attendance. If the absence is excused, students may be conditionally allowed to take an exam. Excused absences must be substantiated—in the event of illness with a doctor's note. In case of doubt, the chair of the examinations board may require submission of a qualified medical certificate pursuant to Section 15 subsection 2. The lecturer whose courses have been missed must set appropriate conditions suited to documenting the student has caught up on the subject matter. The examinations board decides on exceptions to this rule. Where the subject-specific provisions require compulsory attendance for admission to examinations, this does not apply for admission to repeat examinations unless the module objectives are provided with other teaching content.

(4) Any additional requirements set forth in the module descriptions contained in the subject-specific provisions must be satisfied before a student may be admitted to a module examination.

(5) Admission to an examination may be denied if any of the conditions set forth in subsections 1–4 above have not been satisfied.

(6) A student must be notified without undue delay if not admitted.

Section 10
Coursework and examinations and
repeating coursework and examinations

(1) Module examinations may be retaken two times. An examination that has not been passed should be repeated at the next possible examination date.

(2) The lecturer holding the module examination must offer at least one attempt to repeat an examination by the end of the current semester and a second opportunity by the end of the following semester at the latest.

(3) Pursuant to the subject-specific provisions, module examinations must be given at the scheduled times in the form specified by the examiners. If courses are offered at multiple times to students, students may only take the examination scheduled for their respective course. In appropriate cases, electronic media and electronic documentation may be used in examinations. The subject-specific provisions govern this in more detail.

(4) Module examinations may be implemented as a general examination (module final examination) or as course examinations (module component examination). An overall general examination for several modules may be used in special justified cases based on the selection of the form of the examination and the pedagogical concept. In exceptional cases, the subject-specific provisions may prescribe that not all course examinations must be passed. Once an examination has been passed, it may not be retaken.

(5) Electronic media and electronic documentation may be used for examinations in appropriate circumstances. The form and scope of the examinations are governed in the subject-specific provisions.

(6) Elective and required elective modules may be changed. If the elective or required elective module has been changed or a second attempt cannot be offered for organizational reasons, examination attempts in other modules will not be counted.

(7) The subject-specific provisions may provide for the completion of coursework. Completed coursework may be graded. Coursework grades are not used to calculate the module grade. Coursework that has not been successfully completed may be repeated as part of the course. The subject-specific provisions may provide that coursework must be successfully completed prior to students being allowed to take a module examination. The subject-specific provisions govern this in more detail.

Section 11
**Reasonable accommodations for students who have
a disability or are chronically ill**

(1) Upon written application, the chair of the examinations board may implement reasonable accommodations for a student if the student substantiates that they are to any extent unable to complete an examination under the prescribed conditions or (particularly within the time periods) on account of a disability or persistent severe or chronic affliction. Suitable measures could include altering the physical conditions for the examination, extending the time periods to complete the examination, or accepting an equivalent examination performance. The same applies for coursework.

(2) The disability representative 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 submission of appropriate proof may be requested in order to substantiate a chronic affliction or disability.

Section 12
Examiners

(1) The chair of the examinations board appoints examiners pursuant to the provisions of the HmbHG, as amended.

(2) In principle, the course lecturers for the respective module are the examiners for the module examinations. The examinations board decides on exceptions to this rule. If there is only one examination and several lecturers, the examinations board may appoint a lecturer to be responsible for the examination.

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

Section 13
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. The master's thesis may also include a presentation that is evaluated as part of the thesis. The subject-specific provisions govern this in more detail.

(2) An application to commence work on the master's thesis should be submitted once all requisite modules set forth in the subject-specific provisions have been successfully completed.

(3) Section 9 applies *mutatis mutandis* for permission to commence work on the master's thesis or admission to the examinations for the final module.

(4) Upon submitting the admission application, the candidate may suggest a topic and a first and second examiner. The suggested recommendations are to be implemented to the extent tenable and possible. The examinations board will appoint a first and/or second examiner upon request.

(5) The examiner sets and assigns the thesis topic to the student. The date of the assignment, topic, and names of both examiners (first and second examiners) must be presented to the academic office and be recorded in the student's file. An assigned topic may be justifiably rejected only once after it has been assigned, and this must be done within the first two weeks. Upon a reasoned application, the examiner may withdraw the topic of the master's thesis, if for subject-related reasons treatment of the topic is no longer possible. In case of doubt, the chair of the examinations board must render a decision on the matter. A new topic must be assigned without undue delay and no later than four weeks thereafter.

(6) Generally, a master's thesis is written in either German or English. The subject-specific provisions govern this in more detail. The examinations board determines whether a thesis may be written in languages other than those set forth in sentence 1.

(7) The subject-specific provisions for the final module govern the working time for the master's thesis within a range of 15–30 ECTS credits. The examiner must limit the topic, issue, and scope to ensure the thesis may be completed within the prescribed period. The chair of the examinations board may approve a one-time extension of no more than an aggregate total of half of the working time to complete the thesis upon submission of a reasoned application prior to expiration of the working time. A condition for any extension of time is that the reasons for the extension must not be attributable to the candidate and must have been communicated without undue delay. Candidates must comprehensively explain and substantiate the reasons for any requested extension in writing—in the event of illness through submission of a medical certificate (see Section 15 subsection 2).

(8) 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 date constitutes the date of submission. The candidate has the burden of proving the master's thesis was submitted. The date

of submission must be recorded in the student's file. Upon submission of the thesis, the candidate must affirm in writing that they independently wrote the thesis and without using any 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 must decide how to proceed. Normally, a new topic is assigned, which is not regarded as a second attempt. In such an event, subsection 5 sentence 6 applies *mutatis mutandis*. If, for reasons attributable to the candidate, the thesis is not submitted by the deadline, Section 15 subsection 1 apply *mutatis mutandis*.

(9) The master's thesis must be evaluated in writing by the first and second examiners appointed from the group of authorized examiners (Section 12 subsections 1 and 3). One of the examiners must be a University teacher, a professor pursuant to Section 17 HmbHG, an acting professor, or a member of Universität Hamburg who has completed a Habilitation. One examiner must also be a primary member of the Faculty of Psychology and Human Movement Science. Within the scope of evaluating master theses, an external institution may be employed to check for plagiarism using a computer-assisted plagiarism detection system. Any copies of the work furnished for this purpose may not be disclosed to any third party and must be deleted once the plagiarism check has been completed.

(10) Both examiners must promptly evaluate the master's thesis, no later than six weeks after its submission. In the event of an above-average number of theses to be graded, the examinations board may grant an extension of the evaluation period. The grade for the master's thesis is the arithmetic mean of the grades awarded by the two examiners, taking into account Section 14 subsection 3. If the master's thesis is graded "insufficient" (5.0) by only one of the examiners, the chair of the examinations board must appoint a third examiner. If the third reviewer assesses the work as at least "sufficient" (4.0), then the grade awarded for the master's thesis will be the mathematical average of all three grades awarded in accordance with Section 14 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 is "insufficient" (5.0).

(11) If the overall grade received for a master's thesis is "insufficient" (5.0), it may be redone once. A request to redo the thesis must be submitted no later than six weeks after notification of the insufficient grade. A third submission is allowed in exceptional circumstances only. A rejection of the master's thesis topic within the period set forth

in subsection 5 sentence 3 is only permitted if the candidate has not previously utilized this option.

Section 14
Evaluation of examinations

(1) Examinations must be graded promptly—no later than four weeks after the examination is taken; Section 13 subsection 10 sentence 2 applies accordingly. Examination grades are assigned by the examiners responsible. Grades for examinations are assigned as follows: Examinations not included in the overall final grade may be graded as a pass or fail where they are not graded according to the following scale:

1 = Excellent	Outstanding performance
2 = Good	Performance materially exceeds standard expectations.
3 = Satisfactory	Performance meets standard expectations.
4 = Sufficient	Performance satisfies requirements despite deficiencies.
5.0 = Insufficient	Performance that does not meet required minimum performance due to significant deficiencies

(2) The evaluation of 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, 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 function of ECTS credits. Only the first two positions behind the decimal point are included in the calculation of grades; all other values after that are 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 also applies to the evaluation of performance by more than one examiner. The subject-specific provisions set forth the manner of calculation.

The grades are as follows:

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 2.0	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

(4) An overall final grade is calculated for the master’s degree. Subsection 3 sentence 3 applies mutatis mutandis. The subject-specific provisions set forth how module examination grades and the grade for the master’s thesis will be weighted for the calculation of the overall final grade. Furthermore, the subject-specific provisions may specify that certain examination grades may not be used to calculate the overall final grade. The overall final grades for the successful completion of a master’s degree program are:

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

An overall final grade “passed with distinction” will be awarded for exceptional performance (an average of less than or equal to 1.00). The subject-specific provisions govern this in more detail.

(5) This grade is supplemented by an ECTS grade in accordance with the applicable regulations.

Section 15
Nonperformance and withdrawal

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

(2) The examinations board must be promptly notified of the withdrawal or nonperformance in writing and given proof of the reason. An examinee must submit a doctor’s note if the reason is due to illness. In cases of doubt, the examinations board may require that a qualified medical certificate be submitted. This must contain information about the physical or mental disorder originating from the affliction, the effect from a medical point of view that the affliction has on the examinee’s ability to be tested, the date of the medical examination for the medical certificate, and the medical prognosis for the duration of the affliction. If the reason given is deemed valid,

then the next possible examination date will be set for the student. Any course examinations that have already been fully completed may be credited. Reasons for withdrawal may not be asserted once an examination has taken place.

(3) The German protection of mothers at work and during training or studies act (Gesetz zum Schutz von Müttern bei der Arbeit, in der Ausbildung und im Studium, MuSchG) dated 23 May 2017, as amended, applies to students who are pregnant and nursing mothers. A pregnant student should notify the relevant office at the University of their pregnancy and the expected date of delivery as soon as they know they are pregnant. If requested, a medical certificate from a primary care physician, midwife, or obstetrician must be furnished as proof. A student who is nursing an infant should inform the relevant University office of that fact as soon as possible. As soon as the relevant body has been informed, it must promptly conduct a risk assessment and ascertain necessary protective measures. The student must be informed about the results of the specific assessment. Maternity protection periods suspend any deadlines provided for in these examination regulations. The period will be extended by the duration of maternity leave. Student applications for parental leave periods in accordance with the German federal parental allowance and parental leave act (Gesetz zum Elterngeld und zur Elternzeit, BEEG) must be taken into account. Students must inform the examinations board in writing, enclosing requisite proof, of the period or periods in which they are on parental leave no later than four weeks before the date from which parental leave is to commence. In urgent cases, less notice may be required as an exception to the rule. The examinations board must establish whether or not the legal conditions have been satisfied that would trigger an entitlement to parental leave for employees and must notify examinees thereof and, where applicable, about any new examination dates that are necessary. Subsection 2 sentences 7 and 8 apply mutatis mutandis.

Section 16

Cheating and violation of regulations

(1) Permissible aids and resources will be announced at the beginning of an examination. If a student attempts to cheat or use unauthorized aids or resources during an examination, the examination will be graded as “insufficient” (5.0) or “fail.” This also applies to students who allow others to copy their work during an examination, where such group work has not been explicitly permitted.

(2) A student will 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 examination has been handed out. The respective proctor must prepare a brief report about the incident and promptly submit it to the chair of the examinations

board after the examination has finished. The examinee must be promptly notified of the accusation. The chair of the examinations board determines whether or not the examinee attempted to cheat. Prior to that, however, the examinee must be given an opportunity to be heard.

(3) If an examinee cheated on an examination and this is discovered only after the 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 examination certificate must be recalled and a new one issued, if appropriate. The master's degree diploma must also be handed back in together with the examination certificate if the student has been declared to have failed the degree program because of cheating. A decision in accordance with sentence 1 above is barred after five years from the date of issuance of the examination certificate.

(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 have their work on the examination 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 17

Conclusively failing the master's degree program

(1) A student has conclusively failed a master degree program if:

- a) a module examination has been graded or allocated the grade of "insufficient" (5.0) and no further attempts at retaking the examination are permissible.
- b) the master's thesis has been graded or allocated the grade of "insufficient" (5.0) or is deemed to have been graded as "insufficient" (5.0) and no further submissions are permissible.

(2) If a student has failed the master's degree program, the chair of the examinations board must issue an administrative notice of decision listing 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 18

Reconsideration proceeding

Students may submit applications for reconsideration of examination and program decisions. If the student was given information about their legal rights and remedies, an application for reconsideration must be submitted within one month of the decision; otherwise, an application may be submitted up to one year after the date of notification of the decision. The application for reconsideration must be submitted in writing and contain points and authorities in support of the student's position. If the appeal is denied relief in whole or in part by the examinations board, the matter must be remitted to the University's appeals committee.

Section 19

Examination certificate, diploma, diploma supplement, and transcript of records

(1) An examination certificate for the master's degree program must be promptly issued after the last examination has been passed, if possible within four weeks. The examination certificate contains information about the modules completed, the grades and number of ECTS credits earned, the topic and grade of the master's thesis, the overall final grade, the total number of ECTS credits, and the date the last examination was taken. The examination certificate must be signed and dated by the chair of the examinations board and affixed with the seal of Universität Hamburg. The student will also receive an English translation of the examination certificate.

(2) In addition to the examination certificate, the graduate also receives a diploma dated the same date as the examination certificate. The diploma confers the academic degree Master of Science. The diploma must 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 student will also receive an English translation of the diploma.

(3) Moreover, the examinations board will issue a diploma supplement and a transcript of records in both English and German.

Section 20

Invalidity of the master's degree and rectifying prerequisite deficiencies

If the prerequisites for taking an examination were not satisfied and there was no deception on the part of the examinee, and these facts become known only after the examination certificate has been issued, then passing the examination rectifies any deficiencies. If the examinee has fraudulently registered for and completed an

examination for which they have not satisfied the prerequisite requirements, the examination must be declared as “insufficient” (5.0), and the student is deemed to have “failed” the master’s degree program. However, before any decision is taken, the examinee must be given an opportunity to be heard. Section 16 subsection 3 sentences 2 and 3 apply mutatis mutandis.

Section 21

Inspection of the examination file

Within one year after the completion of the individual module examinations and upon an examinee’s written request, the chair of the examinations board may grant the examinee a reasonable period of time to inspect their written examinations, the written assessments thereof, and record of examination to the extent that these have not already been given to the examinee.

Section 22

Effective date

These regulations become effective the day after their official announcement. They first apply to students commencing their studies from Winter Semester 2014/15. Students who commenced their studies prior to Winter Semester 2014/15 may apply to change to these examination regulations.

Students commencing their studies before Winter Semester 2014/15 who do not apply for this change will be governed by the Examination Regulations of the Faculty of Psychology and Human Movement Science for Master of Science (MSc) Degree Programs dated 19 August 2009 and 19 October 2011 with the exception of Section 10. Instead, Section 10 of these regulations apply. Information contained in the subject-specific provisions that came into force before Winter Semester 2014/15 differing from Section 10 of these examination regulations, in particular with regard to the regulation of deadlines, no longer apply when these examination regulations come into force. This amendment shall become effective the day following official publication by Universität Hamburg. It applies to students who commenced their studies before Winter Semester 2014/15.

Hamburg, 16 December 2020

Universität Hamburg