

**This document is a translation and is provided for information purposes only. In the event of any inconsistency between the German version and the English version, only the German version shall apply.**

The Faculty Council of the Faculty of Humanities of Gottfried Wilhelm Leibniz Universität Hannover resolved on 27.04.2022 the following amendments to the Examination Regulations for the Master's Degree Programme Deutsche und Englische Linguistik / German and English Linguistics of 24.06.2016, as last amended on 10.07.2019. The Presidential Board approved the amendments on 06.07.2022 in accordance with section 37 paragraph 1 subparagraph 5. b) of the Lower Saxony Higher Education Act (NHG). These regulations shall take effect on 01.10.2022 following publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover.

**Amendments to the Examination Regulations for the Master's Degree Programme  
Deutsche und Englische Linguistik / German and English Linguistics  
at Gottfried Wilhelm Leibniz Universität Hannover of 24.06.2016,  
as amended on 10.07.2019**

The Faculty of Humanities of Gottfried Wilhelm Leibniz Universität Hannover has issued the following examination regulations as per section 7 paragraph 3 and section 44 paragraph 1 of the Lower Saxony Higher Education Act (NHG):

Overview

Part One: General information

Section 1	Examination Purpose and Academic Degree
Section 2	Duration and Structure of the Degree Programme
Section 3	Responsibility (Dean of Studies, Examination Board)

Part Two: Master's Examination

Section 4	Structure and Content of the Examination
Section 5	Examiners and Observers
Section 6	Coursework and Assessments
Section 7	Master's Thesis
Section 8	Passing and Failing
Section 9	Additional Modules and Examinations
Section 10	Recognition of Previous Coursework and Assessments
Section 10a	Placement Examinations for Refugees
Section 11	Distance Learning

Part Three: Examination Procedure

Section 12	Admission to Assessments
Section 13	Registration
Section 14	Resit
Section 15	Late Submission, Withdrawal, Deadline Extension
Section 16	Assessment Procedure in Cases of Hardship
Section 17	Evaluation of Assessments
Section 18	Deceit, Breach of Regulations

Section 19	Credit Points for Modules
Section 20	Calculation of the Overall Mark
Section 21	Certificates of Results and Other Documents
Section 22	Access to Examination Records
Section 23	Procedural Provisions

#### Part Four: Final Provisions

Section 24	Entry into Force and Interim Provisions
------------	---

## **Part One: General information**

### **Section 1 Examination Purpose and Academic Degree**

- (1) <sup>1</sup>The master's degree constitutes further academic qualification in a professional field. <sup>2</sup>The master's examination aims to establish whether the examination candidate is capable of working independently at an advanced level according to scientific or scientific-artistic principles and is capable of applying academic knowledge. Furthermore, it serves to determine whether the examination candidate has gained a subject-related overview of the academic field and has acquired the knowledge and competence necessary for the transition to professional practice.
- (2) Upon successful completion of the master's examination, Gottfried Wilhelm Leibniz Universität Hannover shall confer the academic degree "Master of Arts (MA)".
- (3) <sup>1</sup>Students may select "Spracherwerb und Sprachvergleich" / "Language Acquisition and Language Comparison" or "Sprachverwendung und Sprachwandel" / "Language Use and Language Change" as their focus of study in the master's degree programme Deutsche und Englische Linguistik / German and English Linguistics. <sup>2</sup>Further details are provided in section 21 paragraph 8 and in appendix 1.

### **Section 2 Duration and Structure of the Degree Programme**

- <sup>1</sup>The standard period of study is two years. <sup>2</sup>The time required for class attendance and independent study is 120 ECTS (credit points) at 30 hours each. <sup>3</sup>The degree programme is organised into four semesters.

### **Section 3 Responsibility (Dean of Studies, Examination Board)**

- (1) The examination board authorised to perform such duties by the faculty council in agreement with the dean of studies is responsible for implementation of the obligations set out in these examination regulations.
- (2) <sup>1</sup>The examination board comprises five members, three of whom are from the group of professors and junior professors, one is from the group of academic staff and one from the group of students. <sup>2</sup>The members of the examination board and their deputies are appointed by the respective group representatives. <sup>3</sup>The chairperson and deputy chairperson are appointed by the examination board and must be members of the group of professors and junior professors or members who have completed their habilitation. <sup>4</sup>The student member may only adopt an advisory role with regard to grading or decisions concerning recognition of assessments. <sup>5</sup>If not appointed as a member of the examination board, the dean of studies may participate in meetings of the examination board in an advisory role.
- (3) <sup>1</sup>The members of the examination board and their deputies are subject to official secrecy. <sup>2</sup>If they are not employed in public service, they must be sworn to secrecy by the chairperson.
- (4) <sup>1</sup>The examination board has a quorum provided that the majority of the members eligible to vote are present. <sup>2</sup>Resolutions shall be passed by a majority of the valid votes cast; abstention from voting shall not be considered as a vote cast.
- (5) <sup>1</sup>The meetings of the examination board are not open to the public. <sup>2</sup>Minutes shall be taken of the meetings of the examination board. <sup>3</sup>The minutes shall document significant matters discussed and the decisions made.
- (6) Members of the examination board are entitled to observe examinations.
- (7) <sup>1</sup>The examination board may delegate authority to the chairperson and deputy chairperson, subject to revocation. <sup>2</sup>The examination board may appoint a body to perform its duties. <sup>3</sup>The chairperson shall prepare and implement the resolutions of the examination board and report to the examination board on a regular basis regarding these activities. <sup>4</sup>Delegation of authority to the chairperson or deputy chairperson shall not be permissible for the cases specified in section 18 paragraph 1.
- (8) The examination board may establish its own procedural rules.

## **Part Two: Master's Examination**

### **Section 4 Structure and Content of the Examination**

- (1) <sup>1</sup>The master's examination is conducted during the course of the degree programme. <sup>2</sup>It comprises assessments and, as appropriate, coursework in compulsory modules; and, as appropriate, compulsory elective modules, elective modules and the compulsory module "master's thesis" in accordance with appendix 1.
- (2) The courses corresponding to the modules can be found in the module handbook or the course catalogue.
- (3) <sup>1</sup>A placement, if applicable a placement abroad, of at least 12 weeks may be completed as part of the master's degree programme. <sup>2</sup>Further information can be found in the placement regulations. <sup>3</sup>Alternatively, this may be replaced by a stay abroad and/or language course and/or key skills courses to further expand knowledge of the subject or to prepare for a stay abroad. <sup>4</sup>Placement, stay abroad, language course and the key skills courses can be combined and can be credited proportionately.
- (4) <sup>1</sup>Courses and examinations are conducted in German and English.

### **Section 5 Examiners and Observers**

<sup>1</sup>The responsible body specified in section 3 shall appoint members of the group of professors and junior professors from the Faculty of Humanities of Gottfried Wilhelm Leibniz Universität Hannover as authorised examiners for the modules of the degree programme as well as the observers. <sup>2</sup>The responsible body specified in section 3 may appoint further examiners, provided that they hold at least the qualification that is to be ascertained through the said examination or an equivalent qualification. <sup>3</sup>Provided that they meet the requirements set out in sentence 2, examiners may also be appointed who are not members or affiliates of Gottfried Wilhelm Leibniz Universität Hannover. <sup>4</sup>Observers must hold at least the qualification that is to be ascertained through the said examination or an equivalent qualification in order to be appointed. <sup>5</sup>The responsible body as specified in section 3 may also delegate the appointment of observers to the examiners.

### **Section 6 Coursework and Assessments**

- (1) <sup>1</sup>Coursework comprises ungraded pieces of work that may be required in a module/a course in order to practice skills. <sup>2</sup>The required coursework is explained in more detail in appendix 1 and/or the respective module handbook; coursework is determined by the teaching staff at the latest by the beginning of the course. <sup>3</sup>As a rule, coursework is to be completed within the scope of the relevant course.
- (2) Assessments include the master's thesis (MA), term papers (HA), written examinations (K), multiple-choice examinations (KA), oral examinations (MP), placement reports (PB), project-related examinations (PJ), practical sports presentations (SP), independent assignments (ST) and course-accompanying examinations (VbP). Further details on assessment types are specified in appendix 2.1.
- (3) <sup>1</sup>If alternative assessment types are specified for a module in appendix 1 or if one assessment type can be replaced by another, notification of the assessment type must occur before 15.10. for the winter semester and before 15.04. for the summer semester. <sup>2</sup>The same applies to the weighting of individual components if a course-accompanying examination (VbP) is specified in appendix 1.
- (4) Coursework and assessments may be conducted as group work, provided that individual contributions can be clearly defined and evaluated separately according to objective criteria.
- (5) When submitting written term papers (coursework and assessments), students must declare in writing that
  - a) the work was completed independently,
  - b) no sources or resources other than those indicated were used,
  - c) all passages of the work that make reference to other sources, whether through direct quotation or paraphrasing, have been indicated accordingly and
  - d) the paper has not previously been submitted to an examining authority in the same or a similar form.

## **Section 7 Master's Thesis**

- (1) <sup>1</sup>The master's thesis module comprises the master's thesis and, if applicable, an oral assessment and/or a piece of coursework as defined in appendix 1. <sup>2</sup>The master's thesis aims to illustrate that the examination candidate is able to independently apply academic methods to address an issue in the field within a predetermined deadline. <sup>3</sup>30 credit points shall be awarded for the successfully completed master's thesis module.
- (2) <sup>1</sup>The topic of the master's thesis must be appropriate in view of the purpose of the examination (section 1 paragraph 1 sentence 2) and the period of time provided for its completion as set out in paragraph 4. <sup>2</sup>The topic of the thesis may not be assigned until successful admission of the student to the master's thesis as per section 12 paragraph 3.
- (3) <sup>1</sup>The student may return the topic once within the first third of the completion period. <sup>2</sup>Renewed registration for the for the master's thesis module must occur within six months of returning the topic. <sup>3</sup>If registration does not occur within this period, a topic determined by the first examiner shall be assigned, with a deadline specified in accordance with paragraph 4 sentence 1. <sup>4</sup>Section 15 paragraphs 4 and 5 shall apply accordingly.
- (4) <sup>1</sup>The master's thesis must be submitted both in printed and electronic form within five months from the date of assignment. <sup>2</sup>The master's thesis should be marked by both examiners within six weeks – within ten weeks at the latest.
- (5) When submitting the master's thesis, students must declare in writing that
  - a) the work was completed independently,
  - b) no sources or resources other than those indicated were used,
  - c) all passages of the work that make reference to other sources, whether through direct quotation or paraphrasing, have been indicated accordingly and
  - d) the paper has not previously been submitted to an examining authority in the same or a similar form.
- (6) <sup>1</sup>The assessment process for the master's thesis module can be found in the module description in the module handbook. <sup>2</sup>If the master's thesis module comprises more than one assessment, the mark shall be composed in accordance with appendix 1.
- (7) <sup>1</sup>The master's thesis must be written in German; in accordance with appendix 1 and in agreement with the examiners it may be written in English. <sup>2</sup>In justified individual cases, students may also be permitted to write the thesis in a different language. <sup>3</sup>The responsible body specified in section 3 shall decide upon applications as per sentence 2, at the latest when deciding on admission (section 12).
- (8) <sup>1</sup>The first examiner of the master's thesis (MA) must be a member of the German or English Department of the Faculty of Humanities.

## **Section 8 Passing and Failing the Master's Examination**

- (1) The master's examination has been passed if the modules specified in section 4 in conjunction with appendix 1 have been passed and a minimum of 120 ECTS credit points have been attained.
- (2) <sup>1</sup>Failure of the master's examination shall be considered final if repetition of a failed assessment that is required in accordance with section 4 is no longer possible in accordance with section 14. <sup>2</sup>Written notification shall be issued in the case of final failure of the master's examination.

## **Section 9 Additional Modules and Examinations**

- (1) <sup>1</sup>Students may take further examinations in addition to those specified in appendix 1 as necessary for attaining the minimum required credit points for this degree programme (additional examinations). <sup>2</sup>The same applies regarding completion of additional modules of this degree programme (additional modules). <sup>3</sup>Upon application to the responsible body specified in section 3, examinations and modules outside of the degree programme may also be taken provided that this is approved by the examiner.
- (2) Upon application to the responsible body specified in section 3, results from additional examinations and modules shall be recorded in the final degree documents and any further documents as set out in section 21; however, results from additional examinations and modules shall not contribute to the overall mark.

## **Section 10 Recognition of Previous Coursework and Assessments**

- (1) <sup>1</sup>Previous coursework and assessments can be recognised under the conditions below. <sup>2</sup>Applications for recognition should be submitted at the beginning of the degree programme. <sup>3</sup>Applications are to be submitted to the responsible body specified in section 3. <sup>4</sup>As a rule, a decision shall be taken on the application within six weeks. <sup>5</sup>The deadline for the decision shall apply from the date on which all documents required for the decision have been received. <sup>6</sup>Coursework and assessments previously completed within the scope of a degree programme at Gottfried Wilhelm Leibniz Universität shall be recognised automatically.
- <sup>2</sup>Coursework and assessments that were completed at a university in Germany or abroad shall be recognised in accordance with the Convention on the Recognition of Qualifications concerning Higher Education in the European Region dated 11 April 1997 (Lisbon Recognition Convention), provided that there are no substantial differences to the coursework and assessments required under these examination regulations. <sup>2</sup>In case of doubt, statements must be obtained from the examiner – a member of Gottfried Wilhelm Leibniz Universität Hannover authorised (in accordance with section 5) to examine the module for which recognition has been requested – or from the Central Office for Foreign Education (*Zentralstelle für ausländisches Bildungswesen – ZAB*). <sup>3</sup>In the event of lack of equivalence or substantial differences, the burden of proof lies with Gottfried Wilhelm Leibniz Universität Hannover. <sup>4</sup>The process shall be governed by the Orientation framework of Gottfried Wilhelm Leibniz Universität Hannover for the recognition of previously completed coursework and assessments (*Orientierungsrahmen zur Anerkennung von Studien- und Prüfungsleistungen der Gottfried Wilhelm Leibniz Universität*).
- (3) <sup>1</sup>Professional qualifications acquired outside of the degree programme shall be recognised to an extent of up to 50 percent of the required credit points as per section 2, provided that they are equivalent. <sup>2</sup>In the event of lack of equivalence or substantial differences, the burden of proof lies with Gottfried Wilhelm Leibniz Universität Hannover. <sup>3</sup>The process is governed by the orientation framework of Gottfried Wilhelm Leibniz Universität Hannover for the recognition of acquired professional competence (*Orientierungsrahmen für die Anerkennung beruflich erworbener Kompetenzen der Gottfried Wilhelm Leibniz Universität*).
- (4) <sup>1</sup>When previously completed assessments are recognised, the marks are recognised as well or – if the marking scale differs – converted; the corresponding periods of study are recognised and credit points are awarded as per appendix 1. <sup>2</sup>If no comparable marking system exists, the assessment shall remain ungraded; in particular, this shall apply to the case specified in paragraph 3 sentence 1. <sup>3</sup>Recognised performance shall be indicated in the final degree documents.
- (5) The applicant shall be informed in writing regarding the decision whether recognition is granted or not; section 23 paragraph 1 must be observed.

## **Section 10a Placement Examinations for Refugees**

Persons who have substantiated that, due to being refugees, they cannot provide evidence of previously completed academic study and assessments can take a special placement examination to prove that they have the knowledge and skills necessary to complete the degree programme in accordance with the examination regulations; their knowledge and skills shall be credited towards modules.

## **Section 11 Distance Learning**

Selected modules may also be offered as distance learning modules by resolution of the responsible body specified in section 3.

## **Part Three: Examination Procedure**

## **Section 12 Admission to Assessments**

- (1) <sup>1</sup>Those enrolled in a master's degree programme at Gottfried Wilhelm Leibniz Universität Hannover are eligible to take examinations in the relevant degree programme – taking into account paragraph 2. <sup>2</sup>Further requirements for admission to individual assessments can be found in appendix 1.
- (2) <sup>1</sup>Admission to examinations in master's degree programmes shall be denied if an assessment in a module that is equivalent to a compulsory module in this degree programme has been irrevocably failed in a previous degree programme. <sup>2</sup>Irrevocably failed assessments in a module equivalent to a compulsory elective module in the degree programme for which admission is sought cannot be repeated in this degree programme.

- (3) <sup>1</sup>Students must apply for admission to the master's thesis. <sup>2</sup>Admission to the master's thesis requires that the student has fulfilled the requirements specified in appendix 1. <sup>3</sup>Should there be valid reason, the responsible body specified in section 3 shall decide upon exceptions.
- (4) <sup>1</sup>Admission in accordance with paragraph 3 shall be denied if the admission requirements have not been met. <sup>2</sup>The examination candidate shall be notified if admission is denied.

### **Section 13 Registration**

<sup>1</sup>Registration is necessary for each individual assessment and resit, within the period set out in appendix 3.1. <sup>2</sup>In exceptional circumstances, registration may be permitted outside of the stipulated period; such applications must be made to the responsible body specified in section 3. <sup>3</sup>Registration/admission to the master's thesis implies registration for all assessments required in this module in accordance with appendix 1. <sup>4</sup>The responsible body specified in section 3 may determine that registration is also necessary for individual pieces of coursework.

### **Section 14 Resit**

- (1) <sup>1</sup>Students cannot resit assessments they have passed. <sup>2</sup>Students may resit a failed assessment twice. <sup>3</sup>The master's thesis as well as independent assignments (ST) may however only be repeated once. <sup>4</sup>Students must resit assessments from compulsory modules and compulsory elective modules that have already been started until they pass or until it is no longer possible to resit them, in accordance with sentence 2 or sentence 3; section 19 paragraph 2 sentence 3 and section 19 paragraph 3 sentence 3 shall remain unaffected. <sup>5</sup>The first time an examination is taken or the time of assignment of the topic shall be deemed to be the beginning of the assessment. <sup>6</sup>Students are not required to resit failed assessments of elective modules; they may replace them with other elective modules. <sup>7</sup>In the case of failed course-accompanying examinations (VbP), all assessment components must be repeated.
- (2) <sup>1</sup>Assessments may be repeated as a different assessment type – selected from those specified in section 6 paragraph 2 – at the discretion of the examiner. <sup>2</sup>The assessment type must be announced by the start of the registration period (section 13 sentence 1).
- (3) <sup>1</sup>For the final attempt to repeat an assessment, the mark “insufficient” (*nicht ausreichend*) – for an written examination actually taken – or “failed” (*nicht bestanden*) – in the case of ungraded written examinations – may only be awarded after a supplementary assessment has been taken. <sup>2</sup>As a rule, the supplementary assessment, which must be based on the content of the previous written examination, shall be conducted within six weeks after results have been announced. <sup>3</sup>If the supplementary assessment is conducted as an oral examination, an observer must be present at the examination in addition to the examiner. <sup>4</sup>As a rule, an oral supplementary assessment should not exceed a maximum duration of 20 minutes. <sup>5</sup>The supplementary assessment may be taken as another assessment type, selected from those specified in section 6 paragraph 2, but not as a written examination. <sup>6</sup>If the student has passed the assessment following the supplementary assessment, only the mark “sufficient” (*ausreichend* – 4.0) – or “passed” (*bestanden*) in the case of ungraded assessments – may be awarded. <sup>7</sup>A supplementary assessment shall not be permissible if section 18 applies with regard to evaluation of the written assessment. <sup>8</sup>Once results for the final resit have been announced, the Examination Office shall invite students at least three weeks in advance to take the supplementary assessment. <sup>9</sup>Section 15 paragraphs 4 and 5 shall apply accordingly.

### **Section 15 Late Submission, Withdrawal, Deadline Extension**

- (1) <sup>1</sup>Students can deregister from a written examination (whether or not it is a multiple-choice examination, graded or ungraded) up until seven calendar days before the start of the examination. <sup>2</sup>Students can deregister from an oral examination or practical sports presentation up until one calendar day before the start of the examination. <sup>3</sup>Students can deregister from all other assessment types specified in appendix 2 up until the start of the assessment. <sup>4</sup>This does not apply to returning a topic if this occurs within the deadline specified in section 7 paragraph 3 – or appendix 2 in the case of an independent assignment (ST).
- (2) <sup>1</sup>For assessments with a submission deadline, assignment of the topic shall be determined as the start of the examination. <sup>2</sup>For course-accompanying examinations (VbP), starting the first assessment component shall be deemed as the start of the examination, as per section 14 paragraph 1 sentence 5. <sup>3</sup>Should the student deregister from the first assessment component of a VbP, this deregistration shall apply for the entire VbP. <sup>4</sup>Students may deregister in accordance with paragraph 1 sentences 1 to 3 without giving a reason.

- (3) <sup>1</sup>Deregistration from written examinations in accordance with paragraph 1 sentence 1 must occur online via the examination system. <sup>2</sup>For oral examinations and practical sports presentations, deregistration in accordance with paragraph 1 sentence 2 must occur in writing, via email or in a form determined by the examiner. <sup>3</sup>The method used to deregister in accordance with sentence 2 shall also apply for assessments specified in appendix 2 that involve assignment of a topic.
- (4) <sup>1</sup>If an examination candidate fails to meet a fixed submission deadline, does not withdraw until after the start of the assessment, does not attend a scheduled written examination, oral examination or practical sports presentation, or does not withdraw until after the deadline defined in paragraph 1 sentences 1 and 2, the assessment concerned shall be deemed "failed" (*nicht bestanden*).
- (5) <sup>1</sup>However, in deviation to paragraph 4, if valid reason for failure to meet a submission deadline, absence from an examination or withdrawal is promptly provided and substantiated in writing to the responsible body specified in section 3, the assessment shall be deemed as not taken. <sup>3</sup>In the event of illness, the student must provide a doctor's certificate and – at the request of the responsible body specified in section 3 – a medical certificate issued by a public medical officer (*Amtsarzt*). <sup>3</sup>The medical certificate must include a description of the health impairment and must state the resulting hindrance to the examination concerned. <sup>4</sup>The form in appendix 4 should be used for this purpose. <sup>5</sup>The responsible body specified in section 3 shall decide upon recognition of valid reason within two weeks after the medical certificate has been submitted. <sup>6</sup>Sentences 2 and 5 shall also apply with respect to illness and the resulting necessary care for a close relative. <sup>7</sup>Close relatives are your children, parents, grandparents, as well as your spouse or partner and their children.
- (6) <sup>1</sup>If valid reason for failure to meet a submission deadline is credibly proven, the responsible body specified in section 3 may extend the deadline by a maximum of a third of the original completion period. <sup>2</sup>Further extension of the deadline is only permitted in justified individual cases. <sup>3</sup>If a further extension of the deadline is disproportionate, the responsible body specified in section 3 can decide that a new topic be issued. <sup>4</sup>In this case, the assessment shall be deemed as not taken.

## **Section 16 Assessment Procedure in Cases of Hardship**

<sup>1</sup>The responsible body specified in section 3 shall enable students who provide evidence – in the form of a doctor's certificate or medical certificate issued by a medical specialist or public medical officer (*Amtsarzt*) – of a serious long-term health issue, to take assessments in an equivalent alternative form, on another date, or within other deadlines. <sup>2</sup>Should other valid reasons be substantiated – particularly maternity leave and parental leave – these shall be dealt with accordingly.

## **Section 17 Evaluation of Assessments**

- (1) <sup>1</sup>As a rule, assessments shall be evaluated by the examiners within one month; further details are specified in appendix 3.2. <sup>2</sup>As a rule, assessments are graded. <sup>3</sup>Coursework and ungraded assessments are evaluated as "passed" (*bestanden*) or "failed" (*nicht bestanden*).
- <sup>4</sup>The following classifications are to be used for evaluating assessments:
- 1.0; 1.3 = "very good" (*sehr gut*) = a particularly outstanding performance,  
1.7; 2.0; 2.3 = "good" (*gut*) = a performance well above average,  
2.7; 3.0; 3.3 = "satisfactory" (*befriedigend*) = an average performance in every respect,  
3.7; 4.0 = "sufficient" (*ausreichend*) = a performance that fulfils the basic requirements despite shortcomings,  
5.0 = "insufficient" (*nicht ausreichend*) = a performance that does not fulfil the requirements due to serious shortcomings.
- <sup>5</sup>An assessment evaluated as "insufficient" (*nicht ausreichend*) has been failed.
- (2) <sup>1</sup>If an assessment is evaluated by two examiners, it is only deemed as passed if both examiners evaluate it as "passed" (*bestanden*), "sufficient" (*ausreichend*) or better. <sup>2</sup>In this case, the mark is calculated as the average of the individual marks awarded by the examiners. <sup>3</sup>Section 20 paragraph 3 sentence 4 shall apply accordingly.
- (3) <sup>1</sup>For a course-accompanying examination (VbP) as per section 6 paragraph 3 sentence 2, the individual assessment components shall be evaluated in accordance with the classifications set out in section 17 paragraph 1. <sup>2</sup>Using the weighting predetermined for the individual marks, the overall mark for the course-accompanying examination (VbP) shall be calculated as set out in section 20 paragraph 3 sentences 1, 2 and 4. <sup>3</sup>A course-accompanying examination (VbP) is deemed passed if the overall grade is 4.0 or better. It is irrelevant here whether individual assessment components have not been passed.



## Section 18 Deceit, Breach of Regulations

- (1) <sup>1</sup>Attempts to influence the outcome of an assessment or coursework through deceit shall result in evaluation of the assessment concerned as "failed" (*nicht bestanden*). <sup>2</sup>Carrying unauthorised resources after the assessment has started shall always be considered attempted deceit. <sup>3</sup>Electronic communication devices are also considered unauthorised resources. <sup>4</sup>In particularly serious cases – particularly repeated breach of regulations as per sentence 2 or plagiarism – the responsible body specified in section 3 may exclude the examination candidate from completing further assessments and coursework, or deem irrevocable failure of the entire examination. <sup>5</sup>Sentence 4 shall also apply in the event of breach of regulations in other degree programmes at Gottfried Wilhelm Leibniz Universität Hannover.
- (2) <sup>1</sup>Those who breach regulations may be excluded from continuing the assessment concerned; in this case, the assessment concerned shall be evaluated as "failed" (*nicht bestanden*). <sup>2</sup>Section 14 shall remain unaffected, except in the cases specified in section 18 paragraph 1 sentence 4.

## Section 19 Credit Points for Modules

- (1) <sup>1</sup>The credit points listed in appendix 1 are awarded for a module if the corresponding coursework has been completed and the required assessments have been passed or evaluated as "sufficient" (*ausreichend*) or better. <sup>2</sup>For modules assessed in the form of examinations covering multiple modules (module group) as per appendix 1, credit points are not awarded until the examination covering multiple modules has been passed.
- (2) <sup>1</sup>A module has been passed once all of the credit points stipulated in appendix 1 have been attained. <sup>2</sup>A module group is considered passed if all modules relating to the examination and the examination covering multiple modules have been passed.
- (3) <sup>1</sup>In areas other than the compulsory modules specified in appendix 1, more modules can be selected and completed than is necessary to achieve the required credit points. <sup>2</sup>Calculation of the overall mark is regulated by section 20 paragraphs 1 to 3. <sup>3</sup>Students who have attained the credit points required for the overall progress review and have passed the prescribed number of compulsory elective modules or elective modules may apply to discontinue the examination process for the remaining compulsory elective modules or elective modules that they have started but not yet passed.
- (4) An area of expertise has been passed if all the respective modules as per appendix 1 have been passed.

## Section 20 Calculation of the Overall Mark

- (1) <sup>1</sup>The best marks from passed compulsory modules, compulsory elective modules and elective modules shall be used to calculate the overall mark as set out in paragraph 3, unless otherwise requested by the student. <sup>2</sup>The other passed compulsory elective modules and elective modules shall be treated as additional modules as defined in section 9.
- (2) <sup>1</sup>To calculate the overall mark as per paragraph 3, only the marks from modules necessary to achieve the credit points specified in section 4 may be taken into account. <sup>2</sup>If selection of the final module necessary to achieve the credit points specified in section 4 results in slightly exceeding this number of credit points, the modules shall be taken into account to calculate the overall mark as per paragraph 3.
- (3) <sup>1</sup>The overall mark for the master's examination is the arithmetic mean of the marks of all graded modules as per section 17 paragraphs 1 and 2. <sup>2</sup>The credit points listed there shall be used for weighting unless particular weightings are specified in appendix 1. <sup>3</sup>The overall mark shall be:
- for an average of up to 1.5: "very good" (*sehr gut*),
  - for an average of more than 1.5 up to 2.5: "good" (*gut*),
  - for an average of more than 2.5 up to 3.5: "satisfactory" (*befriedigend*),
  - for an average of more than 3.5 up to 4.0: "sufficient" (*ausreichend*),
  - for an average of more than 4.0: "failed" (*nicht bestanden*).
- <sup>4</sup>To calculate the overall mark as per sentence 3, only the first decimal place shall be taken into account; all further decimal places shall be omitted without rounding up or down.
- (4) If the overall mark of the master's examination is 1.3 or better, the degree shall be awarded the rating "with distinction" (*mit Auszeichnung*); this shall be indicated on the final degree documents as per section 21.

- (5) <sup>1</sup>Unless stipulated otherwise in appendix 1, the arithmetic mean of all graded assessments assigned to the module shall form the mark for the module. <sup>2</sup>The particular weightings or proportionate credit points specified in the appendices shall be used for weighting. <sup>3</sup>If no particular weighting is specified for modules with multiple graded assessments or if credit points are not allocated proportionately to assessments, the assessments shall hold equal weighting to form the module mark. <sup>4</sup>In accordance with paragraph 3 sentence 4, only the first decimal place will be taken into account to form the mark for the module. <sup>5</sup>All further decimal places will be omitted without rounding up or down.
- (6) <sup>1</sup>The marks from passed graded assessments or modules within the scope of the module or module group shall form the mark for the module or module group as specified in paragraph 3.

## Section 21 Certificates of Results and Other Documents

- (1) <sup>1</sup>A degree certificate (*Urkunde*) featuring the awarded academic degree and final degree documents shall be issued for the successfully completed master's degree. <sup>2</sup>The final degree documents comprise a certificate of results (*Zeugnis*) and a record of passed modules (*Verzeichnis der bestandenen Module*). <sup>3</sup>Furthermore, students will receive a diploma supplement and a grading table confirming the relative ECTS grade distribution (*Einstufungstabelle*); upon request, confirmation of the overall degree mark in the form of a grade point average (GPA) is also available from the examination office.
- (2) <sup>1</sup>Provided that no additional subsections are specified in appendix 1 in conjunction with section 20 paragraph 6, the certificate of results (*Zeugnis*) shows the modules and their marks, the title of the master's thesis and its mark, the attained credit points as well as the overall mark awarded for the academic degree and – if applicable – the rating “with distinction” (*mit Auszeichnung*; section 20 paragraph 4). <sup>2</sup>The record of passed modules (*Verzeichnis der bestandenen Module*) – including the master's thesis module – indicates the respective courses and credit points as well as marks or evaluations of assessments. <sup>3</sup>All marks shall be shown as decimal numbers. <sup>4</sup>The date on which the final module relevant for calculation of the overall mark as per section 20 paragraph 1 is passed shall be the date of completion of the master's degree indicated on all documents. <sup>5</sup>The issue date of all final degree documents shall be the date of printing.
- (3) <sup>1</sup>The diploma supplement includes a description of the qualifications achieved through the degree programme as well as the overall mark attained as per section 20 paragraph 3. <sup>2</sup>Paragraph 2 sentences 3 to 5 shall apply accordingly.
- (4) <sup>1</sup>Confirmation of the relative ECTS grade distribution is issued in the form of a grading table. <sup>2</sup>The calculation is based on the ECTS Users' Guide of the European Commission, as amended. <sup>3</sup>The responsible body specified in section 3 shall determine the parameters for cohort formation within the framework specifications of the Presidential Board and shall make them available to the examination office.
- (5) <sup>1</sup>The document confirming the overall mark for the degree as a grade point average (GPA) additionally shows the assessments indicated in the certificate of results (*Zeugnis*) as per paragraph 2 as the following GPA equivalent grades:

Mark		Equivalent Grade
1.0	=	4.0
1.3	=	3.7
1.7	=	3.3
2.0	=	3.0
2.3	=	2.7
2.7	=	2.3
3.0	=	2.0
3.3	=	1.7
3.7	=	1.3
4.0	=	1.0

<sup>2</sup>The equivalent grades of these assessments are used – as specified in section 20 paragraph 6 – to calculate the equivalent grades for the module marks. <sup>3</sup>In deviation to section 20 paragraph 3, the marks shall be rounded up to the first decimal place. <sup>4</sup>Using the equivalent grades of these modules, the GPA shall be calculated as the average of the equivalent grades in accordance with section 20 paragraphs 1 and 2. <sup>5</sup>When calculating the overall mark as per sentence 4, it shall be rounded up to the first decimal place.

- (6) <sup>1</sup>In the case of section 8 paragraph 2 and when a student otherwise discontinues the degree programme concerned at Gottfried Wilhelm Leibniz Universität Hannover, written confirmation shall be issued upon request specifying passed assessments and modules, their marks and the credit points awarded. <sup>2</sup>All marks shall be shown as decimal numbers. <sup>3</sup>If applicable, written confirmation shall also indicate irrevocable failure of the degree programme.
- (7) <sup>1</sup>All documents stated in paragraph 1 shall be issued in German. <sup>2</sup>Additionally, English versions of the documents shall be provided by the examination office.
- (8) <sup>1</sup>The focus of study shall be indicated on the certificate of results (Zeugnis) if the sum of the credit points in modules allocated to the focus of study as per appendix 1 is 36.

## **Section 22 Access to Examination Records**

<sup>1</sup>After completing a module examination, students can submit an application to the examination office to be granted access to their complete examination records. <sup>2</sup>The application must be submitted at the latest within one year of announcement of results or issuance of the certificate of results (*Zeugnis*).

## **Section 23 Procedural Provisions**

- (1) Reasons for non-beneficial administrative acts must be given in writing; such acts must be accompanied by information on legal remedies and delivered to the person concerned.
- (2) <sup>1</sup>The person concerned may submit a written objection to a decision based on the evaluation of an assessment; this must be submitted to the responsible body specified in section 3 within one month of receipt of the notification. <sup>2</sup>The responsible body specified in section 3 shall make a decision regarding the objection.
- (3) <sup>1</sup>Should the examination candidate raise concrete and substantiated objections against an evaluation by one of the examiners, the responsible body specified in section 3 shall forward the objection to the examiner concerned or – in the case of a first and second examiner – both examiners so that they may respond. <sup>2</sup>If the evaluation is changed by the examiner(s) in accordance with the request, the examination board shall remedy the objection. <sup>3</sup>Otherwise, the examination board shall review the evaluation on the basis of the response(s), paying particular attention to whether
1. the examination process was duly carried out,
  2. the evaluation was based on incorrect facts,
  3. generally applicable evaluation principles were not observed,
  4. a reasonable and logically justified solution was evaluated as incorrect, or whether
  5. the examiner was guided by irrelevant considerations.
- (4) A decision regarding the objection must be made within three months.
- (5) The proceedings shall not result in a worse examination mark for the examination candidate.

## **Part Four: Final Provisions**

### **Section 24 Entry into Force and Interim Provisions**

- (1) These amended examination regulations shall enter into force as of 1 October 2022 after approval by the Presidential Board and publication in the official bulletin of Gottfried Wilhelm Leibniz Universität Hannover.
- (2) <sup>1</sup>Students who have enrolled in the master's degree programme in Deutsche und Englische Linguistik / German and English Linguistics at Gottfried Wilhelm Leibniz Universität shall be subject to these examination regulations from their entry into force. <sup>2</sup>The responsible body specified in section 3 shall decide upon exceptions referring to appendix 1 upon substantiated request, which must be submitted within three months of entry into force of these examination regulations. <sup>3</sup>Any general transition rules that may be necessary shall be resolved by the responsible body specified in section 3 in supplement to these examination regulations.

## **List of Appendices**

### Appendix 1: Modules of the Master's Degree Programme Deutsche und Englische Linguistik /

#### German and English Linguistics

Appendix 1.1: Compulsory Modules

Appendix 1.2: Compulsory Elective Modules

Appendix 1.1.a) Focus of study Spracherwerb und Sprachvergleich / Language Acquisition and Language Comparison

Appendix 1.2 b) Focus of study Sprachverwendung und Sprachwandel / Language Use and Language Change

Appendix 1.3: Elective modules

Not applicable

Appendix 1.4: Master's Thesis Module

### Appendix 2: Assessment Types

Appendix 2.1: Definitions

Appendix 2.2: Glossary

### Appendix 3: Supplementary Provisions

Appendix 3.1: Registration and Examination Periods

Appendix 3.2: Deadlines for Evaluation of Assessments

Appendix 3.3: Deviating Stipulations Concerning Variant 2 Assessment Types

### Appendix 4: Proof of Incapacity to Take an Examination Due to Illness

## Appendix 1: Modules of the Master's Degree Programme Deutsche und Englische Linguistik / German and English Linguistics

Details regarding M 4 can be found in the module handbook.

### Appendix 1.1: Compulsory Modules

Module	Courses	Semester	Prerequisites (if applicable)	Coursework	Assessment	Credit points
M 1: Grammatische Beschreibung / Grammatical Description	M 1.1: 1 course, German Department	1-2		1	HA 15-20 or K 90 or MP 30	12
	M 1.2: 1 course, English Department			1		
M 2: Linguistische Theorien / Linguistic Theories	M 2.1: Lecture with tutorial or seminar, German Department	1-2		1	HA 15-20 or K 90 or MP 30	12
	M 2.2: Lecture with tutorial or seminar, English Department			1		
M 3: Forschungsmethoden der Linguistik / Research Methods in Linguistics	M 3.1: Lecture with tutorial or seminar, German Department	1-2		1	HA 15-20 or K 90 or MP 30	12
	M 3.2: Lecture with tutorial or seminar, English Department			1		
M 4: Professional Development	Students must complete at least 540 hours of work whereby they may combine the individual options: <ul style="list-style-type: none"> <li>• Placement <i>and/or</i></li> <li>• Stay abroad <i>and/or</i></li> <li>• 2 seminars at the Leibniz Language Centre (4 semester hours) <i>and/or</i></li> <li>• up to 3 courses (2-6 semester hours) Academic Research / Writing</li> </ul>	1-3		1	none	18
<b>Total</b>						<b>54</b>

### Appendix 1.2: Compulsory Elective Modules

Students must complete one of two focuses of study. Depending on the focus of study they select, students may take courses only in the German Department, only in the English Department or in both.

#### Appendix 1.2.a) Focus of study *Spracherwerb und Sprachvergleich* / Language Acquisition and Language Comparison

Module	Courses	Semester	Prerequisites (if applicable)	Course-work	Assessment	Credit points
M 6: Konstrastive Linguistik und Sprachvergleich / Language in Use and Interaction	M 6.1: lecture or seminar	2		1	H 15-20 or K 90 or MP 30	12
	M 6.2: Seminar			1		
M 8: Angewandte Linguistik / Applied Linguistics	M 8.1: lecture or seminar	2		1	H 15-20 or K 90 or MP 30	12
	M 8.2: Seminar			1		
M 9: Spezialisierung / Specialization	M 9.1: lecture or seminar	2-3		1	H 15-20 or K 90 or MP 30	12
	M 9.2: Seminar			1		
<b>Total</b>						<b>36</b>

#### Appendix 1.2 b): Focus of study *Sprachverwendung und Sprachwandel* / Language Use and Language Change

Module	Courses	Semester	Prerequisites (if applicable)	Course-work	Assessment	Credit points
M 5: Sprachvariation und Sprachwandel / Language Variation and Language Change	M 5.1: lecture or seminar	3		1	H 15-20 or K 90 or MP 30	12
	M 5.2: Seminar			1		
M 7: Sprache in Gebrauch und Interaktion / Language in Use and Interaction	M 7.1: lecture or seminar	3		1	H 15-20 or K 90 or MP 30	12
	M 7.2: Seminar			1		
M 9: Spezialisierung / Specialization	M 9.1: lecture or seminar	2-3		1	H 15-20 or K 90 or MP 30	12
	M 9.2: Seminar			1		
<b>Total</b>						<b>36</b>

Appendix 1.3: Elective Modules

Not applicable

Appendix 1.4: Master's thesis

<b>Module</b>	<b>Courses</b>	<b>Semes- ter</b>	<b><i>Prerequisites (if applicable)</i></b>	<b>Course- work</b>	<b>Assess- ment</b>	<b>Credit points</b>
M 10 Master's thesis	Colloquium	4	Successful completion of M1- M4 and two modules of the selected focus of study		MA 60-80	30

The master's thesis module includes one assessment.

## **Appendix 2: Assessment Types**

### Appendix 2.1: Definitions

#### **Bachelor's thesis (BA)**

The bachelor's thesis module comprises the bachelor's thesis and, if applicable, an oral assessment and/or a piece of coursework as defined in the (degree programme-related) appendix.

#### **Term paper (HA)**

A term paper is an independently written paper on a subject-specific or interdisciplinary topic.

#### **Written examination (K)**

A written examination is a written or electronic assessment completed under supervision.

#### **Multiple-choice examination (KA)**

<sup>1</sup>A written examination is a written or electronic assessment completed under supervision. <sup>2</sup>Parts of written examinations may be conducted as multiple-choice examinations. <sup>3</sup>When drafting the examination questions and answers, the examiner must determine which answers shall be recognised as correct. <sup>4</sup>Two authorised examiners must review the examination questions and answers for multiple-choice examinations in advance for errors, consistency of content and appropriateness. <sup>5</sup>Should a subsequent review of the examination questions reveal obvious errors in individual questions, these shall be deemed not to have been assigned. <sup>6</sup>Evaluation of the examinations shall be based on the number of questions minus the number of erroneous questions. <sup>7</sup>Reduction of the number of examination questions shall not have a disadvantageous effect for examination candidates.

#### **Master's thesis (MA)**

The master's thesis module comprises the master's thesis and, if applicable, an oral assessment and/or a piece of coursework as defined in the (degree programme-related) appendix.

#### **Oral examination (MP)**

<sup>1</sup>Oral examinations are conducted privately in the presence of an observer who holds the qualification to be ascertained through said examination or an equivalent qualification. <sup>2</sup>The essential topics of the examination shall be recorded in the minutes of the assessment. <sup>3</sup>Students wishing to take the same examination at a later date and other members of the university who express legitimate interest must be permitted to observe the oral examination as guests. <sup>4</sup>This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>5</sup>At the request of the examination candidate or candidates, the guests specified in sentence 3 must be excluded.

#### **Placement report (PB)**

<sup>1</sup>A placement report is a written paper relating to a placement organised individually by the student and undertaken outside of the determined registration and examination periods at an external institution or at one of the university facilities. <sup>2</sup>Topics include, for example, preparing and performing the placement as well as critical reflection on a predetermined subject.

#### **Project-related examination (PJ)**

<sup>1</sup>A project-related examination involves addressing a predefined subject-specific or interdisciplinary topic in a theoretical, empirical, experimental, constructive, conceptual, applied artistic or documentary manner. <sup>2</sup>The results are presented in the form of a written and/or planning and/or artistic and/or electronic assignment. <sup>3</sup>The examiner may require a presentation followed by a discussion. <sup>4</sup>The scope of the work (in months or hours) specified in appendix 1 is binding.



### **Practical sports presentation (SP)**

<sup>1</sup>A practical sports presentation comprises one or more assignments to prove the demonstration and movement skills of examination candidates in the subject of sports. <sup>2</sup>Skills such as techniques and tactics specific to a particular sport; coordinative-rhythmic, coordinative-technical or conditional basics as well as the situational ability to play or act may be evaluated. <sup>3</sup>The type of presentation in a particular case is determined by agreement. <sup>4</sup>The practical sports presentation is conducted before one examiner and one proficient observer. <sup>5</sup>The essential topics of the assessment shall be recorded in the minutes of the assessment. <sup>6</sup>Students wishing to take the same examination at a later date and other members of the university who express legitimate interest must be permitted to observe the practical sports presentation as guests. <sup>7</sup>This permission does not extend to consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>8</sup>At the request of the examination candidate or candidates, the guests specified in sentence 6 must be excluded.

### **Independent assignment (ST)**

<sup>1</sup>In an independent assignment a subject-specific or interdisciplinary topic is addressed in a theoretical, experimental or constructive respect and the solutions developed are presented and explained in a manner usual for the professional activity. <sup>2</sup>The scope of the work (in months or hours) specified in appendix 1 is binding. <sup>3</sup>The stipulations in section 5 of these examination regulations shall apply. <sup>4</sup>The topic of the independent assignment shall be determined by the examiner after hearing the examination candidate. <sup>5</sup>The topic shall be assigned by the responsible body specified in section 3 or the entity appointed by that body; assignment of the topic must be recorded. <sup>6</sup>The topic and a schedule for completion must also be set when the topic is assigned; the schedule for completion is to be prepared by the examination candidate. <sup>7</sup>During preparation of the independent assignment, the examination candidate shall be supervised by the examiner, if appropriate in consultation with a person designated by the examiner. <sup>8</sup>The period from assignment of the topic to submission of the independent assignment is six months. <sup>9</sup>The student may return the topic of the independent assignment only once and only within the first eight weeks of the period provided for its preparation. <sup>10</sup>Two copies of the independent assignment must be submitted to the entity appointed by the responsible body specified in section 3 by the deadline; the date and time of submission must be recorded. <sup>11</sup>Evaluation of the independent assignment may also include consideration of the process of its preparation.

### **Course-accompanying examination (VbP)**

<sup>1</sup>A course-accompanying examination (VbP) addresses a topic relating to a specific course and is conducted continuously during the semester. <sup>2</sup>A VbP may comprise multiple examination components, which shall not exceed four components. <sup>3</sup>The examiner shall determine and communicate the assessment type for a VbP by 15.10. for the winter semester or by 15.04. for the summer semester at the latest, at least for the semester in question. <sup>4</sup>For courses and modules with a VbP, other assessments may be mandated as prerequisites only if the responsible dean of studies office can ensure that evaluation of the required module has been completed by the registration period for the VbP. <sup>5</sup>The relevant registration and examination periods for the VbP examinations can be found in appendix 3.1 of the examination regulations.

<sup>6</sup>A VbP may comprise the following assessment types

#### **Written assignment (AA)**

<sup>1</sup>Written assignments are independent academic papers on a predetermined topic. <sup>2</sup>They comprise a definition of the topic, a discussion of the problem, results and a conclusion. <sup>3</sup>Written assignments include reports and/or minutes of field trips, placements or projects.

#### **Documentation (DO)**

<sup>1</sup>A documentation comprises the analysis and presentation of an artistic, cognitive or action-oriented process. <sup>2</sup>Documentations can take the form of reports and plans that correspond to those used in professional practice. <sup>3</sup>Conditions regarding the number of pages or the number of plans or draft sheets may be determined by the examiner at the beginning of the examination and depend on the assignment. <sup>4</sup>Further materials may be appended to the report.

### **Essay (ES)**

<sup>1</sup>An essay is a critical analysis of a literary and/or scientific question in written form. <sup>2</sup>A topic is discussed in a greater overall context according to general academic standards and scientific positions are critically evaluated or analysed.

### **Colloquium (KO)**

<sup>1</sup>A colloquium comprises an oral presentation with a subsequent discussion of the topic, methods and results of the paper. <sup>2</sup>The examination candidate is to demonstrate in the colloquium that they have the ability to defend their point of view within the scope of critical academic discussion. <sup>3</sup>The essential topics of the assessment shall be recorded in the minutes of the assessment. <sup>4</sup>Students wishing to take the same examination at a later date or other members of the university who express legitimate interest must be permitted to observe the colloquium as guests. <sup>5</sup>This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>6</sup>At the request of the examination candidate or candidates, the guests specified in sentence 4 must be excluded.

### **In-class test (KU)**

<sup>1</sup>An in-class test is a written assessment conducted under supervision during a set time. Following the requirements of the examiner, students must successfully complete a certain proportion of the assigned tasks in order to pass the in-class test.

### **Artistic academic presentation (KW)**

<sup>1</sup>An artistic academic presentation is based on the interaction between artistic processes and scientific analysis addressed in an artistic project and presented in an appropriate form. <sup>2</sup>The lines of argument and interpretation featured in the presentation in the form of images and text are either expressed in an oral presentation with a subsequent discussion or explained in a term paper. <sup>3</sup>An artistic academic presentation is conducted as an individual examination before an examiner and a proficient observer. <sup>4</sup>The essential topics of the assessment shall be recorded in the minutes of the assessment. <sup>5</sup>Students wishing to take the same examination at a later date and other members of the university who express legitimate interest must be permitted to observe the artistic academic presentation as guests. <sup>6</sup>This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>7</sup>At the request of the examination candidate or candidates, the guests specified in sentence 5 must be excluded.

### **Lab exercise (LÜ)**

<sup>1</sup>A lab exercise comprises a series of practical tests or programming assignments, accompanied by written assignments (lab reports). <sup>2</sup>As a rule, students explain their practical work, interpret the results and place them in a scientific context.

### **Model (MO)**

<sup>1</sup>Models are extensions of two-dimensional designs or plans and serve to illustrate a plan's spatial layout and to clarify planning issues. <sup>2</sup>They are created to different scales, depending on the task and focus.

### **Teaching a group to play music (ME)**

The aim of the VbP component "teaching a group to play music" is to demonstrate the ability to apply practical teaching skills (particularly practical music making at school) in a school class or a smaller group in an appropriate methodological and didactic manner.

### **Musical performance (MU)**

<sup>1</sup>The VbP component "musical performance" is conducted as an individual examination before two examiners or one examiner and one proficient observer. <sup>2</sup>The essential topics of the examination shall be recorded in the minutes of the assessment. <sup>3</sup>Students wishing to take the same examination

at a later date and other members of the university who express legitimate interest must be permitted to observe the musical performance as guests. <sup>4</sup>This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>5</sup>At the request of the examination candidate or candidates, the guests specified in sentence 3 must be excluded.

### **Musical performance by pupils (MK)**

The VbP component "musical performance by pupils" is based on a music education seminar and includes a musical performance by pupils.

### **Portfolio (PF)**

<sup>1</sup>A portfolio documents the learning process concerning certain topics or assignments set by the examiners at the start of the course. <sup>2</sup>Students conduct systematic self-reflection during the course or retrospectively; in so doing, they may compile various materials in a folder, depending on what is agreed. <sup>3</sup>An optional supplementary interview may be conducted to discuss the portfolio. <sup>4</sup>Like the portfolio itself, the interview is competence-oriented.

### **Concert with an educational focus (PK)**

<sup>1</sup>The VbP component "concert with an educational focus" is an assignment in relation to the artistic major in which the educational focus (if applicable, in terms of modern concert pedagogy) plays an important role in execution and presentation/performance. <sup>2</sup>As a rule, it is presented in a school learning group.

### **Presentation (PR)**

<sup>1</sup>A presentation is an independent and in-depth analysis of a predetermined topic within the context of the course. <sup>2</sup>The work and results are presented orally and/or using electronic and other media, as well as in the subsequent discussion. <sup>3</sup>The examiner may require a written assignment. <sup>4</sup>The type and duration of the presentation shall be determined by the examiner, unless this is specified in the (degree programme-related) appendix.

### **Practical examination (PP)**

<sup>1</sup>A practical examination comprises one or more assignments to prove students' movement skills in the subject of sports. <sup>2</sup>Skills such as techniques and tactics specific to a particular sport; coordinative-rhythmic, coordinative-technical or conditional basics as well as the situational ability to play or act may be evaluated. <sup>3</sup>The type of presentation in a particular case is determined by agreement. <sup>4</sup>The ungraded practical examination is conducted by one examiner over the course of the semester.

### **Project assignment (P)**

<sup>1</sup>A project assignment involves addressing a predefined subject-specific or interdisciplinary topic in a theoretical, empirical, experimental, constructive, conceptual, applied artistic or documentary manner. <sup>2</sup>The results are presented in the form of a written and/or planning and/or artistic and/or electronic assignment. <sup>3</sup>The examiner may require a presentation followed by a discussion.

### **Seminar assignment (SE)**

A seminar assignment comprises a term paper and – depending on the requirements of the examiner – may include a presentation with a subsequent discussion.

### **Theatrical performance (TP)**

<sup>1</sup>A theatrical performance is the presentation of practical theatrical work before an audience, either in a process-oriented or product-oriented form. <sup>2</sup>The essential topics of the examination shall be recorded in the minutes of the assessment. <sup>3</sup>Students wishing to take the same examination at a

later date and other members of the university who express legitimate interest must be permitted to observe the theatrical performance as guests. <sup>4</sup>This permission does not extend to the consultations about the results and the announcement of the examination candidate's or candidates' results. <sup>5</sup>At the request of the examination candidate or candidates, the guests specified in sentence 3 must be excluded.

### **Practical assessment (Ü)**

<sup>1</sup>A practical assessment is an assessment conducted under supervision during a set time within the course schedule. <sup>2</sup>Following the requirements of the examiner, students must successfully complete a certain proportion of the practical assessment assignments in order to pass.

### **Lesson preparation and implementation (U)**

<sup>1</sup>As an assessment type, lesson preparation and implementation entails independent planning and implementation of a lesson as part of a teaching placement at a school for children with special needs or in an inclusive environment. <sup>2</sup>The lesson is reviewed and evaluated by a mentor and the seminar coordinator of the preparation seminar.

### **Graphic representation (ZD)**

<sup>1</sup>Graphic representations explain, clarify and present design and planning work. <sup>2</sup>Depending on the task and thematic focus, they are prepared at different scales and using different techniques.

Appendix 2.2: Glossary of Assessment Types

BA	Bachelor's thesis
HA	Term paper
K	Written examination
KA	Multiple-choice examination
MA	Master's thesis
MP	Oral examination
PB	Placement report
PJ	Project-related examination
SP	Practical sports presentation
ST	Independent assignment
VbP	Course-accompanying examination
AA	Written assignment
DO	Documentation
ES	Essay
KO	Colloquium
KU	In-class test
KW	Artistic academic presentation
LÜ	Lab exercise
MO	Model
ME	Teaching a group to play music
MU	Musical performance
MK	Musical performance by pupils
PF	Portfolio
PK	Concert with an educational focus
PR	Presentation
PP	Practical examination
P	Project assignment
SE	Seminar assignment
TP	Theatrical performance
Ü	Practical assessment
U	Lesson preparation and implementation
ZD	Graphic representation

### **Appendix 3: Supplementary Provisions**

#### **Appendix 3.1: Registration and Examination Periods**

<sup>1</sup>The responsible body specified in section 3 shall determine the variant for this degree programme and for the subjects in this degree programme. <sup>2</sup>It shall decide either on variant 1 (one registration period/one examination period) or on variant 2 (two registration periods/two examination periods).

<sup>3</sup>In the case of modules that are exported to other degree programmes or made available to them, the degree programme or the responsible body of the faculty as specified in section 3 offering the module shall determine the variant; as a result, modules in this degree programme offered by other degree programmes (imported modules) may be assigned to a different variant. <sup>4</sup>Students may register for the bachelor's thesis, master's thesis and independent assignments (ST) outside of the periods stated. <sup>5</sup>Placement reports shall be registered in the registration period corresponding to the specified variant, but can be completed outside of the applicable examination periods and during the subsequent semester.

<sup>6</sup>Students must be notified of examination dates for oral examinations at least 14 days in advance via appropriate means of communication.

	Registration Period Summer Semester	Examination Period Summer Semester	Registration Period Winter Semester	Examination Period Winter Semester
<b>Variant 1</b>				
Period for all assessment types except VbP	15.05. – 31.05.	15.06. – 14.10.	15.11. – 30.11.	15.12. – 14.04.
Period for VbP assessment types	15.04. – 30.04.	01.05. – 31.08.	15.10. – 31.10.	01.11. – 28.02.
<b>Variant 2</b>				
Period I for all assessment types except VbP	15.05. – 31.05.	15.06. – 31.08.	15.11. – 30.11.	15.12. – 28.02.
Period II for all assessment types except VbP	16.09. – 23.09.	24.09. – 14.10.	16.03. – 23.03.	24.03. – 14.04.
Period for VbP assessment types	15.04. – 30.04.	01.05. – 31.08.	15.10. – 31.10.	01.11. – 28.02.

Appendix 3.2: Deadlines for Evaluation of Assessments

<sup>1</sup>Depending on the variant selected, as specified in appendix 3.1, examiners shall submit marks as follows:

	Summer Semester	Winter Semester
<b>Variant 1</b>		
Period for all assessment types except VbP	by 26.10.	by 26.04.
Period for VbP assessment types	by 15.09.	by 15.03.
<b>Variant 2</b>		
Period I for all assessment types except VbP	by 12.09.	by 12.03.
Period II for all assessment types except VbP	by 26.10.	by 26.04.
Period for VbP assessment types	by 15.09.	by 15.03.

<sup>2</sup>Examiners shall evaluate assessments and submit marks within the deadline in accordance with section 17 paragraph 1. <sup>3</sup>Assessments that occur at the end of the examination period shall be subject to a shorter deadline for evaluation of at least 12 days. <sup>4</sup>The same shall apply for VbP.

Appendix 3.3: Deviating Stipulations Concerning Variant 2 Assessment Types

In variant 2, the term paper must be registered as an assessment during registration period I. In these cases, the assessment must be completed at the latest at the end of examination period II, as determined by the examiner.

**Anlage 4: Nachweis der Prüfungsunfähigkeit**  
Proof of Incapacity to Take an Examination



**Anlage 4 a: Rücktritt wegen Krankheit: Nachweis der Prüfungsunfähigkeit zur Vorlage beim Prüfungsausschuss (Prüfungen mit Prüfungstermin)**

*Withdrawal due to illness: proof of incapacity to take an examination for submission to the examination board (examinations with an exam date)*

**Rücktrittserklärung wegen krankheitsbedingter Prüfungsunfähigkeit und ärztliches Attest**  
*Declaration of withdrawal because of incapacity to take an examination due to illness and medical certificate*

**Angaben der/des Studierenden:**

*Student's details:*

Nachname: <i>Surname:</i>	Vorname: <i>First name:</i>
Geburtsdatum: <i>Date of birth:</i>	E-Mail-Adresse: <i>Email address:</i>
Telefonnummer: <i>Telephone number:</i>	Matrikelnummer: <i>Enrolment number:</i>
Studiengang: <i>Degree programme:</i>	

**Betroffene Prüfung:**

*Examination concerned:*

Modul/Prüfung: <i>Module/examination:</i>	Form der Prüfung: <input type="checkbox"/> Klausur <i>Written examination</i> <input type="checkbox"/> mündliche Prüfung <i>Oral examination</i> <input type="checkbox"/> _____
Prüferin/Prüfer: <i>Examiner:</i>	Prüfungstermin: <i>Date of examination</i>

**Erläuterungen der/des Studierenden zur Prüfungsunfähigkeit:**

*Additional information (to be completed by the student):*

Es wird empfohlen, zusätzlich zu den Angaben der/des behandelnden Ärztin/Arztes nähere Ausführungen zur Einschränkung zu machen. Bedenken Sie bitte, dass der Prüfungsausschuss nur anhand dieses Formulars in der Lage sein muss, eine Entscheidung zu treffen. \*

*We recommend that you provide a more detailed explanation of the limitations in addition to the information provided by your doctor.*

*It is important to note that the examination board must be able to make a decision solely on the basis of this form. \**



\*Sollte der Platz für Ihre Ausführungen nicht ausreichen, fügen Sie bitte ein weiteres Blatt als Anlage bei.

*\* If the space provided for your additional information is insufficient, please attach an additional sheet of paper.*

**Erklärung der/des Studierenden:**

*Declaration (to be completed by the student):*

1. Hiermit erkläre ich meinen Rücktritt von der o.g. Prüfung.
2. Die Datenschutzhinweise im Anhang habe ich zur Kenntnis genommen und auch meiner behandelnden Ärztin/meinem behandelnden Arzt zur Kenntnis gegeben.
3. Meine behandelnde Ärztin/mein behandelnder Arzt wird hiermit von der ärztlichen Schweigepflicht entbunden und ermächtigt, relevante Informationen im Zusammenhang dieses Antrags an die Leibniz Universität weiterzugeben.  
*1. I confirm my withdrawal from the abovementioned examination.*  
*2. I acknowledge the enclosed data protection information and confirm that I have disclosed this information to my doctor.*  
*3. I hereby release my doctor from the obligation to maintain medical confidentiality and authorise my doctor to disclose relevant information to Leibniz University Hannover in connection with this application.*

\_\_\_\_\_  
Ort, Datum

*Place, date*

\_\_\_\_\_  
Unterschrift

*Signature*

**Erläuterung für die behandelnde Ärztin/den behandelnden Arzt:**

Wenn Studierende aus gesundheitlichen Gründen eine Prüfung versäumen oder von ihr zurücktreten, haben sie ihre krankheitsbedingte Prüfungsunfähigkeit glaubhaft zu machen. Dazu benötigen die Studierenden ein ärztliches Attest, das dem Prüfungsausschuss ermöglicht, aufgrund Ihrer Angaben als medizinischer Sachverständiger die Rechtsfrage zu beantworten, ob eine krankheitsbedingte Prüfungsunfähigkeit vorliegt. Dies erfordert Aussagen zu folgenden Punkten in dem ärztlichen Attest:

- 1. Den gesundheitlichen Beeinträchtigungen des Prüflings und**
- 2. den sich daraus ergebenden Einschränkungen des Prüflings im Hinblick auf die betroffene Prüfung.**

Bitte beachten:

Eine Diagnose wird explizit nicht abgefragt!

Die pauschale Bescheinigung von Arbeitsunfähigkeit oder Prüfungsunfähigkeit ist nicht ausreichend.

Studierende sind auf Grund ihrer Mitwirkungspflicht grundsätzlich dazu verpflichtet, zur Feststellung der Prüfungsunfähigkeit ihre Beschwerden offenzulegen und hierzu erforderlichenfalls den behandelnden Arzt von der Schweigepflicht zu entbinden. Im Rahmen der Aufgabenerfüllung notwendige personenbezogene Daten dürfen für diese Zwecke erhoben werden. (Anhang: Datenschutzhinweise nach Art. 13, 14 und 21 DSGVO)

Hinweis: Dieses Formular ist ein Muster. Das Attest kann auch formlos erstellt werden, soweit es die beiden oben genannten Punkte erhält.

**Erklärung der Ärztin/des Arztes:**

1. Meine heutige Untersuchung der Patientin/des Patienten \_\_\_\_\_ hat aus ärztlicher Sicht ergeben, dass folgende gesundheitliche Beeinträchtigungen (z. B. eingeschränkte Motorik der Hand – die Diagnose selbst braucht nicht genannt zu werden) und sich daraus ergebende Einschränkungen im Hinblick auf die betroffene Prüfung vorliegen:

---

---

---

1. Die Gesundheitsstörung ist (bitte ankreuzen!)

auf Prüfungsstress zurückzuführen     dauerhaft, d.h. auf nicht absehbare Zeit     vorübergehend

*(Hinweis: Examensängste und Prüfungsstress sind grundsätzlich keine Beeinträchtigung mit Krankheitswert, es sei denn, dass sie den Grad einer psychischen Erkrankung erreichen.)*

2. Dauer der Krankheit:

von: \_\_\_\_\_ bis: \_\_\_\_\_

3.  Die nachstehenden Datenschutzhinweise habe ich zur Kenntnis genommen. (Bitte ankreuzen!)

5. Datum, Unterschrift: \_\_\_\_\_

Praxisstempel



**Anlage 4 b: Verlängerung der Bearbeitungszeit:**

**Nachweis der Prüfungsunfähigkeit wegen Krankheit zur Vorlage beim Prüfungsausschuss**

*Appendix 4 b: Submission deadline extension:*

*proof of incapacity to take an examination due to illness for submission to the examination board*

**Verlängerung der Bearbeitungszeit wegen krankheitsbedingter Prüfungsunfähigkeit und ärztliches Attest**  
*Submission deadline extension because of incapacity to take an examination due to illness and medical certificate*

**Angaben der/des Studierenden:**

*Student's details:*

Nachname: <i>Surname:</i>	Vorname: <i>First name:</i>
Geburtsdatum: <i>Date of birth:</i>	E-Mail-Adresse: <i>Email address:</i>
Telefonnummer: <i>Telephone number:</i>	Matrikelnummer: <i>Enrolment number:</i>
Studiengang: <i>Degree programme:</i>	

**Betroffene Prüfung:**

*Examination concerned:*

Modul/Prüfung: <i>Module/examination:</i>	Form der Prüfung: <i>Assessment type:</i> <input type="checkbox"/> Bachelorarbeit <i>Bachelor's thesis</i> <input type="checkbox"/> Masterarbeit <i>Master's thesis</i> <input type="checkbox"/> _____
Prüferin/Prüfer: <i>Examiner:</i>	Aktueller Abgabetermin: <i>Current submission deadline:</i> Gab es bereits eine Verlängerung? <i>Was the deadline extended previously?</i> <input type="checkbox"/> ja <input type="checkbox"/> nein <i>Yes No</i> Falls ja, ursprünglicher Abgabetermin: <i>If yes, original submission deadline:</i>

**Erläuterungen der/des Studierenden zur Prüfungsunfähigkeit:**

*Additional information (to be completed by the student):*

Es wird empfohlen, zusätzlich zu den Angaben der/des behandelnden Ärztin/Arztes nähere Ausführungen zur Einschränkung zu machen. Bedenken Sie bitte, dass der Prüfungsausschuss nur anhand dieses Formulars in der Lage sein muss, eine Entscheidung zu treffen. \*

We recommend that you provide a more detailed explanation of the limitations in addition to the information provided by your doctor.

It is important to note that the examination board must be able to make a decision solely on the basis of this form. \*

\*Sollte der Platz für Ihre Ausführungen nicht ausreichen, fügen Sie bitte ein weiteres Blatt als Anlage bei.

*\* If the space provided for your additional information is insufficient, please attach an additional sheet of paper.*

**Erklärung der/des Studierenden:**

*Declaration (to be completed by the student):*

1. Hiermit beantrage ich die Verlängerung der Bearbeitungszeit der o.g. Arbeit.
2. Die Datenschutzhinweise im Anhang habe ich zur Kenntnis genommen und auch meiner behandelnden Ärztin/meinem behandelnden Arzt zur Kenntnis gegeben.
3. Meine behandelnde Ärztin/mein behandelnder Arzt wird hiermit von der ärztlichen Schweigepflicht entbunden und ermächtigt, relevante Informationen im Zusammenhang dieses Antrags an die Leibniz Universität weiterzugeben.

*1. I request an extension of the submission deadline for the abovementioned component.*

*2. I acknowledge the enclosed data protection information and confirm that I have disclosed this information to my doctor.*

*3. I hereby release my doctor from the obligation to maintain medical confidentiality and authorise my doctor to disclose relevant information to Leibniz University Hannover in connection with this application.*

\_\_\_\_\_  
Ort, Datum

*Place, date*

\_\_\_\_\_  
Unterschrift

*Signature*

**Erläuterung für die behandelnde Ärztin/den behandelnden Arzt:**

Wenn Studierende aus gesundheitlichen Gründen eine Prüfung versäumen oder von ihr zurücktreten, haben sie ihre krankheitsbedingte Prüfungsunfähigkeit glaubhaft zu machen. Dazu benötigen die Studierenden ein ärztliches Attest, das dem Prüfungsausschuss ermöglicht, aufgrund Ihrer Angaben als medizinischer Sachverständiger die Rechtsfrage zu beantworten, ob eine krankheitsbedingte Prüfungsunfähigkeit vorliegt. Dies erfordert Aussagen zu folgenden Punkten in dem ärztlichen Attest:

- 1. Den gesundheitlichen Beeinträchtigungen des Prüflings und**
- 2. den sich daraus ergebenden Einschränkungen des Prüflings im Hinblick auf die betroffene Prüfung.**

Bitte beachten:

Eine Diagnose wird explizit nicht abgefragt!

Die pauschale Bescheinigung von Arbeitsunfähigkeit oder Prüfungsunfähigkeit ist nicht ausreichend.

Studierende sind auf Grund ihrer Mitwirkungspflicht grundsätzlich dazu verpflichtet, zur Feststellung der Prüfungsunfähigkeit ihre Beschwerden offenzulegen und hierzu erforderlichenfalls den behandelnden Arzt von der Schweigepflicht zu entbinden. Im Rahmen der Aufgabenerfüllung notwendige personenbezogene Daten dürfen für diese Zwecke erhoben werden. (Anhang: Datenschutzhinweise nach Art. 13, 14 und 21 DSGVO)

Hinweis: Dieses Formular ist nur ein Muster. Das Attest kann auch formlos erstellt werden, soweit es die beiden oben genannten Punkte erhält.

**Erklärung der Ärztin/des Arztes:**

2. Meine heutige Untersuchung der Patientin/des Patienten \_\_\_\_\_ hat aus ärztlicher Sicht ergeben, dass folgende gesundheitliche Beeinträchtigungen (z. B. eingeschränkte Motorik der Hand – die Diagnose selbst braucht nicht genannt zu werden) und sich daraus ergebende Einschränkungen im Hinblick auf die betroffene Prüfung vorliegen:

---

---

---

3. Die Gesundheitsstörung ist (bitte ankreuzen!)

auf Prüfungsstress zurückzuführen     dauerhaft, d.h. auf nicht absehbare Zeit     vorübergehend

*(Hinweis: Examensängste und Prüfungsstress sind grundsätzlich keine Beeinträchtigung mit Krankheitswert, es sei denn, dass sie den Grad einer psychischen Erkrankung erreichen.)*

4. Dauer der Krankheit:

von: \_\_\_\_\_ bis: \_\_\_\_\_

5.  Die nachstehenden Datenschutzhinweise habe ich zur Kenntnis genommen. (Bitte ankreuzen!)

5. Datum, Unterschrift: \_\_\_\_\_

Praxisstempel



**Anlage 4 c: Rücktrittserklärung/Verlängerung der Bearbeitungszeit:  
Verlängerung der Bearbeitungszeit aus wichtigen Gründen (nicht krankheitsbedingt)**

*Appendix 4 c: Declaration of withdrawal/submission deadline extension:  
submission deadline extension due to valid reasons (not due to illness):*

<p><b>Rücktrittserklärung/Verlängerung der Bearbeitungszeit aus wichtigen Gründen (gem. § 15 Abs. 5 und 6 der Prüfungsordnung)</b></p> <p><i>Declaration of withdrawal/submission deadline extension due to valid reasons (as per section 15 (5) and (6) of the examination regulations)</i></p>
--

**Angaben der/des Studierenden:**

*Student's details:*

Nachname: <i>Surname:</i>	Vorname: <i>First name:</i>
Geburtsdatum: <i>Date of birth:</i>	E-Mail-Adresse: <i>Email address:</i>
Telefonnummer: <i>Telephone number:</i>	Matrikelnummer: <i>Enrolment number:</i>
Studiengang: <i>Degree programme:</i>	

**Betroffene Prüfung:**

*Examination concerned:*

Modul/Prüfung: <i>Module/examination:</i>	Form der Prüfung: <i>Assessment type:</i> <input type="checkbox"/> Klausur <i>Written examination</i> <input type="checkbox"/> mündliche Prüfung <i>Oral examination</i> <input type="checkbox"/> Bachelorarbeit <i>Bachelor's thesis</i> <input type="checkbox"/> Masterarbeit <i>Master's thesis</i> <input type="checkbox"/> _____
Prüferin/Prüfer: <i>Examiner:</i>	Prüfungstermin/Aktueller Abgabetermin: <i>Date of examination/current submission deadline:</i> Gab es bereits eine Verlängerung? <i>Was the deadline extended previously?</i> <input type="checkbox"/> ja <input type="checkbox"/> nein <i>Yes No</i> Falls ja, ursprünglicher Abgabetermin: <i>If yes, original submission deadline:</i>



**Erklärung der/des Studierenden (Zutreffendes bitte ankreuzen):**

*Declaration (to be completed by the student) – select as applicable:*

Hiermit erkläre ich meinen Rücktritt von der o.g. Prüfung aus wichtigen Gründen.

*I confirm my withdrawal from the abovementioned examination due to valid reasons.*

Hiermit beantrage ich die Verlängerung der Bearbeitungszeit der o.g. Arbeit aus wichtigen Gründen.

*I request an extension of the submission deadline for the abovementioned component due to valid reasons.*

Die wichtigen Gründe werden auf Seite 2 ausführlich erläutert, ggf. notwendige Anlagen sind diesem Dokument beigelegt.

*A detailed explanation of the reasons can be found on page 2; any further necessary information is enclosed with this document.*

\_\_\_\_\_  
Ort, Datum

*Place, date*

\_\_\_\_\_  
Unterschrift

*Siganture*

**Ausführliche Erläuterung der für den Rücktritt/die Verlängerung geltend gemachten wichtigen Gründe:**

*Detailed explanation of the valid reasons given for withdrawal/submission deadline extension:*

**Anhang: Datenschutzhinweise nach Art. 13, 14 und 21 DSGVO**

*Annex: Data protection information in accordance with articles 13, 14 and 21 of the EU General Data Protection Regulation (GDPR)*

## Datenschutzhinweise nach Art. 13, 14 und 21 DSGVO

Wir verarbeiten Ihre personenbezogenen Daten (im Folgenden „Daten“) gemäß den gesetzlichen Vorgaben und möchten dies in transparenter Weise gestalten. Wir informieren Sie hiermit, welche Daten wir verarbeiten, und zu welchen Zwecken und auf welcher Rechtsgrundlage dies erfolgt. Zudem erhalten Sie Auskunft über Ansprechpartner sowie Ihre Rechte in Zusammenhang mit der Datenverarbeitung.

### **Name und Kontaktdaten des Verantwortlichen:**

Gottfried Wilhelm Leibniz Universität Hannover  
vertreten durch den Präsidenten  
Welfengarten 1  
30167 Hannover

### **Kontaktdaten des Datenschutzbeauftragten:**

Gottfried Wilhelm Leibniz Universität Hannover  
- Stabsstelle Datenschutz -  
Königswohrter Platz 1  
30167 Hannover  
E-Mail: [datenschutz@uni-hannover.de](mailto:datenschutz@uni-hannover.de)

### **Zwecke und Rechtsgrundlagen der Datenverarbeitung:**

Wir verarbeiten die in diesem Formular abgefragten Daten für die Wahrnehmung unserer im öffentlichen Interesse liegenden Aufgabe, das Verfahren zur Abnahme von Hochschulprüfungen ordnungsgemäß durchzuführen. Insbesondere die Verarbeitung von Gesundheitsdaten ist für die Ausübung des Rechts der/des Studierenden zum Prüfungsrücktritt erforderlich, weil ansonsten nicht festgestellt werden kann, ob die Voraussetzungen für einen wirksamen Prüfungsrücktritt aus triftigen Gründen erfüllt sind. Die Rechtsgrundlage für diese Verarbeitung ergibt sich aus:

- § 3 S. 1 Nr. 1 Niedersächsisches Datenschutzgesetz (NDSG),
- Art. 6 Abs. 1 S. 1 Buchstabe e, Abs. 2 und 3; Art. 9 Abs. 2 Buchstabe f Datenschutzgrundverordnung (DSGVO) i. V. m.
- § 17 Abs. 1 S. 1 Niedersächsisches Hochschulgesetz (NHG) und
- der jeweils einschlägigen Prüfungsordnung der Gottfried Wilhelm Leibniz Universität Hannover.

### **Allgemeine Informationen:**

Dieses Originalformular einschließlich des beinhalteten ärztlichen Attests wird Bestandteil Ihrer geführten Prüfungsakte. Mit regulärer Aussonderung und Vernichtung Ihrer Prüfungsakte nach Abschluss Ihres Studiums wird dieses Originalformular ebenfalls vernichtet werden. Im Rahmen der weiteren Verfahrensbearbeitung erhalten nur die Angehörigen des Akademischen Prüfungsamtes, die Mitglieder der für die Entscheidung gemäß der einschlägigen Prüfungsordnung zuständigen Prüfungsorgane sowie –soweit erforderlich– Angehörige des Justitiariats der Hochschule Kenntnis von diesem Originalformular und dessen Inhalten. Die Beteiligten sind zur Verschwiegenheit und vertraulichen Behandlung verpflichtet.

Wir möchten Sie darüber informieren, dass die Bereitstellung Ihrer Daten weder gesetzlich noch vertraglich vorgeschrieben ist. Sofern die Daten nicht bereitgestellt werden, hat dies zur Folge, dass nicht festgestellt werden kann, ob die Voraussetzungen für einen wirksamen Prüfungsrücktritt aus triftigen Gründen erfüllt sind. Eine automatisierte Entscheidungsfindung einschließlich Profiling i. S. d. Art. 22 Abs. 1 und 4 DSGVO findet nicht statt.

### **Ihr Recht auf Widerspruch gem. Art. 21 DSGVO:**

Sie haben das Recht, aus Gründen, die sich aus Ihrer besonderen Situation ergeben, jederzeit gegen die Verarbeitung Sie betreffender personenbezogener Daten Widerspruch einzulegen. In diesem Fall verarbeiten wir diese Daten nicht mehr, es sei denn, wir können zwingende schutzwürdige, Ihre Interessen, Rechte und Freiheiten überwiegende Gründe für die Verarbeitung nachweisen, oder die Verarbeitung dient der Geltendmachung, Ausübung oder Verteidigung von Rechtsansprüchen.

### **Ihre weiteren Rechte:**

Sie haben das Recht, von uns Auskunft über die Verarbeitung Sie betreffender Daten zu verlangen. Dieses Auskunftsrecht umfasst neben einer Kopie der Daten auch die Zwecke der Datenverarbeitung, die Datenempfänger sowie die Speicherdauer. Sollten unrichtige Daten verarbeitet werden, können Sie von uns unverzüglich die Berichtigung dieser Daten verlangen. Liegen die gesetzlichen Voraussetzungen nach Art. 17 bzw. 18 DSGVO vor, steht Ihnen zudem grundsätzlich das Recht auf unverzügliche Löschung oder auf Einschränkung der Verarbeitung der Daten zu.

Bitte beachten Sie, dass eine eingeschränkte Verarbeitung der Daten unter Umständen nicht möglich ist.

Zur Ausübung Ihrer oben genannten Rechte wenden Sie sich bitte – vorrangig an die/den für Ihren Studiengang zuständige/n Sachbearbeiter/in im Akademischen Prüfungsamt – im Übrigen an:

Gottfried Wilhelm Leibniz Universität Hannover; Akademisches Prüfungsamt; Welfengarten 1; 30167 Hannover; E-Mail: [studium@uni-hannover.de](mailto:studium@uni-hannover.de)

Bei weiteren Fragen berät Sie gerne unser Datenschutzbeauftragter.

### **Mit datenschutzrechtlichen Beschwerden wenden Sie sich bitte an:**

Die Landesbeauftragte für den Datenschutz Niedersachsen; Prinzenstraße 5; 30159 Hannover; E-Mail: [poststelle@ldf.niedersachsen.de](mailto:poststelle@ldf.niedersachsen.de)

**Data protection information in accordance with articles 13, 14 and 21 of the EU General Data Protection Regulation (GDPR)**

We process your personal data (hereafter referred to as "data") in accordance with legal requirements and aim to do so in a transparent manner. In the following, we inform you what data we process for what purposes and the legal basis for doing so. We also provide information on contact persons, as well as your rights in relation to data processing.

**Name and contact details of the data controller:**

Gottfried Wilhelm Leibniz Universität Hannover  
vertreten durch den Präsidenten  
Welfengarten 1  
30167 Hannover

**Contact details of the Data Protection Officer:**

Gottfried Wilhelm Leibniz Universität Hannover  
- Stabsstelle Datenschutz -  
Königsworther Platz 1  
30167 Hannover  
Email: [datenschutz@uni-hannover.de](mailto:datenschutz@uni-hannover.de)

**Purposes and legal basis for data processing:**

We process the data requested in this form in order to perform our duty – which is in the public interest – to properly implement the procedure for conducting university examinations. Specifically, processing data on health is necessary for students to exercise their right to withdraw from an examination, as otherwise it cannot be established whether the prerequisites for withdrawing from an examination for valid reason have been met. The legal basis for processing this data is:

- Section 3 1 1 of the Lower Saxony regulations governing data protection (Niedersächsisches Datenschutzgesetz – NDSG),
- Article 6 (1) 1 (e), (2) and (3) GDPR; Article 9 (2) (f) GDPR in conjunction with
- Section 17 (1) sentence 1 of the Lower Saxony Higher Education Act (Niedersächsisches Hochschulgesetz – NHG) and
- the applicable examination regulations of Gottfried Wilhelm Leibniz Universität Hannover.

**General information:**

The original of this form – including the accompanying medical certificate – shall form part of your examination records. As part of the regular process of deleting and destroying your examination file after you have completed your degree programme, the original form will also be destroyed. With respect to the further processing of the case, only the members of the examination office, the members of the examination bodies responsible for the decision as per the relevant examination regulations and – if necessary – members of the university's legal department will be given access to this original form and its contents. Those involved are obliged to maintain secrecy and confidentiality.

Please be advised that you are not required by law or contract to provide your data. If no data is provided, consequently it will not be possible to determine whether the prerequisites for withdrawing from an examination for valid reasons have been met. An automated decision-making process, including profiling, within the meaning of Article 22 (1) and (4) GDPR shall not occur.

**Right to objection as per Article 21 GDPR:**

You have the right, for reasons resulting from your particular situation, to object to the processing of personal data concerning you at any time. In this case, we will then stop processing your data, unless legitimate grounds exist to continue that override your interests, rights and freedoms, or where processing serves to assert, exercise or defend legal claims.

**Your other rights:**

You have the right to obtain information from us about the processing of data concerning you. This comprises access to a copy of this data as well as information on the purposes of processing, the recipients and the duration of storage. If inaccurate personal data is processed, you have the right to request the rectification of this data without undue delay. If the legal requirements stipulated in Article 17 or Article 18 GDPR are met, you also have the right to erasure of data without undue delay or restriction of processing thereof.

Please note that in certain circumstances, it is not possible to restrict processing of data.

In order to exercise the abovementioned rights, please primarily contact the member of the examination office responsible for your degree programme, otherwise contact:

Gottfried Wilhelm Leibniz Universität Hannover, Akademisches Prüfungsamt, Welfengarten 1, 30167 Hannover; email: [studium@uni-hannover.de](mailto:studium@uni-hannover.de)

Our data protection officer will gladly provide advice regarding any further questions.

**For any data protection complaints, please contact:**

Landesbeauftragte für den Datenschutz Niedersachsen, Prinzenstraße 5, 30159 Hannover; email: [poststelle@lfd.niedersachsen.de](mailto:poststelle@lfd.niedersachsen.de)