

OFFICIAL TRANSLATION OF

**Prüfungsordnung der Fakultät für Wirtschafts- und
Sozialwissenschaften für Studiengänge mit dem Abschluss
„Master of Arts“ (M.A.) vom 15. Juni 2016
(Amtliche Bekanntmachung Nr. 59 vom 4. Oktober 2016)**

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ONLY THE GERMAN VERSION SHALL BE LEGALLY
VALID AND ENFORCEABLE!**

**Examination Regulations for the Master of Arts (MA) Degree
Programs in the Faculty of Business, Economics and Social
Sciences**

dated 15 June 2016

On 23 August 2016 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 revised examination regulations that were adopted by the Faculty of Business, Economics and Social Sciences on 15 June 2016 in accordance with Section 91 subsection 2 no. 1 HmbHG dated 18 July 2001 (HmbGVBl. page 171), as amended 19 June 2015 (HmbGVBl. page 121) for the Master of Arts (MA) degree programs in the Faculty of Business, Economics and Social Sciences.

Preamble

These Examination Regulations shall govern the general structure and examination procedure for all consecutive Master of Arts (MA) degree programs in the Faculty of Business, Economics and Social Sciences and is also supplemented by the degree 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 Arts (MA).

(4) The details of organizing and implementing the various degree programs shall be governed in the subject-specific provisions.

(5) The selection criteria and particular admission requirements for a master's degree program shall be governed in separate 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 and the master's thesis can 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 instructors 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 exam organization, modules, and ECTS credits

(1) The basic structure of a Master of Arts (MA) degree program in the Faculty of Business, Economics and Social Sciences shall consist of subject-specific modules and an elective area.

(2) 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 the following: required modules, which are compulsory, required elective modules, which must be selected from a prescribed catalog of modules, or elective modules.

(3) Modules are self-contained educational units, which are generally comprised of several content-related courses. Modules are designed to convey a portion of the overall information established for the respective degree 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, one ECTS credit corresponds to 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.

(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 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 regulations, as amended. Part-time students must create an individualized study plan together with a subject advisor upon consultation with the chairperson of the examinations board. No extension of time shall be given to part-time students to complete the master's thesis.

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

Section 5 Courses

(1) Course types include in particular:

1. Lectures
2. Practical courses
3. Introductory seminars / seminars
4. Advanced language courses
5. Projects, project studies, and project seminars
6. Internships
7. Colloquia

The subject-specific provisions may provide for other types of courses or combinations of course types.

(2) Generally, courses will be conducted in German or English or in the target language of the degree program. Courses may be held physically in class requiring attendance or as blended learning or eLearning classes.

(3) Courses must be registered for in advance. The academic office shall announce registration times and procedures in an appropriate manner.

(4) Compulsory attendance may be established for courses. The subject-specific provisions shall govern this in more detail. The provisions shall also specify whether compulsory attendance is required for admission to repeat examinations.

(5) If module descriptions in the subject-specific provisions specify that a fully or partially completed module is a prerequisite for a subsequent module, then this must be completed before a student may be admitted to courses in the module. If a student

has taken the examinations for a module, which 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.

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. The examinations board shall be comprised of three members, who must be university teachers or University members who have completed a *Habilitation* (postdoctoral qualification), a member of the academic faculty, which includes lecturers who have not completed a *Habilitation*, and a student. Members of the examinations board should ideally be associated with the relevant degree program. Moreover, a member of the staff from the academic office may attend meetings and have an advisory vote.

(2) The office of the dean shall appoint members of the examinations board and their substitutes. 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. A member's term of office may be extended. If a member should prematurely retire, a successor shall be appointed for the remaining term of office. The examinations board shall elect a chairperson and vice chairperson from the group of university teachers and members who have completed a *Habilitation*.

(3) Meetings of the examinations board shall not be open to the public. The public may be allowed to attend a meeting, provided that personnel or examination matters or evaluations of courses related to specific individuals are not being discussed. The board shall constitute a quorum when at least three members are present, of which the chairperson or vice chairperson and another member from the group of university teachers and University members who have completed a *Habilitation* are present. In

case of a tie vote, the chairperson shall have the deciding vote. Student members shall not be permitted to take part in the recognition of study and internship periods or completed coursework and examinations. Decisions made by the examinations board must be documented.

(4) In cooperation with the responsible faculty body, 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 shall 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 a duty of confidentiality. If a board member is not a public employee, then the chairperson 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 of decision must contain information about the legal rights and remedies available to the persons affected.

(8) The examinations board as well as its chairperson 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 academic 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.

(9) 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 chairperson of the examinations board shall have the same delegation authority.

Section 8
Recognition of study and internship periods and completed coursework and examinations

(1) Periods of study, completed coursework and 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 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 pursuant to the subject-specific provisions for the degree program. 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 credited, 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 chairperson of the examinations board for the respective degree program shall decide on recognition pursuant to subsections 1 through 4 herein. Students must address corresponding applications to the chairperson of the examinations board. The requisite supporting documents must be enclosed with the application for recognition. If work is not recognized, the chairperson of the examinations board must clarify which material differences exist between the skills and knowledge acquired and the skills and knowledge needed to be acquired pursuant to the degree program subject-specific provisions pursuant to subsection 1 herein or why the skills and

knowledge acquired by means other than university study in accordance with subsection 3 herein are not equivalent.

Section 9 **Admission to module examinations**

(1) In order to be able to take module examinations, students must properly register for exams (examinations office). Registration for a module examination shall become binding once the registration deadline expires. The examinations office shall announce registration times and procedures in an appropriate manner.

(2) 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 degree programs.

(3) If subject-specific provisions require compulsory attendance in courses pursuant to Section 5 subsection 4, then regular attendance shall become an additional admission prerequisite. Regular attendance shall mean not missing more than 15% of the classes scheduled for each course in a module. The subject-specific provisions may modify percentage amounts used to calculate regular attendance. If absence is excused, students may be conditionally allowed to take an exam. Excused absences must be substantiated—in the event of illness through a medical certificate. Students who have children under twelve years of age who must be cared for because they have become ill shall be excused from attendance upon presentation of appropriate verification. Any requisite conditions shall be set by the course instructor whose courses have been missed and must be appropriate to document the achievement of the educational objectives contained in the classes that were missed. The examinations board shall decide on any exceptions, provided that the subject-specific provisions have not delegated these duties to the chairperson of the examinations board.

(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) In the event a student is utilizing his or her last opportunity to take and pass an exam, the examinations board or the chairperson of the examinations board—provided that this duty has been delegated to the chairperson in the subject-specific provisions—may make admission to the examination contingent on the student first meeting with a subject advisor.

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

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

Section 10
Number of attempts to pass an examination

(1) Students have a maximum of three attempts to pass each examination required for their studies. Once an examination has been passed, it may not be retaken. Two examination dates shall be offered for each examination in each module. The subject-specific provisions may set forth exceptions for special types of courses, certain modules, or particular kinds of examinations. An examination that has not been passed should be repeated at the next possible examination date. If courses are offered at multiple times to students, students may only take the examination scheduled for their respective course.

(2) Elective and required elective modules may be changed. If an elective or required elective module is changed or no longer offered because of organizational reasons, examination attempts in other modules will not be counted.

Section 11
Compensation for disadvantages for students who have a disability or are chronically ill

(1) Upon a written application therefor, the chairperson 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 chairperson 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. The subject-specific provisions may delegate this duty to the chairperson of the examinations board.

(2) The course instructors for the respective module shall generally be the examiners for the module examinations. The chairperson of the examinations board shall decide on exceptions to this rule. If there is one examination and several instructors, the chairperson of 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) Pursuant to the subject-specific provisions, module examinations shall be given at the scheduled times in the form specified by the examiners. In certain justified exceptional cases, the examinations board may specify an alternative form of examination for an exam that was not passed and will be repeated. The subject-specific provisions may delegate this duty to the chairperson of the examinations board.

(3) Module examinations may be implemented as a general examination (module final examination) or as course examinations. 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. The ECTS credits for a module shall be earned after either all course examinations or all component parts of a course examination or the module final examination have been passed. If completed coursework will serve to complete a module, then all ECTS credits for a module shall be earned once the coursework set forth in the subject-specific provisions has been successfully completed.

(4) The following types of examinations may be used 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. The subject-specific provisions may provide for additional provisions to govern this type of 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. 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 a qualified master's degree within the meaning Section 1 herein 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. A written copy of the term paper must be submitted to the examiner. Likewise upon the examiner's request therefor, an electronic copy of the term paper in a file format specified by the examiner must also be submitted. Within the scope of grading term papers, 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.

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) Electronic media and electronic documentation may be used for examinations in appropriate circumstances.

(6) If the subject-specific provisions provide for alternative types of examinations for a module, then the respective method(s) of examination shall be announced at the beginning of course registration. The same shall apply to the alternative or optional portions of the individual examination types set forth in subsection 4. Examinations may be 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) A request 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 and the number of semesters required to study this subject have been exceeded for this module.

(3) Section 9 shall apply 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 commencement request, the candidate may suggest topics and a supervisor (primary reviewer). The supervisor recommendation shall be honored to the extent tenable and possible. The examinations board shall procure a supervisor upon request. The subject-specific provisions may delegate this duty to the chairperson of the examinations board.

(5) The supervisor shall assign the thesis topic to the student. The date of the assignment, topic, and names of both examiners (primary and secondary reviewers) 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 two weeks. Upon a reasoned application, the supervisor may withdraw the topic of the master's thesis, if for subject-related reasons treatment of the topic is no longer possible. In cases of doubt, the chairperson 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.

(6) Generally, a master's thesis is written in either German or English. The subject-specific provisions shall govern this in more detail. The examinations board shall determine whether a thesis may be written in languages other than those set forth in sentence one hereto. The subject-specific provisions may delegate this duty to the chairperson of the examinations board.

(7) 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 chairperson of the examinations board may approve an

extension of time to complete the thesis upon submission of a reasoned application prior to expiration of the deadline for completion. Generally, any extension may not exceed more than half of the originally prescribed time for completion of the thesis. In individual cases of extraordinary hardship, the chairperson of the examinations board may grant longer extension periods. 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—in the event of illness through submission of a medical certificate. In case of doubt, the chairperson of the examinations board may require that a qualified medical certificate be submitted. The qualified medical certificate 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.

(8) Three hard copies of the master's thesis must be submitted to the examinations office by the deadline together with an electronic copy on an appropriate storage medium. If mailed to the examinations 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. The candidate must also simultaneously submit an affidavit that he or she wrote the thesis without assistance. Moreover, the candidate must affirm that he or she did not use any other aids or resources other than those listed (in particular, 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 chairperson of 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.

(9) The master's thesis must be evaluated in writing by the supervisor (primary reviewer) and a second examiner (secondary reviewer) from the group of authorized examiners (Section 12). One of the examiners must be a university teacher or a member of Universität Hamburg who has completed a *Habilitation*. 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. 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, provided that the subject-specific provisions have not delegated this duty to the chairperson of the examinations board. 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 4. If one of the examiners assesses the master's thesis as "insufficient" (5.0), the chairperson of the examinations board shall 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 shall be the mathematical average of all three grades awarded in accordance with Section 15 subsection 4 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).

(11) 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 examinations

(1) Examinations must be graded promptly, no later than four weeks after the examination is taken—Section 14 subsection 10 sentence 2 shall correspondingly apply. Examination grades shall be assigned by the responsible examiners. The subject-specific provisions shall in accordance with subsection 2 herein set forth how examinations shall be graded and which examinations shall be graded "pass"/"fail" and thus not be taken into account for the calculation of the overall final grade.

(2) Grades for examinations shall be assigned as follows:

1 = very good	outstanding performance
2 = good	performance that significantly exceeds minimum 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

(3) 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.

(4) 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 function of ECTS credits. The grades for the components of the final module may be weighted independently of the ECTS credit allocation. 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. 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

(5) An overall final grade shall be calculated for the master's degree. Subsection 4 sentence 3 shall apply mutatis mutandis. The subject-specific provisions shall set forth how module 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 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.

(6) In addition to this grade, a percentile rank must be reported in the final academic transcript in accordance with the standards set forth in the European Transfer and Accumulation System (ECTS grade).

Section 16 Nonperformance and withdrawal

(1) An examination shall be graded as “insufficient” (5.0), if an examinee fails to take an examination on the date scheduled therefor for reasons that are attributable to him or her as set forth 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 chairperson of the examinations board must be notified and furnished proof of the reason advanced for the withdrawal or nonperformance in writing promptly, that is without negligent undue delay. An examinee must submit a medical certificate if the reason is due to illness. In cases of doubt, the examinations board may require that a qualified medical certificate pursuant to Section 14 subsection 7 be submitted. The subject-specific provisions may delegate this duty to the chairperson of the examinations board. 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) German regulations regarding the protection of working mothers (Gesetz zum Schutz der erwerbstätigen Mutter, MuSchG) must be taken into account upon an application by a student. 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). Subsection 2 sentences 5 and 6 shall apply mutatis mutandis.

Section 17 Cheating and violation of regulations

(1) Permissible aids and resources shall be announced before the beginning of an examination. 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”. 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 chairperson of the examinations board. The examinee shall be promptly notified about the accusation. The chairperson 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 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) Students who are repeatedly guilty of academic misconduct or guilty of particularly egregious academic misconduct in a written exam or academic activity may be expelled pursuant to Section 42 subsection 3 no. 5 HmbHG.

(5) 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.

(6) The examinee may request that the examinations board review any decisions taken in accordance with subsections 1, 3, and/or 5 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 degree program if
- a) the 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) and may no longer be revised.

(2) If a student has failed the master's degree program, the chairperson 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 applications for reconsideration of examination and program decisions. An application for reconsideration must be submitted within one 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 after 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, 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 modules completed, the grades received, the topic and grade of the master's thesis, the overall final grade, the number of ECTS credits earned, and the date the last exam was taken. The academic transcript shall be signed and dated by the chairperson of the examinations board and affixed with the seal of Universität Hamburg. The student shall also receive an English translation of the transcript.

(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 Arts. The diploma shall be signed by the dean and affixed with the seal of Universität Hamburg. The student shall also receive an English translation of the diploma.

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

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" 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, the chairperson of the examinations board shall within a reasonable period of time grant the examinee 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

(1) These Examination Regulations shall become effective on the day after ratification by the Executive University Board. They shall become effective for students who begin studying in a degree program at the Faculty of Business, Economics and Social Sciences in winter semester 2016/2017.

(2) They shall also apply effective as of winter semester 2016/2017 to students who began studying in a degree program at the Faculty of Business, Economics and Social Sciences before the effective date of these Regulations.

- a) Notwithstanding these Regulations, students who have commenced modules before winter semester 2013/2014, which have not been completed by winter semester 2016/2017, shall have an aggregate total of four attempts to pass each examination within these modules.
- b) Notwithstanding these Regulations, these students shall have the right to take examinations, provided that the only outstanding requirement is to take examinations; this also applies to students who were enrolled at Universität Hamburg. This right shall lapse two years after withdrawing from the University.

(3) If subject-specific provisions that became effective before winter semester 2016/2017 have provisions that deviate from these Regulations, they shall not apply to students who began studying in a degree program at the Faculty of Business, Economics and Social Sciences in winter semester 2016/17 as well as for students who began their studies in a degree program at the Faculty of Business, Economics and Social Sciences before the effective date of these Regulations.

Hamburg, 23 August 2016
Universität Hamburg