

Unofficial reading version

Framework regulations of the Social Sciences Faculty at the Johann Wolfgang Goethe University Frankfurt am Main in respect to their Master of Arts (MA) degree programmes, dated 13 June 2022

Approved by the Presiding Committee on 30 August 2022

On 13 June 2022, the Faculty Council for the Faculty of Social Sciences at the Johann Wolfgang Goethe University Frankfurt am Main enacted the following Framework Regulations for the Master's degree programmes of the university's Faculty of Social Sciences. This document was established on the basis of §§ 25, 50 para. 1, no. 1 of the Higher Education Act of the State of Hesse in the version of 14 December 2021, last amended by Article 9 of the law of 1 April 2022 and approved by the Presiding Committee of the Goethe University in accordance with § 43 para. 5 of the Higher Education Act of the State of Hesse on 30 August 2022. They are hereby made public.

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Part I: General remarks

§ 1 Scope of the regulations (RO: § 1)

(1) These regulations contain the programme-specific regulations for all Master's degree programmes offered by the Faculty of Social Sciences, excepting those Master's programmes offered in cooperation with the Technical University of Darmstadt, specifically the Master's in International Studies/Peace and Conflict studies, and the Master's in Political Theory. For more specialised programme-specific provisions for the individual Master's degree programmes offered by the Faculty of Social Sciences and covered by these framework regulations, please see the programme-specific annex for the programme(s) in question. These framework regulations are effective in conjunction with the framework regulations for tiered and modularised degree programmes offered by the Johann Wolfgang Goethe University (hereafter 'Goethe University') (in German: Rahmenordnung, hereafter referred to as RO), of 30 April 2014 in the version dated 15 July 2020, published in the UniReport Statutes and Regulations dated 22 December 2020 and as amended from time to time. Attached to these regulations are the programme-specific annexes for the Master's degree programmes offered by the Faculty of Social Sciences and covered by these framework regulations.

(2) The programme-specific annexes set out regulations for their respective degree programmes, including an outline of the course of studies, recommendations for the integration of a study abroad period, goals and objectives of the course of studies, commencement of studies, admissions criteria and requirements, the structure of the programme and modules, proof of enrolment, and the requirements for admission to the Master's examination. The annexes also contain module descriptions for the various modules offered in the programme in question. The annexes are one constituent part of the MAO-FB03.

§ 2 Purpose of the Master's examination (RO: § 2)

(1) Successful completion of the Master's programme results in a further (postgraduate) degree qualifying the graduate to pursue a profession. The Master's examination serves to test whether the student has successfully achieved the objectives and learning outcomes of the degree programme. The Master's examination is cumulative, i.e. it is the aggregate of the module examinations in the respective Master's programme including the Master's thesis.

(2) This cumulative Master's examination will indicate whether students have gained sufficient expertise in their subject and have a good overview of the connections and interrelations within their field, as well as demonstrating their ability to independently understand and utilise scientific methods and results, and their fitness to enter professional practice.

§ 3 Academic degree (RO: § 3)

Following successful completion of studies and after passing all examinations, students are awarded the academic degree 'Master of Arts' (MA) by the Faculty of Social Sciences.

§ 4 Standard period of study (RO: § 4)

(1) The standard period of study for Master's degree programmes offered by the Faculty of Social Sciences is four semesters, during which all assessments and the Master's thesis are to be completed. It is possible to complete the degree in less time.

(2) In cases where admission to the degree programme was granted conditional to the addition of more than 7 CP (as outlined in § 8 para. 3), the period of study will be extended by one semester.

(3) The Master's degree programmes affected by these regulations are consecutive. The total standard period of study for taking consecutive degree programmes is five years (tens semesters) of full time study.

(4) In accordance with § 13, the Master's degree programmes covered by these regulations require students to attain 120 credit points (CP).

(5) The Faculty of Social Sciences, as well as any other faculties involved in the delivery of the degree programmes offered by the Faculty of Social Sciences and any cooperating institutions, will structure their courses on the basis of the programme-specific annexes and arrange examination and assessment dates in such a way as to ensure that the programmes may be completed within the standard period of study.

§ 5 Study abroad (RO: § 5)

(1) It is recommended that students undertake at least one semester at a university abroad in the course of their Master's, or to arrange an equivalent period staying abroad. Students may utilise the Goethe University's network of connections with universities abroad to make such arrangements. More information about this is provided in the programme-specific guidance and by the International Office.

(2) The programme-specific annexes will individually specify the semester in which a study abroad period is recommended (or, in some cases, required). The modules allocated to that semester will be ones that are particularly suited to being taken as a foreign university and recognised by the Goethe University.

§ 6 Goals and objectives of the programmes (RO: § 6)

The goals and objectives of the Master's degree programmes, as well as any related qualifications and potential fields of professional practice, are outlined in the programme-specific annexes.

§ 7 Commencement of studies (RO: § 7)

The programme-specific annexes individually indicate whether the degree programme may be started in a winter semester only or also in a summer semester.

§ 8 Admissions requirements (RO: § 9)

(1) Applications to the Master's degree programmes governed by these regulations are to be submitted to the Examination Committee or other body as specified by the President of the Goethe University. The Examination Committee regulates the details of the application procedure and decides on admission of candidates to the degree programmes. Para. 10, sentence 2 holds. If admission is restricted, the specifications outlined in the current version of the Hochschulwahlgesetz (the charter governing the procedures and protocols for selective admission to higher education institutions) apply. In this case, the regulations relating to aptitude testing do not apply.

(2) General admissions requirements, as well as potential supplemental or conditional requirements for the individual Master's degree programmes can be found in their respective programme-specific annexes.

(3) Specific admissions requirements for the individual Master's degree programmes are set forth in the respective programme-specific annexes pursuant to § 9 para. 8 and 9 and appendix 2 RO.

(4) Further admissions requirements, such as proof of foreign language skills, are, where applicable, set forth in the respective programme-specific annexes.

(5) Foreign applicants must provide proof of German language skills to a level of DSH-2, unless they are exempted from the necessity to provide proof of German language skills as indicated in the programme-specific annex or the DSH regulations. This is in line with the Regulations of the Goethe University regarding German language-skills testing for admission to higher education (DSH) for applicants with foreign qualifications (in German: Ordnung der Johann Wolfgang Goethe-Universität Frankfurt am Main über die Deutsche Sprachprüfung für den Hochschulzugang (DSH) für Studienbewerberinnen und Studienbewerber mit ausländischer Hochschulzugangsberechtigung).

(6) If the applicant has not yet received their final certificate for their Bachelor's degree at the time of application, the application may proceed on the basis of a proof of enrolment and a special attestation. The latter must indicate a record of performance in completed assessments and examinations that count for at least 80% of the CP required for the Bachelor's degree, must contain a provisional average grade calculated from this record of performance according to the relevant regulations, and must be produced by the office responsible for providing the official final marks and transcripts at the previous institute of higher education. The application process will proceed under the assumption of this provisional average grade, provided no final grade is available before completion of the process. Admission to the programme granted on the basis of this special attestation will proceed conditional to the delivery of the Bachelor's degree certificate immediately once they are obtained, at the latest at the end of the first semester. Should these results not be provided within the time set, the offered place on the programme and enrolment will be rescinded.

(7) The Examination Committee retains ultimate authority in deciding matters relating to the admission requirements and, where applicable, to provisional admission granted in line with para. 9. An Admissions Committee may be appointed to carry out such affairs. Details are stipulated in Appendix 1. Para.1, sentence 4 applies.

(8) Candidates who fulfil all the admissions requirements will receive an offer of a place at the Goethe University from the University President. Adverse decisions will be communicated in writing by the Examination Committee; such notice of rejection must contain instructions on the right to appeal. Conditions stipulated pursuant to para. (3), if applicable, may be set out either in the notice of admittance or in a separate notice by the Examinations Committee or the Admissions Committee.

(9) The requirements for admission to the Master's examination are set forth in § 22. Accordingly, when applying to be admitted to the Master's examination, students must state, in particular, whether they have already failed their final attempt to pass an interim examination, a preliminary diploma examination, a Bachelor's examination, a Master's examination, a diploma examination, an examination at a church-run university or other final state-approved examination in the relevant subject or in an equivalent subject (a study programme with a predominantly equal subject focus) at the university, or whether they are currently taking an examination in such subject or study programme at a university in Germany or abroad and have not yet completed it.

§ 9 Programme structure; modules (RO: § 11)

(1) All degree programmes covered by these regulations are "single subject" degree programmes and are all full-time programmes.

(2) The degree programmes covered by these regulations are modular programmes. A module is a discrete unit of instruction, self-contained both in terms of the subject matter and time. It comprises a set of classes with interrelating content including practical phases, project work, or independent study time, and is geared towards a premeditated learning outcome. Modules may span one to two semesters. In some cases, such as where there is a particularly strong didactic or professional justification or when the recommended study abroad period or internship interferes with scheduling, modules may last more than two semesters.

(3) The outline and structure of the Master's degree programmes are set forth in their respective programme-specific annexes.

(4) Modules fall into one of two categories: compulsory modules – such as the Master's thesis – which are obligatory, or compulsory elective modules, which are to be selected from a given catalogue of modules. Some of the Master's degree programmes covered by these regulations may also have optional modules, which may be chosen from the range offered by the Goethe University in accordance with the module descriptions of the individual degree programmes, and/or which may recognise engagement in student politics at the university. Whether or not students may take optional modules, and what formats such modules take and how they contribute to the record of performance and assessment, can be found in the respective programme-specific annex.

(5) If there is a lack of teaching capacity, the Faculty Council can decide to limit which elective modules can be chosen. Such limitation must be communicated to the students without delay by the Dean's office. §16 (2) applies. The Faculty Council can admit further elective modules if they correspond in volume and requirements to the elective modules covered by these regulations. This does not require amending these regulations. § 12 (4) applies. § 16 (2) must be taken into consideration.

(6) The classes in a module are divided into compulsory and elective classes. Content and form of compulsory classes are clearly defined in the module description. Elective classes are classes that students must choose within a module from a specific subject area or a specific topic area.

(7) In instances where a class is taught in a language other than German, this will be indicated in the module description.

(8) If classes within one module build on each other, students must take them in the order set forth in the module description.

(9) Provided that places are available, students will have the option of taking examinations or having their work assessed in additional modules other than the ones specified in the respective programme-specific annex. The results of such assessments will not be included in the calculations for the overall grade in the Master's examination.

§ 10 Module usage (RO: § 12)

(1) Where modules for the Master's programmes are imported from other study programmes ("imported modules" - external modules), these modules are subject to the assessment criteria and regulations of the exporting faculty. These

external modules are listed in the appendices to the programme-specific annexes. Any changes to this are to be included in the module handbook (see § 12) and made accessible on the website of the programme in question (see § 16, para. 2) in good time by the Examination Committee.

(2) The provisions of § 12 RO apply.

§ 11 Practical modules (RO: § 13)

Whether and how a specific Master's degree programme includes internal or external practical modules is regulated in the respective programme-specific annexes.

§ 12 Module description/module handbook (RO: § 14)

(1) The programme-specific annexes contain module descriptions for every compulsory and compulsory elective modules available as part of their respective degree programmes in accordance with § 14, para. 2 RO. The module description is a part of the programme-specific annexes.

(2) These module descriptions are complemented by a regularly updated module handbook, as and where indicated by the programme-specific annexes. This handbook details further particulars of the modules, in accordance with § 14 para. 2 and Appendix 6 of the RO, and serves to provide further information to students.

(3) The Faculty Council may pass a resolution to effect changes to the module handbook that do not concern the content of the module descriptions pursuant to Appendix 5 of the RO, provided that such resolution is passed, and is published on the course-specific website, in a timely manner before the start of a semester's lecture period. Such changes must not lead to substantive changes in the curriculum. Both the University's IT centre and the examination office with jurisdiction over the degree programme in question must be consulted on any necessary changes in good time before the Faculty Council makes the final decision. Such consultations are purely administrative in their remit.

(4) Changes regarding imported modules may be effected by the faculty offering such modules; this does not require changing these Regulations. Such changes will be incorporated into the module handbook, and published on the course-specific website, in a timely manner.

§ 13 Scope of the programme and modules; Credit Points (CP) (RO: § 15)

(1) Each module is allocated Credit Points (CP) based on the European Credit Transfer System (ECTS), taking into account the resolutions and recommendations of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder and of the Standing Conference of Rectors at German universities. The CP system enables the transfer of completed work to other study programmes at Goethe University or another university and vice versa.

(2) CP are a quantitative measure of the workload that the average student must calculate in order to successfully complete the module, including their attendance of lectures, participation in excursions or other practical experience opportunities, time spent preparing for lectures and in completing homework, time spent researching and preparing their class contributions, assignments, and examinations. One CP is equivalent to a workload of about 30 hours. The workload expected of students typically does not exceed 1800 hours of work in one academic year. The workload for one semester is typically 30 CP.

(3) The master's degree programmes covered by these regulations require students to have completed 300 CP, including the CP they have garnered in the course of their undergraduate (or other previous) study.

(4) CP are only awarded if and when the module has been successfully completed.

(5) More detailed regulations regarding the scope of the Master's thesis in terms of CP, as well as the timeframe within which the thesis is to be completed (typically given in months) are set forth in the relevant programme-specific annex.

(6) The Examination Office will set up an account to log the credit points of every enrolled student.

(7) The workload is reviewed when the programme is re-accredited and in the context of evaluation in accordance with § 12 para. 1 and para. 2 HHG, and will be adapted to the actual workload established in such evaluation.

§ 14 Teaching and study formats; admission to modules (RO: § 16)

- (1) The classes in the Master's programmes covered by these regulations are offered in the following formats:
- a) Lecture: a sequential form of presentation intended to teach students foundational and specialised knowledge and methodology, sometimes in connection with demonstrations or experiments. Lecturers develop and lead the content of the lectures together with the students.
 - b) Tutorial: students work through and deepen their understanding of the taught material, learn about methodology in the specific context of their subject, and extend their set of specialised skills by examining and discussing example problems.
 - c) Seminar: students will further develop their academic knowledge and tackle contemporary issues in their subject using scientific methods, usually in the form of student-led discussions. Students will learn and practice their presentation and rhetoric techniques.
 - d) Practicals: students carry out practical work in experimental or technical fields and/or computer simulation, under instruction of others; students learn to apply academic research- and problem-solving methods; students gain professional skills relevant to their field and gain insights into industry procedures;
 - e) Project work: students develop concepts and realise solutions for complex tasks closely related to practical issues; social competences are acquired by mostly independent work on the task, accompanied by subject-specific and methodological guidance;
 - f) Excursion: prepared learning opportunity that occurs outside of the university.
 - g) Internship: students will gain experience working professionally in their field, usually outside of their university (the place of practical training), with local supervision and with professional and methodological guidance from an instructor:
 - h) Colloquium: students have the opportunity to present their ongoing research, to discuss their theories, methods, and findings and thus promote academic exchange through a regular dialogue;
 - i) Tutoring/mentoring: a class preparing for tutorials pursuant to § 75 (1) HHG as well as the actual tutorial; training in how to convey subject-related and didactical competences; acquiring presentation and discussion techniques. Teaching staff provide subject-related and methodological guidance.
 - j) Independent study: the relevant programme-specific annexes set forth the requirements for independent study.
 - k) Research internship: students will gain practical professional and methodological research experience through active participation and with guidance from an instructor within the framework of the formats outlined in the relevant module descriptions
 - l) Group work (in German Arbeitsgruppe, AG): students have a chance to reflect their practical experience and insights through application of academic methods in groups. They also continue to learn and practice presentation-, rhetoric/discussion- and feedback techniques.
- (2) The above list of forms is not exhaustive and may be supplemented through other forms of teaching and study, particularly subject-specific forms of teaching, or different kinds of e-learning. Such supplemental forms of teaching and learning will be listed in the relevant programme-specific annexes.
- (3) In cases where the module description indicates that students must have successfully completed certain other modules or have attended a subject-specific advisory meeting in order to be admitted to the classes of a module, or where the module description stipulates that students must present a record of attendance or piece of coursework relating to another specific lecture, seminar, or other class, such proof of attendance or performance will be subject to checks by the course convenor for that class.

(4) The module description may require registration for participation in a module or for a specific class within a module. The webpage for the degree programme in question will be updated in good time to notify students if and how registration is necessary.

(5) If the number of students interested in participating in a specific class is expected to exceed the capacity, a system for registration may be put in place. The faculty may also institute a central system of registration, encompassing all the classes offered across the faculty, in order to ensure a more equal distribution of students to classes.

(6) The requirements for registration and the registration deadline will be given in the annotated course catalogue, or in some other way. Should the number of students registering for a class exceed capacity, or should the class be oversubscribed and be without the option of referring students to an alternative class, the course convener may petition the Dean's office to arrange an additional class. Should this not be possible due to teaching capacity, then the class will go ahead with only a limited number of the interested students so as to ensure it can be taught in line with regulations and to the expected standard; in these situations, the guidelines for the minimum size of groups permitted in a specific mode of teaching set out by the Hessian Ministry of Higher Education, Research, Science and the Arts in the implementation decree for regulating capacity (as amended from time to time) must be taken into account. In such cases, the course convener will institute a transparent, adequate selection procedure that does not operate on a "first come, first serve" basis, in line with guidance from the Dean's office or the Faculty Council. The selection criteria must be arranged so that those students for whom the class in question is mandatory or who have a special interest in the subject have priority in the selection procedure; the needs of students living with special or extenuating circumstances pursuant to § 27 para.1 RO must also be taken into account. Any proofs or documentation required must be provided by the students. In particular, students may also qualify as having a special interest in the class if their study schedule indicates that they should have had a place in the class in the previous semester but did not receive one despite registering for it. In the case of mandatory classes, the student who has registered for but not received a place in the class may request a statement confirming this, which must then be provided them.

§ 15 Study records (performance and attendance records) (RO: § 17)

(1) Provided this is set forth in the relevant module description and § 11 para. 5 RO notwithstanding, successful completion of the module may be made conditional on a record of attendance and performance (in the sense of a performance record in teacher training study programmes) in addition to the requirement of passing the module examination, in order to indicate the student is devoted to the proper course of their studies, or as a requirement for admission to a module examination.

(2) Proof of attendance refers to proof of regular and/or active participation. Regular and/or active participation in the sense of para. 3 and 4. can only be stipulated if they are absolutely necessary for the students' gaining the knowledge and skills tied to the module as outcomes and/or goals. Neither regular nor active participation can be required of students in the case of lectures. This holds true even when the lecture in question is tied to a piece of coursework/a study task in the sense outlined in para. 6 and 7.

(3) It is considered regular attendance of a class when the student attended all the individual classes set by the course convener in the course of the semester. Attendance shall also still be confirmed if the student has missed up to 20% of the lecture period. The same applies to a block sequence of classes with fewer than 5 classes. In the case where a student exceeds the permitted amount of absence due to circumstances beyond their control – such as, for example, illness, time taken for maternity, care of a dependent living with them (such as children, parents, grandparents, spouses, or unmarried partners/partners in a civil partnership), or duties resulting from being engaged as a representative in the student council – the instructor, together with the module manager, will decide if and in what manner an equivalent performance is required and appropriate. The regulations regarding compensation for disadvantages in § 25 must be taken into account.

(4) The module descriptions may stipulate that student participation must take the form of not just regular attendance as indicated in para. 3, but also of active participation. On the other hand, it may stipulate only active, not regular, participation. Active participation might refer to students completing small tasks, such as keeping minutes, short oral presentations, and group work, depending on the specific provisions from the course convener. Such tasks are not evaluated, neither as a grade nor a pass/fail.

(5) Participation in the internship is to be confirmed by the relevant training facility. This confirmation must contain the following: name of the organisation, first name, last name, and student number of the trainee, and the nature and length of the work placement. Students are typically required to put together a report on their internship, as indicated in the programme-specific annexes. Whether such a report is required, and whether it is graded in accordance with §39 paragraph 3 of the MA-RO-FB03 or simply marked with pass/fail, is set forth in the relevant programme-specific annex.

(6) Coursework/assignments can only be required of students in those modules that do not have a final cumulative module assessment. Such coursework is considered successfully completed if it is marked as “passed” in accordance with the module description or receives a positive grade pursuant to § 39, para. 3. In the case of group work the individual work of the students must be clearly delineated so they might be graded individually. The grades resulting from such coursework/assignments are not fed into the calculations of the final module grade. § 42, para. 7 RO applies.

(7) Coursework/assignments shall be, in particular, any of the following:

- in-class papers
- written work or term papers
- seminar talks (with or without a written draft)
- expert discussions
- work reports, logs, notes/minutes
- completion of exercises
- experiments
- tests
- literature reports or documentations
- excursions
- portfolio.

Further forms of coursework/assignments may be given in the programme-specific annexes.

(8) Instructors decide the format and deadline of the coursework/assignments in line with the module description and will inform the students of this at the start of classes. The criteria for the performance records may not be changed to the detriment of the students in the course of the semester. Instructors can offer students the chance to improve negative grades for any written assignments within a deadline.

(9) Students must produce non-supervised written work in accordance with good academic practice. When submitting the work, the student must include a written declaration that it has been prepared independently and that all sources and resources that were used are listed in the work. Furthermore, such declaration must include a statement that the work has not yet been submitted, in whole or in part, as course work or exam work in another study programme. § 27 (1) applies. The faculty will provide a template for use on the programme-specific webpages. In order to verify that the work has been produced in accordance with good academic practice, lecturers may request that students submit non-supervised written work in an appropriate electronic format. The Examination Committee shall provide detailed regulations.

(10) Course work graded as ‘pass’ cannot be repeated. Failed course work may be repeated without limitations. The original failed assignment may also be supplemented by an adequate performance in some other form of assessment. Decisions relating to this fall to the instructor that assigned and graded the original failed assignment.

(11) Proof of attendance and any assignments resulting from individual classes can only be counted once in the course of a student’s studies.

§ 16 Study schedules; further information (RO: § 18)

(1) Study schedules can be found attached to the relevant programme-specific annexes and provide students with recommendations for how best to structure their course of studies. These recommended study schedules take into consideration both the content of the various different modules and the administrative and organisational faculties of the university.

(2) Where the programme-specific annex indicates that commencement of studies is possible either in the summer semester or in the winter semester, recommended study schedules for both possibilities will be attached to the programme-specific annex.

(3) The Faculty will create a website for each of the Master’s degree programmes subject to these regulations, where students can find general information as well as up-to-date regulations relating to the degree programmes. The module handbook(s), study schedule(s), and an up-to-date list of the various imported/exported modules available in the degree programme(s) are also available on the website(s).

(4) The Faculty will draw up an annotated event directory for the degree programmes subject to these regulations, on the basis of the module descriptions and study schedules and complete with descriptions of the content and

organisation of the curriculum. This will be updated every semester and published in the last week of instruction of the previous semester.

§ 17 Student guidance services; orientation days (RO: § 19)

Throughout their studies, students have the possibility to consult the study guidance services of the Faculty of Social Sciences. The study guidance services are provided by staff appointed by the dean of studies. The study guidance services provide support for students in particular regarding the design of their studies, study techniques and choice of classes. Students are encouraged to avail themselves of study guidance services in particular:

- at the beginning of their first semester;
- if they have failed an examination or failed to obtain required performance records;
- if they have problems with individual classes;
- if they want to change their course or university.

In addition to the study guidance services of the Faculty of Social Sciences, students can also avail themselves of the services offered by the Centre for Study Guidance of Goethe University. The centre provides general study guidance services regarding possibilities of studies, content, structure and requirements of a course, and offers counselling in cases of study-related personal difficulties.

Before the start of the lecture period for each semester in which students can commence their studies, there is an orientation event. New students will be invited to such events by notice on a notice board or in another form. This orientation event offers information about the structure and overall design of the study programme as well as about semester-specific details. Students have the opportunity to ask, in particular, about the organisation of their studies.

§ 18 Academic management and module managers (RO: § 20)

(1) The Dean of Studies of the Faculty of Social Sciences assumes responsibility for the academic management of the Master's degree programmes, unless the Dean recommends that this responsibility be transferred to a member of the professors' group who is qualified to take examinations in the Master's programme, for a duration of two years. The so designated Head of Academic Management serves as a consulting member of the Academic Commission, and is tasked with the following:

- coordinating the range of modules and assessments in the programme(s), in cooperation with the module manager, potentially including those from other faculties;
- drawing up and updating the list of examiners;
- evaluating the degree programme(s) and implementation of any resultant measures needed to ensure continuation of high quality teaching/learning delivery in cooperation with the Academic Commission (see § 6 of the Regulations for Evaluation of Teaching and Study);
- where necessary, appointing the module manager(s) (para. 2 notwithstanding).

(2) The Head of Academic Management of the programme appoints a module manager for every module from the circle of instructors teaching the module. For modules offered across multiple faculties or across multiple universities, the module manager is appointed in coordination with the Dean of Studies of the other participating faculties or universities. In compulsory modules the module manager must be a full-time higher education instructor (professor, junior professor, qualifying professor) or a continuously engaged member of the university academic community. In compulsory elective modules, it is preferred that the module manager holds one of the above mentioned positions. The module manager is responsible for all decisions relating to the content of the module, as well as for all the organisational tasks assigned to him or her in these regulations, and in particular for coordinating the module examinations. The module manager is represented by the Head of Academic Management of the degree programme.

§ 19 Examination Committee; Examination Office; examination management system (RO: § 21)

(1) The Faculty Council of the Faculty of Social Sciences forms a joint Examination Committee for its Bachelor's and Master's degree programmes, unless it is specified in the programme-specific annex that there be a separate Examination Committee for each programme. Excepted from this are the Master's degree programmes offered in cooperation with the University of Darmstadt, specifically the Master's in International Studies/Peace and Conflict Research, and the Master's in Political Theory. Decisions relating to Committees and the Examination Office for these

degree programmes are covered by the Framework Regulations for degree programmes offered by the Faculty of Social Sciences in cooperation with partner universities.

(2) The Examination Committee consists of seven members, four of whom are professors, one of whom is a research associate, and two of whom are students.

(3) The members of the Examination Committee (and a deputy for each member) are chosen by the Faculty Council of the Faculty of Social Sciences based on recommendation from their respective peers. The student members of the committee each serve a term of one year, while all other members serve for two years. Members can be re-elected.

(4) In matters concerning a member of the Examination Committee, that member will temporarily cede their role to the deputy. This does not apply in cases where the matter at hand is purely organisational.

(5) The Examination Committee elects a chairperson and a deputy chairperson from the pool of members who are professors. The chairperson conducts business on behalf of the Examination Committee. They are responsible for convening sessions for the Examination Committee, and preside over all counsel and resolutions carried out by the committee. The Examination Committee should meet at least once per semester. A meeting must be held once called for by at least two members of the Examination Committee.

(6) The meetings of the Examination Committee are not open to the public. The Examination Committee is quorate when at least half of its members, including the Chair or Deputy Chair, are present and the members of the professors' group hold a majority. Resolutions can be passed only by consent of the majority of the members present. In case of a tie, the Chair's vote decides. Decisions by the Examination Committee must be recorded in minutes. The Committee's meetings shall follow the procedural rules laid down in the Rules of Procedure for Committees (in German: Geschäftsordnung für Gremien) of the Goethe University.

(7) Members of staff in the employ of the Examination Office can take part in the meetings in an advisory capacity.

(8) The Examination Committee may delegate individual decision making to the chairperson. The other members of the Examination Committee and the affected examination candidate retain the right to dispute any such decisions. The chairperson may also delegate certain tasks to the Examination Office, which serves as the administrative office for the Examination Committee. The Examination Office runs affairs according to the instructions of the Examination Committee and the chairperson

(9) Member of the Examination Committee and their deputies are subject to confidentiality as public office holders. Committee members who are not civil servants must be instructed as to their confidentiality obligations by the Chair, and they must sign a confirmation that they will comply with these confidentiality obligations, such confirmation to be kept on record.

(10) The members of the Examination Committee have the right to sit in on oral examinations.

(11) Subject to the rules of data protection laws, the Examination Committee can publish resolutions, dates and other decisions by posting them on the Examination Office's notice board, or by any other appropriate means pursuant to § 41 of the Administrative Procedure Act of the State of Hesse; such publication is legally binding.

(12) A candidate must be notified without delay and in writing of any detrimental decisions by the Examination Committee or its Chair. The notification must contain the reasons for the decision as well as instructions on the right to appeal. Before taking such detrimental decision, the candidate must be heard.

(13) § 21 para.15 RO sets forth rules regarding the electronic administration of assessments.

§ 20 Remit of the Examination Committee (RO: § 22)

(1) The Examination Committee and the Examination Office in charge of administering the Master's degree programmes governed by these regulations are responsible for the organisation and proper execution of examinations and assessments in these programmes. The Examination Committee monitors compliance with these regulations and, in case of doubt, decides on the interpretation of these regulations and the relevant study-specific annexes. The Examination Committee decides any exam-related issues that are not assigned to another organ or committee or to the Chair of the Examination Committee by regulation or ordinance.

(2) The Examination Committee typically carries out the following tasks:

- decisions regarding whether or not a candidate fulfils the admissions criteria for the Master's degree programmes, including the power to set conditions to make up for coursework and examinations from the Bachelor's degree program, and the power to grant provisional admission;
- setting and announcing examination dates and periods, and registration and withdrawal deadlines for the examinations;
- appointing examiners where necessary;
- determining admission to examinations;
- decisions regarding crediting and recognition of achievements and competences pursuant to §§ 29, 30, including assigning remedial or additional work as part of such crediting;
- determining the procedures for announcing the grades earned in examinations and the final overall grade for the Master's degree;
- decisions regarding the Master's thesis;
- decisions regarding passing and failure;
- decisions regarding compensatory measures for disadvantages and regarding any extensions of deadlines for examinations or work to be submitted;
- decisions regarding infractions of examination rules;
- decisions regarding the invalidity of the Master's degree;
- positive decisions regarding candidates' appeals and protests against decisions made in the course of the examination process; § 50, para. 2 applies;
- regular reports to the Academic Commission on the progression of the examination and study periods, including the time allotted to the Master's thesis, and on the student demand for the various different compulsory elective modules;
- ensuring transparency in and disclosure of the process of distribution of subject-specific grades and overall grades
- suggestions for reform of these regulations.

(3) The Examination Committee may delegate issues and tasks affecting a specific degree programme to the Head of Academic Management for that degree programme. Any decisions in such a case must be documented and reported.

(4) The Examination Committee retains the right to use electronic plagiarism-detection tools on submitted academic work to ensure good academic conduct and practice and guard against academic dishonesty. To this end, the committee has the right to demand students present them with an electronic copy of their examination/assessment within a reasonable timeframe. This task can also be delegated to the examiner overseeing the examination. Should the student fail to meet this demand, this may result in a fail grade.

§ 21 Examiners; invigilators (RO: § 23)

(1) The following persons are entitled to take examinations: members of the professors' group, members of the academic staff mandated to perform teaching duties independently, and teaching staff mandated for special tasks (cf. § 18 (2) HHG). Private lecturers, professors who are not members of the university's staff, honorary professors who teach one of the subjects to be examined, and professors who have been released from teaching duties as well as retired professors may, subject to their consent, be appointed as examiners by the Examination Committee. § 38, para. 6 applies. Examinations can only be graded by persons who themselves possess, at a minimum, the same or equivalent qualification as that the examination counts towards.

(2) The Examination Committee may, on a case-by-case basis, appoint a second reviewer for the Master's thesis from among persons entitled to take examinations pursuant to para. 1 who are not members of the staff of the Goethe University.

(3) Examinations for a specific module are typically carried out by the module instructors without being specifically mandated by the Examination Committee. Should circumstances arise such that the module instructor is unable to carry out the examination, the Examination Committee may appoint an alternative examiner.

(4) Written examinations without the option to resit must be evaluated by two examiners. § 38, para. 17 applies. Oral examinations are to be conducted by multiple examiners, or else by one examiner in the presence of an observer.

(5) Observers in an oral examination must be a member of the Goethe University or of one of the Faculty 03's partner institutions. They must hold at least a Master's degree or comparable qualification. Observers are appointed by the chairperson of the Examination Committee, who may also delegate the task of appointing to the examiners.

(6) Examiners and observers are bound to non-disclosure by reason of public office.

Part V: Examination conditions and procedures

§ 22 First registration for and admission to the Master's examination (RO: § 24)

(1) Students must submit a completed registration form for admission to the Master's examination to the Examination Office administering their degree programme at the latest at the time of registration for the first module examination for that degree programme. If not previously submitted as part of the application to the degree programme, the following materials must be attached to the registration for the examination:

- a) a declaration stating whether the student has already definitely failed an a Bachelor's examination, a Master's examination, a "Magister" examination, a diploma examination or an examination at a church-run university or another state-approved final examination in the relevant subject or an equivalent subject (a programme with a predominantly equal subject focus) at a university, or if they are currently taking an examination in such subject at a university in Germany or abroad and have not yet completed it;
- b) a declaration stating if and, where applicable, how many times the student has failed module examinations in their degree programme, or in the same module taken as part of a different degree programme at another institute of higher education in Germany or abroad;
- c) where relevant, evidence of any coursework or examinations the student may already have completed that would otherwise be included as part of the degree programme;
- d) where relevant, proof of foreign language proficiency or of any other programme-specific requirements laid out in the relevant programme-specific annex.

(2) The chairperson of the Examination Committee is responsible for determining admission. In cases of doubt, the decision lies with the Examination Committee, possibly following a hearing with a representative from the degree subject applied to, as the circumstances may require. Admission is denied if:

- a) the student has failed to submit necessary documentation;
- b) the admissions requirements outlined in (1) d) have not been met.
- c) the student no longer has the right to take or resit an examination for a module or degree programme as outlined in (1) b), or has failed one of the examinations listed in (1) a) without the option to resit.

(3) The Examination Committee retains the right to allow exceptions to (1) and (2) in special cases following a request from the student.

(4) Should their admission be denied, students will receive written notification from the chairperson of the Examination Committee containing a justification and instructions on the right to appeal.

§ 23 Timing of examinations and registration procedures (RO: § 25)

(1) Module examinations are taken in a timely context and related to the content of the relevant module. Examinations of compulsory modules, and of those electives that are offered only once a year, should, as a rule, be offered at least twice per year.

(2) Oral examinations and in-class papers taken at the end of a module are to be carried out within the examination periods as set by the Examination Committee. The examination periods are typically the first two and last two weeks of the lecture-free period.

(3) The precise dates for module examinations are determined by the Examination Committee by consensus with the examiners. The Examination Office will provide students with an examination schedule at the earliest time possible (at least four weeks before the set examination dates) by public notice, or by some other suitable means. This schedule will include the time and place of the examinations, as well as the names of the examiners. If compelling reasons

necessitate a deviation from this examination schedule, new dates require the consent of the Chair of the Examination Committee.

The examiner will communicate dates for oral final module examinations, or for examinations taken in a timely context with individual classes or in the course of a class (partial module examinations), if appropriate in consultation with the students.

(4) The Examination Committee sets registration deadlines for module examinations. These must be announced by public notice or by other suitable means at least four weeks before the registration deadlines are set. The registration period typically lasts two weeks.

(5) Students are expected to register for each module examination within the registration period. Unless otherwise specified in the programme-specific annex, this registration must be submitted in writing, or, if so determined by the Examination Office, electronically. Registration for module examinations goes through the Examination Office. In exceptional circumstances, the chairperson of the Examination Committee may extend a grace period for module registration at the request of a student. § 24, para. 2, sentence 3 applies accordingly.

(6) In order to register for or sit the (partial) module examination, students must already have been granted admission to the Master's exam, and cannot yet have finally failed the same examination. Additionally, they must already have completed any coursework and be able to provide any necessary proofs of participation set out for the module in the module description. If admission to a (partial) module examination is conditional on the completion of any coursework (examination preparation work) and these have not yet been completed, the chairperson of the Examination Committee may grant them admission to the (partial) module examination under reservation. The module is assessed as "pass" only once any and all of the module coursework and module examinations have been passed successfully. The Examination Committee retains the right to decide on individual exceptions. Students on a sabbatical may not take examinations or complete coursework, but students are permitted to re-take previously failed examinations during a leave absence. Students are also entitled to complete coursework and examinations during a leave of absence if the leave of absence is due to: maternity leave or parental leave; duties as a carer of a relative medically certified as needing care; responsibilities arising from membership of a management team for a world-class professional association in the German Olympic Sports Confederation at federal level (A, B -, C or D/C squad); official/military duty according to article 12a of the German Basic Law (Grundgesetz); or participation as an appointed or elected representative in academic self-governance.

(7) The student may withdraw from examination registration up to one week before the examination date (or rather, before the examination period) without needing to give any reason. In the event of a later withdrawal, § 24, para. 1 applies.

§ 24 Default and withdrawal from module assessments (RO: § 26)

(1) A module assessment may be marked as "fail" (5.0) pursuant to § 39 para. 3 if the student misses an examination without providing sufficient reason for their absence, or if they leave the examination without completing it. The same applies if the module assessment takes the form of a written assessment or take-home essay and the student does not complete their work in within the set period, or if they hand in a blank sheet of paper in an in-class essay, or if they remain silent in an oral examination.

(2) Any reason for the failure to attend or complete an examination must be communicated to the chairperson of the Examination Committee in writing, and substantiated, without delay as soon as the student becomes aware of such reason. Should the reason for the student's inability to take the examination occur in the course of an examination already in progress, this must be reported immediately to the examiner or the invigilator. This does not affect the obligation to communicate and substantiate the reasons to the Examination Committee without delay. In the event of illness, the student must provide, without delay and at the latest within three working days, a doctor's note from a general practitioner or specialist and an attestation of the inability to take an examination; such attestation must specify which type of examination (written examination, oral examination, examinations of extended duration, other forms of examination) is affected by the student's inability, for medical reasons, to take the examination on the designated date. The chairperson of the Examination Committee decides, based on the form attached as Appendix 10 to the Framework Regulation, on the disability of the student to take the examination. In case of justified doubts, the student must provide an additional note form from a medical officer.

(3) The illness of a child below the age of 14, or of a close relative (child, parent, grandparent, spouse or partner) in need of nursing, is considered the same as the candidate's illness. Furthermore, maternal leave is considered a valid reason.

(4) The chairperson of the Examination Committee is responsible for deciding whether to accept a student's reason for their absence or withdrawal from an examination or assessment. If the reason is accepted, a date for a new examination deadline is set without delay.

(5) If a student's justification for their withdrawal or absence is accepted, any examination and assessment results already completed as part of the module remain on the record.

§ 25 Academic achievement and assessments mitigated by illness and disability; special circumstances (RO: § 27)

(1) The planning and delivery of classes and examinations/assessments must take into account the nature and severity of students' disabilities or chronic illnesses, as well as the strain of pregnancy or childrearing or caring responsibilities for dependents.

(2) The nature and severity of such strains is to be indicated and substantiated by the students in good time through the provision of appropriate proofs (in cases of illness, a doctor's note) to the chairperson of the Examination Committee. If there is cause for reasonable doubt, a note by a medical officer may be required.

(3) If the student claims and substantiates that they are unable (either partially or entirely) to complete the required academic achievements and/or assessments for reasons of disability, chronic illness, care for a dependent, pregnancy, or care for a child younger than 14, appropriate measures (such as an extension of deadlines or different examination conditions) must be taken to compensate for such disadvantage. It must be made possible for students, upon presentation of proof, to avail themselves of the deadlines for maternal and parental leave as stipulated by law.

(4) The chairperson of the Examination Committee is responsible for decisions regarding any compensatory measures to be put in place for assessments and examinations. Decisions regarding coursework are taken by the chairperson of the Examination Committee in consultation with the instructor overseeing the coursework.

§ 26 Obligatory programme-specific guidance; timeframe for taking examinations (RO: § 28)

Provisions regarding any obligatory programme-specific advisory sessions, as well as details on the timeframe in which assessments and examinations are to be completed in the Master's degree programmes are set forth in the relevant programme-specific annex.

§ 27 Academic fraud and breach of regulations (RO: § 29)

(1) If a student attempts to influence the result of his/her exam work or course work by fraudulent behaviour or by using inadmissible means, such exam work or course work is graded with 'fail' (5,0). In particular, it constitutes fraudulent behaviour when a student brings inadmissible means into the examination room or gives a false statement pursuant to §§ 15 para. 8, 31 para. 8, 34 para. 5, 38 para. 16, or when a student has submitted one and the same work (or parts thereof) as exam work or course work more than once.

(2) Any student found actively participating in an attempt at fraudulent behaviour may be barred from completing the examination/assessment by the examiner or invigilator; in such cases the examination/assessment will be marked as "fail" (5.0).

(3) In serious cases of fraudulent behaviour, in particular in cases of repeated occurrence or when the fraudulent behaviour includes submission of a written statement by the student claiming that the submitted work is entirely their own and was composed without resorting to inadmissible means, the Examination Committee may bar the student from resubmitting the work or exam and the student may lose the right to take any further examinations and assessments for the Master's degree programme. The gravity of the breach is determined by assessing how much energy the student has put into the fraudulent behaviour, e.g. colluding with others or using technological devices like radio transmitters or mobile telephones, and the extent to which their fraudulent behaviour negatively affects equal opportunities.

(4) Examiners and/or invigilators may expel any student who disrupts the proper conduct of proceedings for an examination or assessment from the examination or assessment after issuing a warning to desist if this is ignored. In such cases, the examination or assessment will be marked as "fail" (5.0). Para. 3, sentence 1 applies accordingly.

(5) Any student found to be repeatedly disrupting one or several classes may be expelled from the class, either for that class in isolation, or for the duration of the semester. As a result, the student's participation in the class (or classes) may be marked down as "not regular and active".

(6) If a student, through culpable conduct, gains admission to an examination although he or she was not eligible, the Examination Committee may decide to grade this examination as "fail" (5,0).

(7) § 50, para. 1 applies to decisions made in all the above situations (para. 1 through 6).

(8) Negative decisions by the Examination Committee must be communicated to the student without delay and in writing and must include reasons for the decision as well as instructions on the right to appeal.

(9) Subject-specific rules regarding citation methods and procedures for academic work apply to homework, written coursework/essays, and the Master's Thesis. If these rules are not respected, the work must be investigated as attempted fraud.

(10) For the purposes of investigating suspected academic fraud, the Examination Committee may decide to require that non-supervised written exam work and/or course work must also be submitted in electronic form.

§ 28 Flaws in the examination process (RO: § 30)

(1) If the execution of an oral or written examination turns out to have flaws and this had an effect on the examination result, the Examination Committee shall determine – either upon request by a student or ex officio – that a particular student must repeat the examination. In the case of written examinations, such flaws must be notified to the invigilator during the on-going examination, and in the case of oral examinations, to the Chair of the Examination Committee or to the examiner immediately after the examination. If, in a written examination, a student considers the remedial measures taken by the invigilator insufficient, he or she must lodge a complaint with the Chair of the Examination Committee immediately after the examination.

(2) Measures pursuant to para. (1) may not be taken ex officio once six months have elapsed after completion of the examination.

§ 29 Recognition of previous academic achievements (RO: § 31)

(1) Any time spent studying at another institute of higher education in Germany, as well as any academic achievements and assessment or examination results received there, are recognised provided the learning outcomes and skills they support and work towards do not meaningfully differ from those of the Master's degree programme at the Goethe University. The recognition and acknowledgement of such achievements does not follow a schematic approach of systematic comparison, but rather looks at and evaluates the content, scope, and demands of the coursework and assessments undertaken as a whole, paying special attention to the learning outcomes and goals that count towards the qualification. If the Examination Committee cannot prove a substantial difference, study times, course work and exam work must be recognised.

(2) Paragraph (1) also applies to the recognition of study times, course work and exam work achieved in state-approved distance learning studies or other educational institutions, in particular state-run or state-approved vocational academies; course work and exam work based on multimedia applications; and course work and exam work achieved by school students pursuant to § 54 Abs. 5 HHG.

(3) Furthermore, para. (2) applies to recognition of performances achieved at universities abroad. This shall take into account equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the Standing Conference of the Rectors of German Universities as well as accords in the context of university partnership agreements. If there are no equivalence agreements, the decision rests with the Examination Committee. In case of doubt concerning the equivalence, the central authority for foreign education must be consulted.

(4) In the case of obligatory or recommended studies abroad, the student should discuss the possibilities of recognition of course work and exam work with the Chair of the Examination Committee or a designated person prior to commencing the studies abroad.

(5) Relevant professional experience may be recognised as practical education. Further information on this may be found in the module descriptions.

(6) Final assessments (such as the Master's thesis, diploma thesis, or state exam thesis) that petitioners may have already successfully completed outside of their Master's degree programme at the Goethe University are not recognised. Similarly, the same piece of work cannot be recognised twice for the same Master's degree programme.

(7) As a rule, it is not possible to credit course work and exam work from a Bachelor's degree for the Master's programme.

(8) If examination and assessment results are recognised, then the grades received for those examinations and assessments are included in the calculation towards their overall grade, provided the system of grading is comparable. If the system of grading is not comparable, work is simply marked as a "pass". Any results and work that received recognition will usually be marked in the final transcript, including an indication of the institute of higher education where the work was carried out.

(9) The applicant shall submit to the Examination Committee all documents required for recognition and documents required for recognition pursuant to para. 11; such documents must show how the exam work was assessed, how many CP were awarded, and the time of the examinations which he or she has taken so far in other study programmes or at other universities. The documents must also show which course work and exam work was not completed successfully or was repeated. The Examination Committee can request further documents, such as legally binding module descriptions of the modules to be recognised.

(10) Failed attempts in other study programmes or in study programmes at other universities are credited if, in the event of successful completion, they would have been recognised.

(11) Exam work that was completed more than five years ago may, in individual cases, be denied recognition; the decision may be accompanied by conditions. If the conditions set forth in paragraphs (1) to (3) in conjunction with para. (8) are fulfilled, the applicant has a legal claim for recognition, the 1st sentence of this paragraph and paragraphs (6) and (10) notwithstanding.

(12) The Examination Committee is responsible for decisions that apply universally to issues of recognition; in individual cases such decisions may be made by the chairperson of the Examination Committee, if appropriate in consultation with a subject-specific examiner. The recognition of previous work will determine which semester the petitioner is sorted into to begin their studies.

(13) If course work and exam work which has not been awarded CP is recognised, the equivalent values must be calculated and recorded in the student's account.

(14) Recognition of previous study work may be granted conditional on the petitioner resitting or resubmitting previous examinations, assessments and/or coursework. Any conditions and deadlines by which they are to be met must be communicated to the petitioner in writing, accompanied by instructions on the right to appeal.

§ 30 Recognition of competences acquired outside university (RO: § 32)

Any knowledge and skills that are deemed equivalent to the learning outcomes of any modules taken as part of the degree programme, but acquired prior to the start of studies or acquired during the course of studies but outside of any institute of higher education, can contribute the CP from the equivalent module to the student's record (on request). Further information on which modules this applies to can be found in the programme-specific annexes. Recognition of the CP will, upon suggestion by the module instructor, be granted by the Examination Committee on a case-by-case basis. This requires written proof (e.g. report cards, certificates) specifying scope, content and the work that has been delivered. No more than 50 per cent of the CP required for the programme may be replaced by way of crediting. Such credits will not be awarded any grade. This is recorded accordingly in the certificate.

Part VI: Module assessment procedure

§ 31 Module examinations and assessments (RO: § 33)

(1) Module examinations and assessments are taken during the course of studying the modules. They serve to complete the module. They are examination events that may be repeated to a limited extent and, as a rule, are assessed with grades.

(2) Final module examinations or assessments are typically a single examination or assessment, and it can be set in conjunction with a specific class in the module (class-related module examination/assessment). If a degree programme

includes cumulative module assessments, this will be indicated in the module descriptions in the programme-specific annexes.

(3) The module examination or assessment is intended to demonstrate that the student has mastered the content and methods of the module and can apply the knowledge and skills they have learned. The module examination tests the content of the relevant module's classes as specified in the module descriptions, unless otherwise specified. Class-related module examinations also test the module's overarching qualification targets.

(4) In the case of cumulative module assessments, students must pass all partial module assessments in order to pass the cumulative assessment.

(5) The assessment or examination format for the module examinations or partial module examinations is set out in the module descriptions in the relevant programme-specific annex. Written examinations may take the form of:

- in-class papers;
- term papers or take-home exams;
- written assignments (e.g. essays, written presentations);
- records /minutes;
- research papers;
- reports;
- portfolios;
- project work;
- descriptions.

Oral examinations may take the form of:

- individual examination;
- group examination;
- technical/expert discussions;
- colloquia.

Further forms of examination or assessment are:

- seminar talks;
- presenting a paper;
- presentations;
- practical subject-related examinations.

Additional forms of assessment may be specified in the relevant programme-specific annexes.

(6) The form and duration of the module assessments and, if applicable, partial module assessments are outlined in the module descriptions in the relevant programme-specific annexes. If the module description outlines multiple possible options for the different forms of assessment for the module, the module examiner will determine the form of the assessment, and will communicate this to students at the beginning of the module's classes, at the latest, when the examination dates are communicated.

(7) The language of assessment is either German or English, provided the programme-specific annex does not indicate otherwise. Individual written or oral assessments may be carried out in another foreign language if this is agreed jointly by all participating parties. Details are set forth in the module descriptions.

(8) Students shall produce non-supervised written work (for example term papers) in accordance with good academic practice. When submitting the work, the student must include a written statement that it has been prepared independently and that all sources and resources that were used are listed in the work. Furthermore, such statement must include a declaration that the work has not yet been submitted – in whole or in part – as course work or exam work in another study programme. § 15, para. 8 applies. The faculty will make available a template for the students' use on the relevant programme-specific webpage(s).

(9) Participants of module examinations must provide identification in the form of an official photo ID.

(10) The examiner decides if and what type of auxiliary tools students may use in a module examination. Students must be notified in good time before the examination about admissible tools.

§ 32 Oral examinations (RO: § 34)

(1) Oral examinations are conducted as individual examinations by an examiner in the presence of an observer. Group examinations with up to five participants are possible.

(2) Oral examinations typically last 30 minutes, but can be between at least 15 minutes and at most 60 minutes per student or candidate. The duration of the module examination in question is determined in the module description, which can be found in the programme-specific annexes.

(3) The observer keeps minutes to record the main subjects and results of the oral examination. These minutes are signed by the examiner and by the observer. The observer must be consulted before determination of the grade; neither the candidate nor the public may be present in such consultations. The minutes must be forwarded to the Examination Office without delay.

(4) The results of the oral examination are communicated to the student following the oral examination, and must, in the case of a “fail” or if such is requested by the student without delay, be justified in further detail. Such justification must be recorded in the minutes.

(5) Students who are participating in the same study programme may be admitted as audience to an oral examination. The candidate who is being examined may deny such admittance. The right to be admitted as audience does not extend to the discussion of the results and their disclosure to the candidate. Admittance of audience may further be limited due to space restrictions. The chairperson of the Examination Committee may demand evidence of the reasons mentioned in the 1st sentence.

§ 33 In-class papers and other supervised written assessments (RO: § 35)

(1) In-class papers consist of one task or of several tasks or questions. In-class papers or other supervised written work are designed so students can demonstrate their ability to solve tasks under supervision, in an independent manner, with limited resources and within a limited time, and to recognise a problem and develop solutions, based on the necessary basic knowledge and employing methods commonly used for the subject in question.

(2) Multiple-choice questions (including single-choice questions) are permitted in in-class papers provided they enable students to demonstrate sufficient knowledge of the subject. In such cases, the following criteria must be met:

- The exam questions must result in reliable examination results. The exam questions must be unambiguous in their wording, and it must be possible to answer them in a clear and unambiguous manner; they must furthermore be suitable to clearly assess the students’ knowledge in the area under examination. In particular, the wording must be such that it is not possible to justify solutions other than those designated as correct in the assessment rubric. The Examination Committee must design suitable procedures to ensure this.
- If the tasks prove to be unsuitable according to the above criteria, they must be excluded from grading. If a student gives answers that do not correspond to the solutions designated as correct in the assessment rubric, but which are justifiable, such answers shall be acknowledged in favour of the student. It is not permissible to subtract points for a wrong answer.

(3) For in-class papers in which multiple-choice questions and single choice-questions make up more than 25 per cent of possible overall points, the following rules must additionally be observed:

- The catalogue of questions and answers must be devised by at least two examiners, one of which must be a member of the professors’ group.
- The students must be informed of the minimum requirements for successful completion and the grading rubric for the assessment at the latest when the tasks are handed out.

Students will receive a passing grade for an in-class paper consisting exclusively of tasks that fall into one of the categories named in the 1st sentence if they answer at least 50 per cent (minimum for “pass”) of the exam questions correctly, or if the percentage of correctly answered questions is no more than 22 per cent below the average exam performance of all candidates who have participated in the examination for the first time (this calculation also applies if the examination involves a point-grading system). If an in-class paper consists only partially of tasks that fall into one of the categories named in the first sentence, and if such tasks account for more than 25% of the total points available in the assessment, then the rules for minimum passing grades outlined in the 4th sentence apply solely for that part of the assessment.

(4) If a student is late for an in-class paper, it is not possible to make up for lost time. Students may leave the examination room only with the invigilator's consent.

(5) An invigilator for in-class papers must keep minutes for every in-class paper. These minutes must contain all incidents that are of relevance for determining the examination result, in particular any incidents governed by §§ 24 and 27.

(6) The time allowed for in-class papers and for other supervised written work is calculated based on the workload connected with the (part of the) module under examination. For in-class papers, this is typically 120 minutes, at least 90 minutes, and at most 240 minutes. The exact length is determined in the module description found in the relevant programme-specific annex.

(7) As a rule, in-class papers and other supervised written work is assessed by one examiner. If a student fails an examination resit, a second examiner will assess the work. The examiners must justify their assessment in writing. If the resulting grade differs from the original, the grade recorded for that written test or other supervised written work shall be the average of the two grades. The assessment of the written test should not take longer than four weeks.

(8) Written in-class tests or assessments based on multimedia applications ("e-tests") are permissible if they serve to fulfil the purpose of the examination. Only data processing systems that are administered by the university or that have been cleared by the Examination Office in consultation with the university's IT centre may be used for such e-tests. It must be ensured that the electronic data generated in such examination can be clearly identified and permanently assigned to the respective candidate without any doubt. The examination must be carried out in the presence of a minute-keeper with expert knowledge in the subject. There must be written minutes of the examination, which shall contain, at a minimum, details as to the names of the record keeper and the candidates, the beginning and end of the examination, and any unusual incidents. The inspection of the multimedia-based examination and the examination results is governed by § 49. The examination task including a model answer, the assessment scheme, the individual examination results and the minutes shall be archived in accordance with statutory regulations.

§ 34 Term papers, take-home exams and other written assessments such as minutes (RO: § 36)

(1) The purpose of a written term paper or a take-home exam is for the students to demonstrate that they are able to work on a subject-specific problem independently and by applying academic methods. Such work must form part of a module.

(2) A term paper or take-home exam may be submitted in the form of group work provided that it is possible, based on objective criteria, to identify the individual contributions that form the exam work to be evaluated.

(3) A student may be given the opportunity to choose the subject of their own term paper. The subject for take-home exams is prescribed. The subject is issued by the examiner, who records the date of issuance and the duration of the term paper or take-home exam.

(4) Term papers or take-home exams should be allotted a time frame for completion of at least two and at most four weeks (full-time, i.e. a workload of 2 to 5 CP). In cases where a term paper is set during the teaching period, the time frame for completion may be extended accordingly. The time frame for completion of assessments is set forth in the module description. Submission deadlines for the term papers or the take-home exams are determined and documented by the examiners.

(5) A single copy of the term paper or take-home exam, accompanied by a statement pursuant to § 31 para. 8, must be submitted to the examiner within the stipulated time frame; if sent by postal services, timely submission is determined by the postmark. Submission of the term paper must be recorded by the examiner.

(6) The examiner should assess the term paper or take-home exam within six weeks of submission; such assessment must include reasons, in writing. § 33 para. 7 applies.

(7) Paragraphs 1 to 6 also apply to other written work.

§ 35 Portfolio of work (RO: § 37)

(1) A portfolio assessment is intended to show the learning process and development of a student's academic work throughout their studies and to reflect upon it. The student should relate the individual components of their portfolio

to the skills and learning outcomes of the module and carry out a self-evaluation relating the two to each other. A portfolio assessment will encompass work completed throughout the course of the student's studies. This work can take the form of written assessments, assessments in text-form, oral and/or practical assessments. The portfolio can also take the form of an electronic collection of work (e-portfolio). The module description contains specifications as to the scope of the portfolio. The nature and scope of the individual components of the assessment will be communicated to students at the start of classes. All the individual components are marked together to form the grade for the portfolio. The components are not systematically and individually marked, but rather examined as a whole and considered in relation to each other as a corpus of work.

(2) § 34 applies to the portfolio.

§ 36 Project work (RO: § 38)

(1) The purpose of project work is for the students to demonstrate that they are able to develop, execute and present concepts. The students should demonstrate that they are able to define goals within a bigger task, and to develop solutions and concepts.

(2) The duration of the project work is set forth in the module description.

(3) Where project work is carried out as teamwork, it must comply with the requirements of para. 1 and it must be possible to clearly identify and assess the individual student's contributions.

§ 37 Practical examinations and other forms of assessment (RO: § 39)

In addition to those forms of assessment outlines in § 31 para. 5, other forms of assessment may be determined in the programme-specific annexes. The content and form of such assessments is governed by the programme-specific annexes.

§ 38 Master's thesis (RO: §§ 40, 41)

(1) The Master's thesis is an obligatory part of the master's programme. It is a stand-alone final module. The Master's thesis constitutes a stand-alone final module and can be completed together with a final oral examination. Further information regarding this can be found in the module description in the relevant programme-specific annex.

(2) The purpose of the Master's thesis is for the students to demonstrate that they are capable of completing comprehensive and in-depth work on a subject within a stipulated time frame and in accordance with the programme objective as set forth in I. 1.2 of the programme-specific annex of the programme in question. The subject must be designed so that it can be completed in the stipulated time frame.

(3) The scope and time frame within which the Master's thesis is to be completed are set out in the relevant programme-specific annex. The time frame in which the thesis is to be completed should be no less than 15 CP and no more than 30 CP.

(4) Admission to the Master's thesis is conditional upon proof of the student having already attained 56 CP in the relevant Master's programme. Any deviation of or addition to these rulings can be found in the module description in the relevant programme-specific annex.

(5) The Master's thesis must be supervised by a professor of the subject in question, or by a member of the relevant institute who holds a PhD. In individually instances where such is justified on grounds of content, members of institutions cooperating with the Faculty of Social Sciences at the Goethe University (a list of which can be found at www.Domain.de) who hold a PhD can act as supervisors for a Master's thesis, provided they are authorised to examine the work pursuant to § 21 para. 1. In order to qualify, the supervisor must be engaged in regular teaching in the student's degree programme. Any supervision provided by parties not from within the degree programme requires a substantiated application to the Examination Committee. The supervisor is also primary reviewer of the Master's thesis. Except for the cases outlined in § 38 para. 6, secondary reviewers must be members of the Goethe University or of one of the institutions cooperating with the Faculty of Social Sciences; para. 1 applies. At least one of the assessments of the thesis must be undertaken by a professor. The separate mandating of a supervisor by the Examination Committee is required only in the abovementioned special cases or in cases where the Master's thesis has been undertaken in an institution outside of the Goethe University and the cooperation partners of the Faculty of Social Sciences (external Master's thesis).

(6) Subject to the consent of the Chair of the Examination Committee, a student may work on his or her Master's thesis at an external institution that is not part of the Goethe University. In this case, the subject of the thesis must be set in consultation with a member of the professors' group of the Faculty of Social Science.

(7) The subject of the Master's thesis is agreed upon with the supervisor and notified to the chairperson of the Examination Committee when registering for the Master's thesis. A student who cannot find a supervisor can file a request with the chairperson of the Examination Committee, who then ensures that the student is issued a subject and assigned a supervisor in good time.

(8) The decision about admission to the Master's thesis rests with the chairperson of the Examination Committee.

(9) The subject is issued by the chairperson of the Examination Committee. The date of issuance and the subject must be filed with the Examination Office. Work on the Master's thesis may not commence before the subject has been filed and issued.

(10) The programme-specific annexes may allow for the Master's thesis to be produced as group work, provided that it is possible to clearly distinguish between, and separately assess, the individual student's contributions that are to be evaluated as exam work, by identifying sections, page numbers or other objective criteria, and provided that the requirements stipulated in para. 2 are fulfilled.

(11) Unless otherwise stipulated in the relevant programme-specific annex, the Master's thesis must be written in English or German. Subject to consent by the chairperson of the Examination Committee, it may be written in another language. Students do not need to seek permission to write their Master's thesis in English. Students who wish to write their Master's thesis in a foreign language (other than English) must apply for permission to do so with the Examination Committee at the latest when registering for the Master's thesis. The permission to write the thesis in another language is granted when the subject is issued, provided that the supervisor has given his or her consent in writing and that it is possible to appoint a secondary reviewer who is sufficiently qualified in the chosen language. If the Master's thesis is written in another language, with the consent of the chairperson of the Examination Committee as per the foregoing, it must be accompanied by a summary in English or German.

(12) A subject, once issued, can be returned only once, and only within the first third of the designated time frame for completion. The newly issued subject must differ in content from the one that has been returned. If a new subject is issued after withdrawal pursuant to § 13 para. 4, it is not possible to return this subject.

(13) If a student misses the submission date for the Master's thesis due to reasons beyond his or her control (e.g. if the student, or a child whom they are charged to care for, falls ill), the chairperson of the Examination Committee will grant an extension of the deadline if the student applies for such extension before the submission date. § 24 para. 2 applies. The maximum possible extension to the time frame outlined in para. 3 is 50% of the time originally allotted. If the cause of the delay subsists for longer than the extension period, the student may withdraw from the examination.

(14) The Master's thesis must be submitted to the Examination Office before the submission deadline. The time of submission must be recorded on file. If the work is sent by postal service, timely submission is determined by the postmark. If the Master's thesis is not submitted within the deadline, it will be graded as "fail" (5,0).

(15) Four copies of the Master's thesis must be submitted in writing (bound), as well as in electronic form. If the Master's thesis is not submitted within the deadline in the proscribed form, it will be graded as "fail" (5,0).

(16) The electronic copy of the thesis must be submitted via email to the Examination Committee as a PDF, must indicate the names and email addresses of both reviewers, and must be accompanied by a signed declaration. The Examination Committee will then pass on the thesis to the reviewers.

(17) The Master's thesis must be composed following the rules of good academic practice. In particular, the student must clearly mark any quotations and references, images and drawings lifted from publications or other texts not created by him or her. The Master's thesis must be accompanied by a statement by the student that it – or in the case of group work, the part composed by him or her and identified as such – has been prepared independently and that all sources and resources that were used are listed. Furthermore, the student must submit a statement declaring that the Master's thesis has not, in whole or in part, been used for different exam work or course work. The Faculty of Social Sciences will provide a template for the students' use on the programme-specific webpage.

(18) The Examination Committee forwards the Master's thesis to the supervisor for primary review and assessment pursuant to § 39 para. 3. At the same time, it appoints a further examiner from among the persons authorised to take

examination pursuant to § 38 para. 5 to act as secondary reviewer and also forwards the thesis to this secondary reviewer. At least one of the reviewers must be a professor qualified to examine and must teach in the student's degree programme. If the secondary reviewer's assessment corresponds with that of the primary reviewer, the secondary reviewer can simply co-sign the primary reviewer's report. The reviewers should assess the work promptly; their assessment should be available at the latest eight weeks after submission of the thesis. If the two reviewers differ in their assessment of the Master's thesis, the grade will be determined pursuant to § 39 para. 6.

(19) If the two reviewers' assessments diverge by more than 2,0, or if one of the two reviewers awards the grade a "fail" (5,0), the Master's thesis will be assessed by another examiner authorised pursuant to § 21 within a period of a further two weeks. In this event, the grade is calculated pursuant to § 39 para. 6, based on the grades given by the first examiner, the second examiner and the third examiner. In cases governed by § 24 or § 27, sentence 1 does not apply.

(20) Provided the student has received a passing grade for their Master's thesis and where indicated by the programme-specific annex, the thesis must be presented in the form of an oral examination (defence of the thesis). This defence must happen within four weeks of the student receiving notification of the grade for their Master's thesis. The date for the defence is determined by the examiner in conjunction with the chairperson of the Examination Committee, and must be communicated to the student in writing and without delay. The defence of the Master's thesis shall include the subject and content of the thesis, as well challenges and questions on topics related to and within the chosen subject of the thesis. The defence typically lasts 30 minutes, and is usually led by the student's thesis supervisor in the presence of an observer with expert knowledge on the subject. Further information, particularly how the grade for the oral defence is weighted in relation to the thesis as part of the sum grade for the final module, can be found in the module description. § 32 applies for the procedure of the oral defence of the thesis

Part VII: Evaluation of academic achievements and assessments; calculation of grades and overall grades; overall exam failure

§ 39 Evaluation of academic achievements and assessments; calculation of grades and overall grades (RO: § 42)

(1) Coursework is typically marked as "pass" or "fail". Coursework can be graded according to the regulations set forth in para. 3, but the resulting grade does not enter calculations for the overall grade of the Bachelor's examination.

(2) Assessments are typically graded, and only occasionally marked as "pass" or "fail" if such marking is prescribed in the module description. The examinations and assessments are graded by the examiner for that assessment or examination, always on the basis of the merit of the individual work of the student.

(3) The following grades are given for individual parts of the exam work:

1	Very good	an excellent performance;
2	Good	a performance significantly above average requirements;
3	Satisfactory	a performance that fulfils average requirements;
4	Sufficient	a performance that, despite some deficiencies, still fulfils the requirements;
5	Fail	A performance that, due to significant deficiencies, does not fulfil the requirements.

In order to enable differentiated assessment of the exam work, grades may be raised or lowered to intermediate values by 0.3; the following grades are possible: 1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7; 4.0 and 5.0.

(4) If the module examination is composite, consisting of several partial module assessments, then the grade for the module is calculated as the arithmetic mean of the grades given for the individual (partial) module assessments. Such calculation of the module grade is made to the first decimal place only, with no rounding beyond the first decimal place.

(5) If the module examination is assessed differently by two or more examiners, the module grade is calculated as the arithmetic average of the grades given by the examiners. Such calculation of the module grade is made to the first decimal place only, with no rounding beyond the first decimal place.

(6) The examiners may deviate from the arithmetically calculated grade for a “passed” module assessment if the general academic standard of the student’s work is better represented by a different grade, and the change in grade does not affect whether or not the student has passed the assessment (bonus regulations concerning the improvement of grades). In particular, the student’s academic achievements in tasks, assessments, and classes can contribute to such re-assessment, albeit only to the extent of counting for 25 per cent at most of the new grade for the module assessment in question. Further information and regulations can be found in the module descriptions or module handbook. Students must be made aware of any coursework or other tasks that can contribute bonus points to their grade at the latest at the start of the semester, publicly, and by suitable means. Any bonus points a student earns expire at the end of the semester following the one in which they gained those bonus points.

(7) An overall grade is calculated for the Master’s examination. The relevant programme-specific annexes contain information and regulations as to which module grades enter into such calculations, and with what weighting.

(8) If a student acquires more CP in a compulsory elective module than is stipulated in the module descriptions, those modules completed first (chronologically) are taken into account for the calculation of the overall grade. If multiple modules were completed in the same semester, the modules with better grades count for the calculation of the overall grade.

(9) The overall grade of a successfully completed Master’s examination is taken from the list below, bearing in mind that only the first decimal place is taken into account and all further decimal places are deleted without rounding:

from 1.0 up to 1.5	very good
from 1.6 up to 2.5	good
from 2.6 up to 3.5	satisfactory
from 3.6 up to 4.0	sufficient
worse than 4.0	fail

(10) Any English-language translation of the certificate will show the grades for individual exam work and for the overall grade in accordance with the following scale:

from 1.0 up to 1.5	very good
from 1.6 up to 2.5	good
from 2.6 up to 3.5	satisfactory
from 3.6 up to 4.0	sufficient
worse than 4.0	fail

(11) An overall grade of up to and including 1.3 and a grade of 1.0 for the Master’s thesis is awarded an overall assessment of “passed with distinction”.

(11) For purposes of transparency of the overall grade, the Diploma Supplement will include an ECTS standard grading scale in accordance with § 47.

§ 40 Passing or failing examinations; disclosure and publication of grades (RO: § 43)

(1) A module examination that consists of a single examination performance is awarded a “pass” if it achieves the grade “sufficient” (4.0) or better. An examination that is graded in points is awarded a “pass” if the candidate achieves a minimum of 5 points. Otherwise it is awarded a “fail”.

(2) A cumulative module examination, i.e. an examination that consist of several partial module examinations, is awarded a “pass” only if all of the partial module examinations achieve the grade “sufficient” (4.0) or better.

(3) The Master’s examination is awarded a “pass” if all of the modules as proscribed in the study-specific annex have been completed successfully, i.e. the required study records have been provided as set forth in the module description, and the prescribed study performance as well as the module examinations including the Master’s thesis have been awarded at least the grade “sufficient” (4.0) or a minimum of 5 points, as applicable.

(4) All examinations results are communicated without delay. The Examination Committee determines whether the grades are published (after anonymisation) within the university on a notice board and/or in the electronic exam administration system, provided that the legitimate interests of the candidates are protected. If a module examination is awarded a definite “fail” (5.0) or if the Master’s thesis is assessed as less than “sufficient” (4.0), the chairperson of the Examination Committee issues a written decision to the student; such decision must include instructions of the right to appeal, setting forth (if applicable) details on whether and in what time frame the module examination or the Master’s thesis, respectively, can be repeated.

§ 41 Transcript of Records (RO: § 44)

Students receive, upon request, an attestation that they have successfully completed the examinations, in the form of a Transcript of Records, in German and in English; such Transcript of Records contains, at a minimum, the names of the modules, the dates of the individual examinations, and the grades.

Part VIII: Changing elective or compulsory elective modules / study focus; repeat examinations; loss of the right to sit examinations and final failure

§ 42 Changing elective or compulsory elective modules / study focus (RO: § 45)

(1) A student who fails a compulsory elective module, or definitely fails in all permitted attempts, may choose a new elective module. The programme-specific annex determines how often such changes may be undertaken, as well as the further requirements for such changes. At a minimum, it must be possible to undertake one change.

(2) A student may change their study focus as long as they have not definitely failed their examination in the initially chosen study focus.

§ 43 Repeat examinations; first-trial examinations; improving grades (RO: § 46)

(1) It is not possible to repeat successfully completed examinations.

(2) Any failed compulsory module examinations must be repeated. In the case of compulsory module examinations, the relevant module description will set forth whether it is possible to compensate for a failed partial module examination pursuant to § 31 para. 4. In the case of cumulative partial module examinations, only the failed part of the examination must be repeated.

(3) Failed module examinations and partial module examinations may be repeated no more than twice.

(4) A failed Master’s thesis, if applicable including an oral examination or a colloquium, may be repeated once. A new subject will be issued. In the context of a repeat examination, the subject of the Master’s thesis can be returned only if the student has not returned the subject in the course of his or her first Master’s thesis. It is not allowed to return the subject for a second time.

(5) Failed attempts to complete the same or an equivalent module examination in another study programme at the Goethe University or another German university are taken into account when determining the permitted numbers of repeat examinations. In exceptional cases, in particular in the event of a change of study programme, the Examination Committee may decide not to take such failed attempts into account.

(6) With the exception of a failed Master's thesis, the Examination Committee may schedule an oral examination as a repeat performance of failed written examinations.

(7) The Examination Committee may set conditions for a student prior to a repeat module examination.

(8) In the event of a second repetition of a module examination, or a partial module examination, the student must also participate in the relevant classes prior to taking the examination again.

(9) Any first repeat examination should be undertaken at the end of the relevant semester or, at the latest, at the beginning of the subsequent semester. A second repetition should be undertaken at the next possible examination date after the failed first repeat examination. The Examination Committee will determine the exact dates for the repeat examination and will notify the student(s) in good time. Students who undertake a repeat examination must do so at the next possible date thus determined. In exceptional cases – provided the candidate applies immediately after having been informed of the examination result and substantiates his or her request – the chair of the Examination Committee may, at their discretion, permit a repetition module examination at a later date and determine such date. Students who fail to comply with the stipulated period for the repeat examination lose their right to be examined, unless the reason for this failure is outside their control. In the latter event, the chair of the Examination Committee will determine a date for the repeat examination once the reasons for failure to comply with the stipulated period no longer apply. If a student is de-registered in the meantime, this does not extend the period for the repeat examination.

(10) As a rule, repeat examinations are governed by the study regulations applicable at the time of the first examination.

§ 44 Loss of the right to sit examinations and final failure (RO: § 47)

(1) The Master's examination is deemed to be definitely failed, resulting in the definite loss of entitlement to be examined,

- when a student has failed the module examination and all permissible repeat examinations, and there is no possibility to change the module or study focus pursuant to § 42 para. 1 or § 42 para. 2;
- when a student misses a deadline for a repeat module examination pursuant to § 43,
- when a student misses a deadline to submit specific work pursuant to § 26;
- in the case of serious fraud or serious breach of regulations pursuant to § 27.

(2) In case of a final failure of the Master's examination and the resulting loss of entitlement to be examined, a formal decision is issued; such decision must include instructions on the right to appeal.

(3) A student who has definitely failed the Master's examination in the study programme and is thus no longer entitled to be examined must be de-registered. Upon request and upon presentation of the de-registration notice, the student will receive a certificate from the Examination Office that shows the module examinations – both those that were passed successfully and those that were failed – as well as the grades and credit points achieved therein, and that attests the final failure of the Master's examination and the loss of the right to be examined.

Part IX: Examination certificate; Master's Certificate and Diploma Supplement

§ 45 Examination certificate (RO: § 48)

(1) Students receive, if possible within four weeks after the last examination has been assessed, a certificate in German as well as, upon request by the student, an English-language translation, always in compliance with the samples provided in the Framework Regulation. This certificate contains a list of the modules and the respective grades (identifying the modules that are not included in the overall grade), the subject of and grade for the Master's thesis, the total amount of CP achieved and the overall grade.

The certificate is signed by the chairperson of the Examination Committee of the Faculty of Social Sciences and carries the seal of the Goethe University. It shows the date of assessment of the last examination or course work.

(2) Students can apply for, and the Examination Committee will then issue, an attestation clarifying that the Master's degree is equivalent to a corresponding diploma degree or a corresponding "Magister" degree.

§ 46 Master's Certificate (RO: § 49)

(1) Together with the certificate for the Master's examination, the student will receive a Master's Certificate that carries the same date as the examination certificate. This Master's Certificate certifies the awarding of the academic title. In addition, this Certificate is also to be issued in English.

The Master's Certificate is signed by the dean of the Faculty of Social Sciences as well as by the chairperson of the Examination Committee and carries the seal of the Goethe University

The academic title may only be used after the Master's Certificate has been handed over.

§ 47 Diploma Supplement (RO: § 50)

Together with the examination certificate and the Master's Certificate, the student will receive a Diploma Supplement that complies with international specifications and is in accordance with the currently applicable version of the regulations agreed between the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder and of the Standing Conference of the Rectors of German Universities (sample in Appendix 10 Framework Regulation). The Diploma Supplement is signed by the chairperson of the Examination Committee.

The Diploma Supplement contains an ECTS Grading Table. The overall grades awarded to the control group within a specific study programme must be registered, and their distribution across the grades pursuant to § 39 para. 11 is calculated both in numbers and in percentages and shown in a table as follows:

Overall grades	Overall numbers in the control group	Percentage of graduates within the control group
up to 1.5 (very good)		
from 1.6 to 2.5 (good)		
from 2.6 to 3.5 (satisfactory)		
from 3.6 to 4.0 (sufficient)		

The control group consists of the number of graduates of the relevant study programme over a period of three study years. The above calculation is undertaken only if the control group consists of at least 50 candidates. If fewer than 50 candidates within the control group complete their studies, then the Examination Committee may decide to include further study years in the calculation.

Part X: Invalid Master's examination; examination records; protest and appeal

§ 48 Invalid examinations (RO: § 51)

If a student has engaged in fraud in the course of studies or during an examination and such becomes known only after the certificate has been issued, the Examination Committee can affect an ex-post correction of the grade for the exam work or the course work which has been produced by way of fraud and can declare the exam work or the course work as failed, in part or as a whole. The examiner must be consulted prior to such decision. The student must be given an opportunity to comment prior to a decision.

If a student, without intending to engage in fraudulent behaviour, did not meet the conditions for taking an examination, and such becomes known only after the certificate is issued, such fault shall be healed by successful completion of the examination. If a student has engaged in intentional manipulation of the conditions for taking the

examination although he or she was not entitled to do so, the Examination Committee determines the legal consequences in accordance with the Administrative Procedure Act of the State of Hesse as applicable at the time. Paragraph (1) 3rd sentence applies.

The incorrect certificate shall be confiscated and, if appropriate, a new certificate shall be issued. The same applies to the Diploma Supplement and, if appropriate, the relevant proof of study work. Likewise, if the examination is graded as "fail" due to fraudulent behaviour, the Master's Certificate must be confiscated. A decision pursuant to para. (1) and para. (2) 2nd sentence shall only be possible until five years as of the date of the certificate have passed.

§ 49 Inspection of examination records; period of file retention (RO: § 52)

(1) Upon request and within a short time after the notification of examination results, students can ask to inspect their examination records, the relevant assessments, and the minutes of the examination.

The examination records are maintained by the Examination Office. The period for retention of examination records is determined in accordance with § 21 of the Enrolment Regulation of the State of Hesse (in German: Hessische Immatrikulationsverordnung, HImmaVO) as applicable at the time.

Written exam work except for the Master's theses will be either handed to the students or discarded one year after publication of the assessment. Master's theses will be discarded five years after completion of the entire examination procedure.

§ 50 Protest and appeal (RO: § 53)

(1) Students can lodge any protest against decisions by the chairperson of the Examination Committee. Such protest must be filed with the chairperson of the Examination Committee within one month of notification of the decision. The Examination Committee decides about the protest. If the protest is rejected, the Chair of the Examination Committee issues a formal notification, which must include the grounds for the rejection and instructions on the right to appeal.

Students can appeal against a negative decision by the Examination Committee and against examination assessments; such appeal must be filed in writing with the chairperson of the Examination Committee (Examination Office) within a month after notification if the notification contained instructions on the right to appeal, and within a year if it did not contain such instructions. If the Examination Committee – if appropriate, after hearing the examiners involved – does not grant the appeal, the President of the Goethe University issues a formal notice of rejection. Such notice of rejection must include grounds and instructions on the right to appeal.

Part XI: Final Provisions

§ 51 Effective date [and transitional provisions] (RO: § 56)

(1) These regulations enter into force on the day after publication in UniReport Satzungen und Ordnungen (Statutes and Regulations) of the Johann Wolfgang Goethe-Universität Frankfurt am Main.

(2) These regulations apply to all students who begin their studies in any of the Master's programmes which are governed by these regulations in the winter semester 2022/2023. The applicability of transitional provisions pursuant to already existing regulations for Master's programmes is set forth in the study-specific annexes.