



General Provisions for Study and Examination Regulations at EBS Universität für Wirtschaft und Recht

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§ 1 Scope of application

- (1) At present, EBS University consists of two faculties, EBS Business School and EBS Law School, as well as the continuous education institution EBS Executive School.
- (2) The General Provisions for Study and Examination Regulations (ABPO) define the procedures and programme structures to be regulated in the subject-specific study and examination regulations. They include the jointly applicable regulations for all academic study programmes offered at EBS University as well as non-academic continuing education programmes in which the award of a degree or academic degree or certificate is made dependent on passing examinations. This does not apply to the state compulsory examination in the law degree programme, for which the requirements of the Hessian Law on Legal Education (Juristenausbildungsgesetz - JAG) apply in its current version.
- (3) Subject-specific study and examination regulations govern the study programme as well as the examination procedure and requirements in accordance with [§ 25 of the Hessian Higher Education Act \(HessHG\)](#).
- (4) Subject-specific study and examination regulations are issued at EBS Business School and EBS Law School by the relevant faculty council. At EBS Executive School, they are issued by the EBS Executive School Examinations Committee with the exception of continuing education programmes that can be credited in academic programmes of EBS Business School or EBS Law School; the respective faculty council issues these.

§ 2 Admission to study programmes, admission procedure, entrance examination for applicants qualified abroad, Programme and Admission Committee

- (1) Admission to an undergraduate degree programme at EBS University is open to those who have obtained their university entrance qualification through
 1. the general higher education entrance qualification,
 2. the subject-linked higher education entrance qualification,
 3. the advanced technical college entrance qualification,
 4. a master craftsman's examination or a comparable further or advanced training qualification in accordance with the legal ordinance pursuant to [§ 60 Para. 6 HessHG](#), or
 5. proof of another access regulated by the legal ordinance according to [§ 60 Para. 6 HessHG](#) and who have not definitively failed in the same or a comparable degree programme according to [§ 63 Para. 2 No. 6 HessHG](#) which would be required at EBS for the completion of the intended degree programme.
- (2) The subject-specific study and examination regulations of the academic degree programmes regulate, in accordance with [§ 60 Para. 4 HessHG](#), which study programme-specific skills and knowledge must be proven in addition to the university entrance qualification at the beginning of the degree programme and in which procedure the proof can be provided. Admission to a degree programme may be made dependent on passing an entrance examination. Its process, requirements and examination procedure are to be regulated in the subject-specific study and examination regulations.
- (3) For study applicants qualified abroad who wish to apply for academic degree programmes, the regulations of the [Hessian Ordinance on Entrance Examinations for Study Applicants Qualified Abroad \(AuslHSchulZugPrV HE\)](#) apply in their current version.
- (3a) The entrance examination consists of a written examination of 120 minutes and an examination interview of 30 minutes. It can only be repeated once. The tasks and questions relate to the basic methodological and subject knowledge as well as analytical and communicative skills required for a degree in economics or law. The written examination and the examination interview are conducted in English or, alternatively, in the language in which the degree programme is offered.
- (3b) In order to prepare for the entrance examination, EBS University may conduct study-related courses for which the applicants are enrolled in the first semester of the degree programme. These offers are voluntary and not a prerequisite for admission to the entrance examination.



- (3c) A standardised test from a test provider (e.g. SAT, Gaokao, Tage Mage) may be recognised for the entrance examination if it deals with the knowledge and skills mentioned in § 2 Para. 3a and is comparable in terms of difficulty and scope.
- (4) Admission to postgraduate and consecutive degree programmes is regulated in more detail in the subject-specific study and examination regulations.
- (5) For applicants with professional experience who apply for a Master's degree programme in continuing education without a previous degree, the subject-specific study and examination regulations may provide for an aptitude test.
- (6) EBS Business School and EBS Law School establish a Programme and Admission Committee (PAC) which has a right of proposal for admission criteria and their interpretation as well as the admission procedure according to § 2 Para. 2.
- (7) The composition of the programme and admissions committee must meet the requirements of § 3 AuslHSchulZugPrV HE, so that at least half of its members must be professors in accordance with § 37 Para. 3 No. 1 HessHG. The Programme and Admissions Committee is the body responsible for ensuring that the entrance examination is conducted properly in accordance with § 2 Para. 3a and also decides whether a test provider is suitable for conducting the entrance examination in accordance with § 2 Para. 3c as well as on the recognition of the test.
- (8) There is no legal claim to admission to a study programme.

§ 2a Admission to non-academic continuing education programmes at EBS Executive School

- (1) Continuing education programmes are open to the following applicants:
 1. applicants who have completed their studies at a university, a university of applied sciences or a university of cooperative education (BA), in particular in the fields of business administration, economics, law and administration,
 2. applicants who have acquired the aptitude required for participation, to be regulated in more detail in the respective study and examination regulations, in their profession or in another way, whereby they should have the general higher education entrance qualification, the subject-linked higher education entrance qualification or the entrance qualification for a university of applied sciences.
- (2) Comparable foreign degrees will be recognised.
- (3) Admission to a non-academic continuing education study programme shall be decided by the academic management of the study programme.
- (4) There is no legal claim to admission to a continuing education programme.

§ 3 Enrolment, re-registration, gap semesters

- (1) The study year consists in 2 semesters, whereby the Spring semester is from 1 January to 31 July and the Fall semester from 1 August to 31 December. Individual degree programmes or continuing education programmes may follow a different timetable.
- (2) As a rule, enrolment in an academic degree programme takes place at the beginning of a semester. At EBS Executive School, enrolment takes place at the beginning of the respective continuing education programme.
- (3) Enrolment entitles students to use the university's facilities and to participate in the courses offered for their study cohort. Admission to compulsory elective modules, compulsory elective courses, elective modules and elective courses (see also § 6 Para. 7) may be restricted with regard to the available capacities.
- (4) Separate re-registration for the following semesters or study phases is not required.
- (5) Students in academic programmes receive a certificate of study at the beginning of each semester. Certificates of study are usually provided in electronic form.
- (6) Upon application, students may be granted leave of absence (gap semester) for the following reasons:
 1. the type and duration of an illness that precludes proper studies (upon presentation of a medical certificate),
 2. the completion of an internship in Germany or abroad that is not part of the degree programme,



3. a study-related stay abroad that is not part of the degree programme,
 4. periods of maternity leave, parental leave or the care of relatives in need of care as certified by a doctor,
 5. other reasons.
- (7) Leave of absence is only possible for full semesters and, as a rule, for no more than two semesters. Gap semesters do not count as study programme semesters.
 - (8) Gap semesters exclude the acquisition of credits as well as completing study achievements and taking examinations of any types. Students are not authorised to participate in courses during gap semesters. Exceptions apply to periods of maternity leave in accordance with § 10 Para. 6. Completing study achievements and taking examinations (first and repetition attempts) and obtaining a degree in all degree programmes at EBS University are excluded during gap semesters. In the law degree programme at EBS Law School, a maximum of two module exams per semester may be retaken upon application to the respective Examination Office if a gap semester is absolutely necessary for the proper continuation of studies.
 - (9) A leave of absence in the first semester is not possible. A retroactive gap semester for an already completed semester is not permitted.
 - (10) The fees and deadlines for applying for gap semesters are regulated in the respective scale of fees and charges of the degree programme resp. in the study contract.

§ 4 Examinations Committees

- (1) An Examinations Committee is established at each of EBS Business School, EBS Law School and EBS Executive School. The Examinations Committee shall ensure that the provisions of the ABPO and the subject-specific study and examination regulations are complied with, with the exception of admission issues pursuant to § 2, for which the programme and admissions committee is responsible.
- (2) The Examinations Committee is responsible in particular for deciding on applications from students and lecturers regarding the interpretation of the ABPO and the subject-specific study and examination regulations.
- (3) At EBS Business School and EBS Law School, the Examinations Committee can propose changes to the subject-specific study and examination regulations to the Faculty Council; at EBS Executive School, it can change subject-specific study and examination regulations itself.
- (4) The Examinations Committee is also responsible for
 - Decisions on applications for a changed course of study,
 - Requests for disadvantage Dispensation,
 - Requests for alternative examination dates due to religious precepts,
 - Requests for withdrawal from examinations,
 - Decisions on suspected cases of deceit and breaches of order,
 - Recognition of examination results,
 - Crediting of non-university knowledge and skills,
 - Decisions on the use of structured assessment sheets,
 - Hardship applications.
- (5) The members of the Examinations Committee of EBS Business School, EBS Law School and EBS Executive School consist of:
 1. two representatives from the group of full-time professors at EBS Business School or EBS Law School or two academic heads at EBS Executive School,
 2. one representative of the non-professorial teaching staff of EBS Business School, EBS Law School or EBS Executive School,
 3. one student representative of EBS Business School, EBS Law School or EBS Executive School,
 4. one representative of the Programme Management of EBS Business School, EBS Law School or EBS Executive School,
 5. a representative of the Examination Office of EBS Business School or EBS Law School or EBS Executive School or a representative of the Central Examination Office.
- (6) All members of the Examinations Committee shall be appointed by the respective Faculty Council; in case of EBS Executive School, the election shall take place by the Senate.



- (7) The members of the Examinations Committee named in § 4 Para. 5 No. 1 and 2 shall be appointed by the respective Faculty Council for a term of office of two years each. The members named in § 4 Para. 5 No. 3 shall be appointed for a term of office of one year each. The member of the Examinations Committee named in § 4 Para. 5 No. 4 and 5 shall be a permanent member of the Examinations Committee for the duration of her or his term of office. In the event of delays regarding the appointment, members whose term has already expired, remain provisionally in office until their successors have been appointment, provided that the respective member agrees.
- (8) A deputy shall be elected by the responsible Faculty Council for each member of the Examinations Committee. If an elected ordinary member is prevented from attending, the respective deputy member shall take his place for the duration of the inability to attend. The chairperson of the Examinations Committee must be notified of the inability to attend in so far as the reason for the inability to attend allows this in a reasonable way
- (9) The members of the Examinations Committee shall be subject to official secrecy and shall be sworn to secrecy by the chairperson of the Examinations Committee. The Faculty Council may remove a member prematurely in the event of breaches of confidentiality.
- (10) The Examinations Committee shall elect a Chairperson and a Vice-Chairperson from among its members.
- (11) The Examinations Committee may delegate tasks to the chairperson or his/her deputy or individual members of the Examinations Committee.
- (12) The Examinations Committee may also delegate powers to the staff of the Examination Office if the basic decision-making criteria have been defined beforehand and the matters concerned are regularly repeated and of the same kind. In particular, it is possible to delegate the decision on reasons for withdrawing from and missing examinations as well as on recognition and credits to the Examinations Office, whereby the Examinations Office can delegate cases of doubt or unclear circumstances back to the Examinations Committee.
- (13) The Examinations Committee may establish sub-committees and delegate tasks to them. Sub-committees shall consist of not less than three members. The Chairperson of the Examinations Committee shall be a member of each sub-committee.
- (14) Applications to the Examinations Committee shall be addressed to the chairperson. The latter shall decide whether the application can be referred to a subcommittee, if any.
- (15) Applications to the Examinations Committee have to be submitted in writing. Preferably, they can be sent by e-mail or alternatively on paper.
- (16) The Examinations Committee and its sub-committees decide on applications in face-to-face meetings, online meetings, or by circulation. The Examinations Committee and its subcommittees shall constitute a quorum if at least half of the members of the respective committee are present at the decision (face-to-face or online procedure) or participate in it (circulation procedure).
- (17) The Examinations Committee and its subcommittees decide by majority vote. There is no secret ballot. An application is adopted if the number of votes in favour outweighs the number of votes against it. In the event of a tie, the Chairperson or his/her deputy has the casting vote. Abstentions shall be treated as votes not cast.
- (18) The decisions of the Examinations Committee, including the results of the voting, shall be recorded in the minutes of the meeting. Votes shall not be recorded by name in the minutes of the meeting.

§ 5 Lecturers, examiners, observers

- (1) In general, the persons named in § 22 Para. 2 HessHG are authorised to conduct examinations:
 - members of the professorial group,
 - academic and artistic staff who have been commissioned with the independent performance of teaching duties,
 - lecturers and teachers for special tasks,
 - persons experienced in professional practice and training who have been commissioned by the Dean with the performance of an examination.



Examination achievements may only be assessed by persons who themselves possess at least the qualification to be established by the examination or an equivalent qualification.

- (2) Teachers of a module or course are appointed as examiners for the examinations within the module or course. No separate appointment by the Examinations Committee is required for this. As part of the lecture planning of a semester, it is monitored that no lecturers are used for a module or a course who do not meet the requirements of [§ 22 Para. 2 HessHG](#). If examiners drop out or are no longer available as examiners (e.g. due to leaving the university), a competent replacement will be appointed.
- (3) In the case of supervised final theses and supervised term papers, which are individually registered, the examiners are appointed with the confirmation of the registration of the examination. No separate appointment by the Examinations Committee is required for this.
- (4) The examiners shall be responsible for the proper conduct of the examinations and the proper determination of the examination result. In doing so, they may make use of academic assistants, correction assistants and staff of the university for supporting activities.
- (5) Final papers and written examinations which cannot be repeated shall be assessed by two examiners. Oral examinations shall be taken by one examiner or by one examiner in the presence of an expert assessor or by an expert assessor.
- (6) If more than one lecturer teaches a module or course, but not all of them should be examiners, it must be stated before the examination in the course which of the lecturers is the examiner is. In this case, a joint and open evaluation takes place. The result is formed as an arithmetic mean.
- (7) Examinations which cannot be repeated shall be assessed by at least two examiners. If the module or course is initially taught and examined by only one lecturer, this lecturer must appoint a second examiner in consultation with the Programme Management. No separate appointment by the Examinations Committee is required for this. When determining the second examiner, the Programme Management monitors that no examiner is appointed who does not fulfil the requirement of [§ 22 Para. 2 HessHG](#). Should the module or course be taught and examined by more than one lecturer, there are only two possibilities to regulate the second examiner:
 1. If each examiner sets a definable section of the examination and assesses only this section, it must be stated in the module or course description which of the other teachers or examiners will conduct the second assessment for the section in question.
 2. If the examiners set and mark the examination together, a second examination has already taken place by this fact. In this case, there is an open assessment. The overall grade will be determined as the arithmetic mean.

§ 6 Study objectives, study language, study structure, modules, courses, application of ECTS, specialisations, periods abroad, double degrees, practical periods

- (1) The study objective of an academic degree programme or non-academic continuing education programme is defined in the respective subject-specific study and examination regulations.
- (2) The subject-specific study and examination regulations regulate in which language or languages teaching and examinations are performed.
- (3) Academic study programmes must be structured in modular form. Thematically and temporally rounded, self-contained study units are grouped together in modules. They can be composed of different forms of teaching and learning.
- (4) Non-academic continuing education programmes can be structured in modular or course form.
- (5) Modules usually contain at least one course and at least one final examination. Courses consist of one teaching session and can contain examination achievements. Modules can also be formed without including a course if the content of the module consists of a study or examination achievement that does not require an accompanying course (e.g. a compulsory internship or a thesis).
- (6) For each module, a module description is prepared by the respective faculty responsible, which lists the learning content, learning objectives as well as the course and examination achievements of the module. Module descriptions are made available to students for inspection in the manner customary at the university.



- (7) Modules and courses can be defined in the subject-specific study and examination regulations as degree-relevant compulsory modules or compulsory courses, compulsory elective modules or compulsory elective courses as well as voluntary, non-degree-relevant elective modules or elective courses.
- (8) The student workload for the individual modules and courses is calculated in credit points (Credits) according to the European Credit Transfer System (ECTS).
- (9) Credits are a quantitative measure of the total student workload. They include both the direct teaching and the time for preparation and follow-up of the subject matter (attendance and self-study), the examination effort and the examination preparations, the study and examination achievements themselves as well as, if applicable, practical time, if this should be part of a study programme or continuous education programme. Depending on the study programme, 25 or in the case of intensive study programmes, 30 academic working hours must be spent on one ECTS credit point with one working hour being equal to one hour of time). The subject-specific study and examination regulations regulate whether it is an intensive study programme.
- (10) According to [§ 12 Para. 5, sentence 2, no. 4 of the Study Accreditation Ordinance \(StakV\)](#), modules should generally have a minimum scope of 5 ECTS.
- (11) For a Master's degree, 300 ECTS credits are required, including the previous studies up to the first professional qualification. This requirement may be waived in individual cases if the student has the appropriate qualifications, at the discretion of the Program and Admissions Committee. Relevant professional experience or knowledge and skills acquired outside of the university studies can be recognized as ECTS equivalents.
- (12) The studyability of a degree programme or a continuing education programme must be ensured by planning the student workload as precisely as possible. When assessing the workload, the particular life situation of the target group must be considered with regard to the inclusion of professional experience and the burden resulting from it.
- (13) A credit account is set up for each student at the beginning of their studies. Within a degree programme or a continuing education programme, credits can only be counted once, so it is not possible to count the same module or course more than once towards the credit account.
- (14) The subject-specific study and examination regulations contain a study plan that shows which modules and/or courses make up the respective degree programme or continuing education programme and how many credits are assigned to each module and/or course.
- (15) Academic degree programmes and non-academic continuing education programmes may provide for opportunities to specialise in individual subject areas in the subject-specific study and examination regulations. This can be designated and shown as a field of study or as a focus or specialisation. A field of study is a special orientation of study within a degree programme that enables a special study profile after common study sections in the further course of study. A focus or specialisation is an orientation within the degree programme that can be chosen by the student and that enables thematic specialisation without resulting in significant differences in the study profile. The terms focus and specialisation are to be understood synonymously.
- (16) The subject-specific study and examination regulations may provide for compulsory periods of study abroad and regulate them in more detail.
- (17) The subject-specific study and examination regulations may provide for and regulate in more detail double degrees in cooperation with domestic or foreign partner universities or institutions. In the case of cooperation with foreign partner universities (joint-degree programmes), the special regulations for joint-degree programmes in [§ 10 and § 16 of the Study Accreditation Ordinance \(StakV\)](#) must be considered. In the case of cooperation with non-university institutions, [§ 9 StakV](#) must be observed.
- (18) The subject-specific study and examination regulations may provide for practical study periods (e.g. compulsory internships) and regulate them in more detail.



- (1) In academic study programmes and non-academic continuing education programmes, performance assessment may take the form of study achievements and examinations.
- (2) Study achievements are achievements that are not included in the final grade of a degree programme but are required for the achievement of ECTS credits and thus for the attainment of a degree.
- (3) As a rule, study achievements are not graded, but are recorded as "passed" or "failed" on a student's credit account. If, for example, a degree programme includes a compulsory internship, this must be defined as a course credit in the subject-specific study and examination regulations.
- (4) Study achievements can also be an admission requirement for taking an examination. In this case, they do not go into a student's credit account. For example, it is thus possible to require a certain percentage of attendance in the course in order to participate in the final examination. The subject-specific study and examination requirements can regulate this in more detail.
- (5) Examinations are achievements that are relevant for the assessment and thus the successful completion of a module and/or a course beyond the purpose of monitoring learning success. As a rule, they are included in the final grade of a degree programme and are assessed and graded differentiated.
- (6) Theses are examinations which are graded differentiated and are taken in order to obtain a university degree with an academic qualification § 8 Para. 2 defines the types of examinations from which can be chosen in the subject-specific study and examination regulations. which.

§ 8 Types of examination

- (1) Examinations within the meaning of § 7 Para. 5 may take the following forms:
 1. Written exam
 2. Evaluated exercise
 3. Take-home exam
 4. Examination in answer choice method
 5. Term paper (essay, seminar paper, practice paper/project paper, replacement paper)
 6. Learning journal
 7. Reflection paper
 8. Case study
 9. Group work
 10. Peer group evaluation
 11. Simulation
 12. Oral exam
 13. Presentation
 14. Class attendance and participation
 15. Portfolio exam
 16. Other types of examination
- (2) Final examination within the meaning of § 7 Para. 6 may take the following forms:
 1. Thesis
 2. Thesis with oral defense

§ 9 Description of the types of examinations

In the following sections the examinations are described from which can be chosen for the subject-specific study and examination regulations. The following regulations determine the framework for the conduct of these examinations. More details will be published in the subject-specific study and examination regulations and/or in the framework of the underlying courses.

§ 9a Written Exam

- (1) A written exam is an individual written examination under proctoring, which has to be taken on a separate date outside the lessons of the course.
- (2) In principle, the processing time must not be less than 30 minutes and not more than 5 hours.
- (3) When applying the quotient assessment system (see § 11a), the length of the processing time of an examination is in a fixed ratio of 1:1 to the maximum examination points to be awarded, which are



derived from the ECTS credits, as well as to the duration of the processing time in minutes (1 ECTS = 30 examination points = 30 minutes processing time).

- (4) When applying the grading systems German grades (see § 11b) and grading and point scale for legal coursework (see § 11c), the length of the processing time of an examination shall be determined in the subject-specific study and examination regulations.
- (5) Exams can be answered without aids (closed-book) or with aids, whereby in the case of aids, individual, selected aids or an open collection of aids (open-book) can be permitted. The examiner defines which aids are permitted and informs the students in good time. The possession, carrying and use of electronic aids is categorically excluded during the processing time of an exam. An exception is solely the use of a calculator in case it has been permitted for a specific exam by the examiner; which calculator models are permitted is decided by the Examinations Committee and announced to the students in the manner customary at the university.
- (6) Examinations are written anonymously in academic degree programmes; examinees must therefore indicate their matriculation number legibly on the cover sheet of the examination. In non-academic continuing education programmes, examinations are not written anonymously; examinees here have to state their name on the examination paper.
- (7) Examinations must not be written in pencil, but with document-proof pens in dark colour.
- (8) Students must bring their student ID card with them when taking examinations in academic programmes. In non-academic continuing education programmes, an identity card or passport must be brought. The examination supervisors check the IDs to record attendance; usually, students must confirm attendance by signing an attendance list.
- (9) Usually, research assistants provide proctoring for examinations and they are organised by the Examinations Office.

§ 9b Evaluated Exercise

- (1) An evaluated exercise is an individual written examination achievement under supervision, which is conducted within the framework of the teaching in the course.
- (2) The processing time and potentially permitted aids are announced by the examiner.
- (3) Usually, evaluated exercises are not written anonymously; examinees have to state their names on the examination paper.
- (4) The supervision of an evaluated exercise takes place by the examiner or is organised by the examiner.

§ 9c Take-home Exam

- (1) A take-home examination is an individual written examination without supervision which can be worked on by the examinees at home or at an adequate place.
- (2) In contrast to written examinations and evaluated exercises, a take-home examination shall mainly contain open questions and/or transfer tasks.
- (3) The use of any aids, including electronic aids, is permitted (open book).
- (4) Take-home examinations are not written anonymously; examinees have to state their names on the examination paper.
- (5) The issuing, the processing time or the processing time frame as well as the submission modalities will be announced during the course. The submissions modalities can also include a digital submission via Learning Management System, e-mail or Dropbox within the Intranet of EBS Universität. In case of the digital submission the time of submission is recorded at which the examinee has submitted the examination; in case of the Dropbox, the time of the dropbox access is recorded additionally.

§ 9d Examination in answer choice method

- (1) The written examination, evaluated exercise and take-home exam can be conducted in whole or in part using the answer-choice method as single choice and/or multiple choice.
- (2) When designing the questions and answers, the examiner must ensure that the proposed solutions are unambiguous and unambiguously state how correct and incorrect answers will be assessed.



- (3) Within a question, point deductions for wrong or partially wrong answers are possible; however, it is not allowed to mark a question with less than zero points.
- (4) In the case of multiple choice, it must also be considered that a differentiated distinction is made in the course of the assessment, so that a partially incorrectly answered question must receive a higher score than a completely incorrectly answered question.

§ 9e Term paper (essay, seminar paper, practice paper/project paper, replacement paper)

- (1) A term paper is an individual written examination that is generally written with the help of a word processing programme.
- (2) The assignment is handed out by the examiner as part of the teaching in the course or as part of a legal exercise or as part of an individual supervision relationship and can be worked on by the examinees at home or at any location.
- (3) A term paper includes an assignment in which candidates are to prove that they can work independently on a limited topic in a subject area of the module or course using the methods common in this area and present it in writing in a manner appropriate to the academic standards. As part of the law degree programmes, a term paper consists of an advisory case processing.
- (4) A term paper may also be called an essay or a term paper or a project paper or a replacement paper. These do not differ in the examination procedure, only in their content. The subject-specific study and examination regulations and/or the examiner shall provide more detailed information on the content, scope and time frame of assignments during the course.
- (5) Term papers are not written anonymously; examinees have to state their names on the examination paper.
- (6) It may be required that a declaration on honour be made in the course of submission in which the candidate declares that he or she has written the examination paper independently. The subject-specific study and examination regulations may also stipulate that the absence of the declaration on honour means the examination is assessed as failed.
- (7) Term papers are submitted in printed form and/or in digital form via Learning Management System, e-mail or the Dropbox in the Intranet of EBS Universität. In the case of a digital submission, it can be sent by e-mail or uploaded via the Dropbox. The digital submission is used to check the work for plagiarism. In the case of digital submission, the time at which the candidate submitted the examination achievement is recorded; in the case of the Dropbox the time of the dropbox access is recorded additionally.

§ 9f Learning Journal

- (1) A learning journal is an individual written examination in the form of a continuous collection of texts, which is written during lessons for the purpose of learning.
- (2) The processing time frame, within which the processing time can be freely chosen, as well as the submission modalities are announced in the course.
- (3) Learning journals are not written anonymously; examinees have to state their names in the said journal.

§ 9g Reflection Paper

- (1) A reflection paper is an individual written examination in which the examinee shall write his/her opinion on a topic and substantiate it with his/her observations and personal examples. Reflection papers should have an academic tone, but still be personal and subjective.
- (2) The processing time frame, within which the processing time can be freely chosen, as well as the submission modalities are announced in the course.
- (3) Reflection papers are not written anonymously; examinees have to state their names on the examination paper.



§ 9h Case Study

- (1) A case study paper is usually an individual written examination.
- (2) Case study work may also be conducted as group work; in this case, the provisions of § 9i paras. 1 to 5 must be observed.
- (3) A case study paper presents a concrete situation from business practice or everyday life using certain facts, views and opinions on the basis of which a decision must be made. Examinees are confronted with a case by the examiner, have to obtain and evaluate information and find a decision and recommendation for action.
- (4) The processing time frame, within which the processing time can be freely chosen, as well as the submission modalities are announced in the course.
- (5) Case studies are not written anonymously; examinees have to state their names on the examination paper.

§ 9i Group work (project)

- (1) Group work (also called project) is a written examination that is completed by more than one examinee.
- (2) The size of a group shall not exceed 5 group members.
- (3) In group work, the examinee should demonstrate the ability to work in a team and to develop and implement mostly interdisciplinary approaches and concepts.
- (4) The individual performances of the group members have to be delimitable and assessable. The work results of each group member must meet the requirements for an independent examination achievement.
- (5) In order to avoid free-rider problems and disagreements within a group that could disturb the group harmony, the examiner must explain an escalation routine according to which group members must immediately report to the examiner if individual group members do not participate appropriately or to the required extent and punctuality. Comments made after the work has been submitted or after the assessment has been received will not be taken into account. The examiner must take measures to restore group harmony after the report has been made. This should first be done through mediation discussions or group coaching. If group peace cannot be restored, the examiner may divide or disband the group and assesses individual performance.
- (6) The processing time frame, within which the processing time can be freely chosen, as well as the submission modalities are announced in the course.
- (7) Group work is not written anonymously; examinees have to state their names on the examination paper.

§ 9j Peer Group Evaluation

- (1) A peer group evaluation is a written examination that can only be conducted in combination with group work (see § 9i).
- (2) Peer group evaluation is used to assess the individual group members within a group in terms of the quality of contributions to the group work as well as in terms of behaviour during cooperation.
- (3) The examiner informs the participants about the exact modalities and, in particular, which criteria will be used for the assessment and in what form before the group work begins within the framework of the course.
- (4) Quality-related criteria can be in particular:
 1. Recording the individual contributions of group members to the group work.
 2. Qualitative evaluation of the individual contributions of group members to the group work.
 3. Qualitative evaluation of the individual contributions during group discussions.
- (5) Behavioural criteria can be in particular:
 1. Regular attendance, commitment and punctuality at group meetings.
 2. Punctuality in submitting individual contributions to the group.
 3. Cooperative behaviour when working together.
 4. Motivation and commitment with regard to cooperation.



5. Involvement of all group members and fair distribution of tasks within the group.
- (6) The examiner must monitor the criteria in an appropriate manner and record them in writing. At least two of the following methods should be used:
 1. Feedback through the use of a structured written or electronic questionnaire.
 2. Evaluation of minutes taken at group meetings; the minutes have to be signed or confirmed in writing by all group members.
 3. Feedback by questioning the individual group members.
 4. Observation of group members during group coaching sessions.
- (7) The examiner determines the peer group evaluation score for each group member based on the chosen criteria and methods.
- (8) Should there be disagreements within a group, § 9i Para. 5 applies. Should a group be divided or dissolved in the course of this, the examiner evaluates the peer group evaluation within the scope of his or her scope of evaluation on the basis of the facts at hand.
- (9) Peer group evaluations are not written anonymously; examinees have to state their names on the examination paper.

§ 9k Simulation

- (1) A simulation is a special form of group work that takes place during lessons and can have written and/or oral examination components. Therefore, the provisions of § 9i paras. 2 to 5 for group work and § 9m for presentations apply if the results of the business simulation are to be presented.
- (2) The task and role of the examinees is to work in a group in a simulated scenario supported by teachers or tutors, within a processing time frame specified by the examiner, as company management to process business tasks and problem areas and to make decisions that are conducive to the company's success in the scenario. It may be necessary to use electronic resources for processing the simulation.
- (3) The results of the decisions are recorded in writing by the examinees and submitted as an examination achievement and/or they are presented to the examiner in the form of a presentation. The examiner will provide more details during the course.
- (4) Business simulations are not written anonymously; examinees have to state their names on the examination paper.

§ 9l Oral Exam

- (1) An oral exam is usually an individual examination.
- (2) Oral exams may also be taken as group examinations, in which case they should be taken in groups of no more than five students, with each group member being given the same examination time.
- (3) The examiner asks the candidate questions that have to be answered orally within a fixed examination period. The examiner will provide more details during the course.
- (4) Oral exams shall be taken by one examiner or by one examiner in the presence of an expert assessor.
- (5) In elective modules or elective courses that are not relevant to the degree, as well as in language courses, the examination may be taken by only one examiner.
- (6) Oral exams are not taken anonymously; examinees must state their name and identify themselves.
- (7) Oral examinations are on principle held in person. Provided that the examiners and the examinee have given their joint, informal consent, they can alternatively also be conducted by video conference. Recording of the video conference, screenshots, fotos as well as the storage of an eventual chat history are excluded. To confirm identity, the student must hold his or her student ID card in academic study programmes and his or her ID card or passport in non-academic further education programmes visibly into the camera until the examiner has completed the identity check.

§ 9m Presentation

- (1) A presentation is the targeted preparation of information to present content to the examiner orally and/or by means of presentation slides. In case of the oral presentation, § 9l regarding oral examinations applies.



- (2) Presentations are not given anonymously; examinees must state their name and identify themselves.

§ 9n Class Attendance and Participation

- (1) Class attendance and participation is an individual assessment that takes place during the course.
- (2) Class attendance is to be understood as physical presence in the classroom. Class participation is to be understood as active participation and interaction during class.
- (3) Class attendance and participation is recorded and evaluated by the respective examiner. The examiner has to be authorised to conduct examinations according to [§ 22 Para. 2 HessHG](#).
- (4) Class attendance and participation can also be defined as an admission requirement for taking another examination; in this case, however, it is no longer an examination within the meaning of [§ 7 Para. 5](#), but a study achievement within the meaning of [§ 7 Para. 4](#) and must be defined in more detail in the subject-specific study and examination regulations.
- (5) The assessment type Class attendance and participation basically means that the lecture dates of the underlying course are to be regarded as compulsory exam dates.
- (6) In the module or course description and at the beginning of the course, the examiner informs the students about the exact modalities. The examiner can only choose from the following options, although a combination of several options is possible as long as they do not contradict each other:
 1. Attendance is recorded for each teaching unit.
 2. Attendance is only recorded on specific dates.
 3. Participation is assessed on the basis of quantitative criteria.
 4. Participation is assessed on the basis of qualitative criteria.
 5. Students may be absent from a number of appointments determined by the examiner or a defined, percentage-wise indicated amount of class hours without justification and without deduction of marks.
- (7) The examiner shall record and evaluate in writing the class attendance and/or participation in an appropriate manner.
- (8) In case of absence from lectures due to valid reason, special provisions apply which are listed in more detail in [§ 13 Para. 12](#).
- (9) Class attendance and participation are not recorded anonymously; examinees must state their name and identify themselves when asked.

§ 9o Portfolio Exam

- (1) A portfolio exam (also called a connected examination) is an examination in which students perform certain tasks either individually and/or in group in the context of courses of a module in parallel with lessons, continuously and in different ways.
- (2) When designing portfolio examinations, care must be taken that they are not used merely as a collection of individual examination types. The aim of a portfolio examination is above all to organise, structure, reflect and evaluate learning and educational processes independently.
- (3) The examiner shall provide more detailed information on the content, scope and time frame of a portfolio exam during the course.

§ 9p Other types of examination

- (1) In exceptional cases, other types of examinations may be defined.
- (2) A prerequisite is that the Examinations Committee has approved the use of this type of examination for the respective examination. A substantiated request stating why a different type of examination is necessary is required. In doing so, the Examinations Committee shall assess whether one of the usual types of examinations cannot evaluate the intended learning objective in a comparable manner.
- (3) A further prerequisite is that an alternative type of examination was announced to the students before the start of the relevant course. After the start of the course, conducting any other type of examination is excluded.



§ 9q Thesis

- (1) A written thesis is a supervised individual, written examination which in principle has the character of a term paper, but is larger in scope, places greater emphasis on the implementation of the requirements of academic writing
- (2) A thesis is assessed by two examiners.
- (3) Depending on the degree programme, the name of the degree can be added to the thesis (e.g. Bachelor Thesis, Master Thesis, MBA Thesis).
- (4) Further details on the content, scope, time frame and the registration and submission procedure of a thesis are regulated by the subject-specific study and examination regulations.
- (5) Theses are not written anonymously; examinees have to state their names on the examination paper.
- (6) It may be required that a declaration on honour be made in the course of submission in which the candidate declares that he or she has written the examination paper independently. The subject-specific study and examination regulations may also stipulate that the absence of the declaration on honour means the examination is assessed as failed.
- (7) It is mandatory to digitally submit the thesis via Learning Management System or Dropbox in the intranet of EBS Universität in order to be able to undergo the thesis for a plagiarism check. In the case of digital submission, the time at which the candidate submitted the examination achievement is recorded as well as the time of the dropbox access. Additionally, also a submission in printed form can be demanded.

§ 9r Thesis with oral defense

- (1) A written thesis with oral defence consists of a written and an oral examination component.
- (2) All regulations of § 9q apply to the thesis.
- (3) The oral defense consists of a combination of presentation and oral examination. First, the candidate presents his/her thesis to the examiners, this is then followed by questions from the examiners. The time of the oral defense is announced in the manner customary at the university.

§ 10 Dispensation for disadvantages for students due to disability or permanent illness, care of children and relatives in need of care, pregnancy and maternity leave

- (1) Students with disabilities are people who have long-term physical, mental, intellectual or sensory impairments within the meaning of § 2 Para. 1 SGB IX, which, in interaction with attitudinal and environmental barriers, may prevent them from participating in society on an equal basis with others. Long-term is defined as a period that is likely to last longer than six months.
- (2) A permanent condition is understood to be significant health impairments which, despite medical treatment or the use of medical-technical aids, prognostically limit the ability to perform not only temporarily, but permanently or indefinitely without a certain chance of recovery.
- (3) The Examinations Committee may, upon written application, allow students with disabilities or permanent illnesses to be compensated for disadvantages by allowing them to take examinations in a longer time, with appropriate aids or in a different type of examination.
- (4) The prerequisite for a disadvantage Dispensation is that the application credibly demonstrates that these examination achievements cannot be completed in whole or in part within the planned processing period or in the planned manner due to the disability or the permanent illness.
- (5) The same applies if students are unable to complete the examination in the scheduled time period or in the scheduled manner due to a pregnancy reported to the university or due to the care of their own children or of relatives in need of care.
- (6) Under the [Maternity Protection Act \(MuSchG\)](#), female students are subject to a relative ban on examinations and participation for a period of six weeks before and eight weeks after birth, or twelve weeks after birth in the case of premature births and multiple births, as well as in the case of impairment of the newborn. Female students are excluded from examinations and courses during this period but may waive this protection at any time within this period by declaring in writing to the Students Office



that they are willing to take part in courses or examinations. This declaration may be revoked anytime with effect for the future.

- (7) An application for disadvantage dispensation must be submitted in good time before the start of the examinations. As a rule, a period of two months before the examination date or the start of the processing period of an examination or immediately after the occurrence of the circumstance qualifying for the disadvantage dispensation is considered to be in good time. Applications that are not submitted in time will still be processed; however, any disadvantage compensation granted can only be applied as soon as this is organisationally possible.
- (8) A medical report, or an official medical certificate is required to establish credibility in case of a disability or permanent condition. In case of pregnancy a certificate has to be handed in. In case of child care a verification has to be handed in which indicates that there is no other person living in the household who could supervise, look after or take care of the child as well as a proof of age of the child indicating that it is not older than 12 years. For disabled children there are exceptions from the age limit. The need of care of a relative has to be proven by presenting a certificate from the long-term care insurance or the medical service of the health insurance.
- (9) When making its decision, the Examinations Committee must consider that the principle of equal opportunities must be upheld. He/she may not grant Dispensation for disadvantages if the impairments or related disadvantages are relevant to the content of the examination.
- (10) Depending on the circumstances, the Examinations Committee may initially grant a disadvantage Dispensation only temporarily for one semester or for a certain period of time; students can then submit a follow-up application if required, observing the application deadline with current certification. Dispensation for disadvantages may also be granted over a longer period of time, depending on the circumstances, up to a maximum of the expected completion of the degree programme or continuing education programme.

§ 11 Assessment, assessment systems, passing rules

- (1) Assessments of coursework and examinations which are not final examinations shall, if they are written, either be made on the coursework and examinations themselves or be formulated on suitable assessment sheets or as expert reports. Assessments of oral coursework and examinations that are not final examinations can be made orally or on suitable assessment sheets or formulated as expert reports.
- (2) Assessments of final examinations, including oral final examinations, shall be made on appropriate assessment sheets or formulated as expert reports.
- (3) At the request of the Faculty Council, the respective Examinations Committees may introduce structured assessment sheets for certain examination achievements and make them binding, as long as these do not significantly restrict the examiners' scope for assessment.
- (4) Examiners must give comprehensible reasons for assessments, especially in the case of a fail.
- (5) As a rule, academic achievements are assessed with a "pass" (completed) or "fail" (incomplete). There is no further differentiation in the course of the evaluation.
- (6) Examination achievements are differentiated according to assessment systems.
- (7) Currently, three grading systems are used at EBS University for examination performance: Quotients, German Grades, and legal grades, whereby the legal grades are only applied in the law studies.
- (8) In the subject-specific study and examination regulations, students can choose from three pass rules for modules, courses and/or examinations:
 1. Passing an examination individually
 2. Passing a course
 3. Passing a module
- (9) When passing an examination individually, it is important to reach the pass mark in precisely this examination.
- (10) When passing a course, the aim is to pass the course as a whole, whereby any partial examinations must either be passed individually or can be counted towards each other.
- (11) When passing a module, it is important to pass the module as a whole, whereby any courses within the module must first be passed individually or any partial examinations within the module must first be



passed individually or any courses and partial examinations within the module can be offset against each other.

- (12) The subject-specific study and examination regulations shall regulate whether an overall average grade is determined and shown to the students and how this is calculated from the examinations taken. The weightings of the respective examinations within the modules and courses are to be indicated in the study plan.

§ 11a Quotients

- (1) Assessment in the quotient system requires that an examination achievement is assigned to a module or course and is assessed by examination points.
- (2) A maximum number of examination points is shown for each individual examination achievement of a module or course. The total number of examination points for a module or course is calculated by multiplying the number of credits for the module or course by 30 (1 ECTS corresponds to 30 examination points).
- (3) A quotient is formed from the achieved in relation to the achievable examination points.
- (4) An examination achievement is passed in the case of an individual pass if 50 percent of the examination points are achieved.
- (5) A course is passed when 50 per cent of the examination points of a course have been achieved unless partial examination achievements have been defined which must first be passed individually.
- (6) A module is passed when 50 per cent of the examination points of a module have been achieved unless courses or partial examination achievements have been defined which must first be passed individually.
- (7) Only the first three decimal places after the decimal point are considered when determining grades. The subject-specific study and examination regulations define the rounding rules. There are only two options here:
 1. If the fourth decimal place is greater than 0, the third decimal place is rounded up.
 2. If the fourth decimal place is greater than 0, the third decimal place is rounded down.If a subject-specific study and examination regulation does not define a rounding rule, the third decimal place shall be rounded up for the underlying degree programme or continuing education programme.
- (8) The following conversion table applies to the conversion of quotients into German grades. The following conversion table applies to the conversion of quotients into German marks:



Quotient value from (including)	Quotient value up to	German Grade
0,981	1,000	1.0
0,965	0,980	1.1
0,949	0,964	1.2
0,933	0,948	1.3
0,917	0,932	1.4
0,901	0,916	1.5
0,885	0,900	1.6
0,869	0,884	1.7
0,853	0,868	1.8
0,837	0,852	1.9
0,821	0,836	2.0
0,805	0,820	2.1
0,789	0,804	2.2
0,773	0,788	2.3
0,757	0,772	2.4
0,741	0,756	2.5
0,725	0,740	2.6
0,709	0,724	2.7
0,693	0,708	2.8
0,677	0,692	2.9
0,661	0,676	3.0
0,645	0,660	3.1
0,629	0,644	3.2
0,613	0,628	3.3
0,597	0,612	3.4
0,581	0,596	3.5
0,565	0,580	3.6
0,549	0,564	3.7
0,533	0,548	3.8
0,517	0,532	3.9
0,500	0,516	4.0
0,000	0,499	5.0

Table 1: Quotient table

§ 11 German Grades

- (1) Examination achievements in the German Grades system are passed if the grade value 4.0 is achieved. The best German Grade has the grade value 1.0. If an examination is not passed, a 5.0 is awarded.
- (2) Only the first decimal place after the decimal point is considered when calculating the grade; all other places are deleted without rounding.
- (3) German notes have the following verbal meaning:



Grade value German Grade	Meaning
1.0	excellent
1.1	excellent
1.2	excellent
1.3	excellent
1.4	excellent
1.5	good
1.6	good
1.7	good
1.8	good
1.9	good
2.0	good
2.1	good
2.2	good
2.3	good
2.4	good
2.5	good
2.6	satisfactory
2.7	satisfactory
2.8	satisfactory
2.9	satisfactory
3.0	satisfactory
3.1	satisfactory
3.2	satisfactory
3.3	satisfactory
3.4	satisfactory
3.5	satisfactory
3.6	sufficient
3.7	sufficient
3.8	sufficient
3.9	sufficient
4.0	sufficient
5.0	insufficient

Table 2: German Grade table

§ 11c Legal Grades

- (1) The assessment of the individual examination achievements by legal grades is based on the grading scale of § 15 HessJAG as amended from time to time. According to this, the current rule is:



excellent	16.00 - 18.00 points
good	13.00 - 15.99 points
very satisfactory	10.00 - 12.99 points
satisfactory	7.00 - 9.99 points
sufficient	4.00 - 6.99 points
unsatisfactory	1.00 - 3.99 points
insufficient	0.00 - 0.99 points

Table 3: Legal Grades acc. to § 13 HessJAG

If average scores are to be determined, § 15 Para. 2 HessJAG applies in its currently valid version.

- (2) An examination counts as passed if the module is rated with at least "sufficient" (4.00 points).
- (3) The formation of a final legal grade is based on the grading scale of § 19 Paras. 4 and 5 HessJAG as amended. According to this, the current rule is:

excellent	14.00 - 18.00 points
good	11.50 - 13.99 points
very satisfactory	9.00 - 11.49 points
satisfactory	6.50 - 8.99 points
sufficient	4.00 - 6.49 points
failed	0.00 - 3.99 points

Table 4: Law degree grades according to § 19 paras. 4 and 5 HessJAG

- (4) The final legal grade is determined in such a way that an overall average score is formed from the average scores of the individual examinations, according to the weighting provided for each individual examination in the module overview, stating the first two decimal places; a third decimal place is disregarded.
- (5) The following conversion table applies to the conversion of legal grades into quotients:

Legal Grade	Quotient
18	1.000
17.5	0.992
17	0.985
16.5	0.977
16	0.970
15.5	0.962
15	0.955
14.5	0.947
14	0.940



13.5	0.932
13	0.925
12.5	0.917
12	0.910
11.5	0.900
11	0.890
10.5	0.880
10	0.870
9.5	0.860
9	0.850
8.5	0.840
8	0.820
7.5	0.800
7	0.780
6.5	0.745
6	0.710
5.5	0.670
5	0.620
4.5	0.560
4	0.500
3.5	0.450
3	0.400
2.5	0.350
2	0.300
1.5	0.250
1	0.200
0.5	0.100
0	0.000

Table 5: Legal grade quotient conversion table

§ 12 Registration for and de-registration from examinations, examination dates

- (1) When registering for a module or course, students are also registered for the corresponding examinations.
- (2) Examination dates and processing periods are planned and set by the university and announced to the students in the usual university manner with a reasonable period of notice, which, as a rule, may not be shorter than one week. They may be during or outside lesson times during separately indicated examination periods.



- (3) Dates of the examination type "Written examination" are displayed in an electronic Campus Management System to which the students have access. Dates of other examinations will be announced during the courses and/or by e-mail or system mail. Deadlines for the submission of theses as well as defence dates are usually announced by e-mail or system mail.
- (4) De-registration or rescheduling of examination dates is generally not possible, unless the subject-specific study and examination regulations regulate any elective dates, or it is a matter of elective modules or elective courses not relevant to the degree with de-registration deadlines.
- (5) For examination dates that are in direct conflict with the observance of religious precepts, rescheduling to an alternative examination date is possible. The prerequisite is that it is an obligatory exercise of one's religion that cannot be postponed (e.g. participation in an obligatory service of the respective religious community on a high holiday, prohibition of work on Shabbat for observant Jews) and that there are no compelling factual and organisational reasons to the contrary. A timely application to the Examinations Committee is required, together with proof of the need to practise the religion on the date of the examination.

§ 13 Missing and withdrawing from examinations

- (1) An examination performance shall be considered "failed" if the student misses an examination date without valid reasons or if the student withdraws from the examination without valid reasons after the examination has begun. The same applies if a written examination achievement is not submitted within the specified processing time frame. Valid reasons are those which justify a personal, exceptional severity for the student and which impair his/her ability to take the examination in a major extent. A valid reason is mainly an inability to take an exam due to sickness. The respective Examinations Committee shall decide on the recognition of the asserted reasons unless it has delegated the decision to the Examinations Office.
- (2) Withdrawal or failure to attend an examination, together with the reasons asserted for this, must be notified to the Examinations Committee or the Examinations Office without delay, as a rule before the start of the examination, and must be made credible.
- (3) If a student is unable to take an examination due to illness, he or she must submit a certificate of inability to take an examination immediately and without being asked to do so in academic degree programmes at EBS Business School and EBS Law School using a form which is available in the intranet of EBS University. On the form the health issues have to be indicated; a simple reference to inability to take an exam which is not further justified, is not valid.
- (4) In non-academic continuing education programmes, a certificate of incapacity for work is sufficient which has to be handed in immediately and without being asked to do so by indicating the examination for which the withdrawing is requested.
- (5) At the latest on the day of the examination, the student must appear in person before a licensed doctor or a doctor employed in a hospital at home or abroad. Proof of the inability to take the examination shall only be deemed to have been provided if the certificate is submitted within three working days. In order to meet the deadline, only transmission by e-mail (not by fax) will be accepted if the original is submitted or forwarded without delay. The day of the examination is included when calculating the deadline. Backdating a certificate regarding the student's inability to take an examination will not be accepted.
- (6) In the event of repeated inability to take examinations due to illness, the Examinations Committee may oblige students to have a medical certificate issued by a public health officer temporarily or until the end of their studies.
- (7) In the case of achievement within the scope of the specialisation area studies in the degree programme in Law at EBS Law School, the certification due to illness has only to be issued by the public health officer. The appropriate form provided by EBS Law School in the intranet is to be used for this purpose.
- (8) Incapacity to take examinations shall only be deemed to exist in the case of significant, acute and temporary somatic or psychological ability impairment.
- (9) The illness of a child or other relative in need of care who is predominantly the sole responsibility of the student shall be deemed equivalent to the illness of the student. The illness of the child has to be proven by a certificate of the ill child as well as a verification has to be handed in which it is indicated that there



is no other person living in the household who could supervise, look after or take care of the child as well as a proof of age of the child indicating that it is not older than 12 years. For disabled children there are exceptions from the age limit. The need of care of a relative has to be proven by presenting a certificate from the long-term care insurance or the medical service of the health insurance.

- (10) If the reasons for missing or withdrawing from an examination are recognised, the student shall be readmitted to the examination at the next possible examination date in the relevant module or course in order to make up the examination. The failed examination shall in that case not be counted as an examination attempt. For the next examination date, the type of examination can deviate from the study plan if the next possible examination date provides for a different type of examination. As a rule, make-up examinations are held in the same examination period as repeat examinations (see § 16).
- (11) In the case of repeat or make-up examinations, there is no entitlement to identity of the examination contents with those of previous examination dates.
- (12) Separate rules apply to the type of examination referred to in § 9n, Class Participation. An application for withdrawal from this type of examination may only be submitted for compulsory lecture dates which have been missed. If the withdrawal is granted, the Examination Office will inform the examiner immediately about who was absent with excuse and in which period. The examiner may then decide at his/her own discretion whether the excused date(s) is/are to be made up by a substitute achievement (e.g. a written summary of a topic covered in class) or if the evaluation is determined by means of the remaining class participation, whereby in this case no assessment deduction may be made for the missed deadline but the evaluation has to be upscaled respectively.

§ 14 Extension and reduction of examination processing times

- (1) Unless otherwise stipulated in the subject-specific degree and examination regulations, the Examination Office may extend the time allowed for the completion of a thesis on the basis of a justified application within the meaning of § 13, but not beyond a maximum of 25 percent of the time allowed for the completion of the thesis.
- (2) The application for extension must be submitted before the end of the processing time and immediately after the reason for the application has occurred.
- (3) If an extension of the processing time is granted and this falls on a weekend or a Hessian public holiday, it shall be rounded up to the next working day with the submission time remaining identical to the original submission time.
- (4) For students who receive a disadvantage Dispensation in the form of a writing time extension due to a disability or a permanent illness, the reference value for extensions according to § 14 Para. 1 shall be the regular processing period plus the writing time extension according to the disadvantage Dispensation.
- (5) For all examinations not mentioned in § 14 Para. 1, an extension of the processing time or the processing period is principally not possible, unless otherwise regulated in the subject-specific study and examination regulations.
- (6) As a rule, submission deadlines for examinations cannot be reduced. The student has a previously defined processing time frame in which the examination performance must be submitted. In principle, the submission can take place at any time before the deadline. The assessment of the examination performance will take place after the submission deadline has expired.
- (7) For final papers (theses), the student can uniquely apply for a shortening of the submission deadline at the Examinations Committee and thus initiate the correction of the examination performance ahead of time insofar as there are valid reasons for the shortening and it is not otherwise stipulated in the subject-specific study and examination regulations. In this case, the student expressly waives the remainder of the processing time. However, the submission deadline can only be shortened by a maximum of 25 percent of the original processing time unless otherwise stipulated in the subject-specific study and examination regulations. After reducing, the processing time can no longer be extended; only withdrawal from the examination is possible.
- (8) For the examination practical work (project paper), the student can uniquely apply for a shortening of the submission deadline at the Examination Office and thus initiate the correction of the examination performance ahead of time. The application can be made informal and without giving further reasons.



In this case, the student expressly waives the remainder of the processing time. After reducing, the processing time can no longer be extended; only withdrawal from the examination is possible.

- (9) If a reduction of the processing time is granted and this falls on a weekend or a Hessian public holiday, it shall set to the next working day with the submission time remaining identical to the original submission time.

§ 15 Acts of deception, breaches of regulations, sanctions, plagiarism and self-plagiarism, procedures

- (1) Only the performance actually achieved shall be the subject of an assessment. Examinees must therefore in principle complete coursework and examinations in person without outside assistance, provided that no other aids are permitted. In the case of group work, § 9i Para. 4 shall apply.
- (2) An act of deception requires that a candidate pretends to have participated a course or examination personally without outside assistance but has in fact used unauthorised aids or assistance from third parties in performing this achievement.
- (3) A breach of regulations occurs if the general provisions for examination regulations and/or the subject-specific study and examination achievements are violated.
- (4) Acts of deception and breaches of regulations are sanctioned by the Examinations Committee. Sanctions shall be imposed according to the severity of the deception or violation, considering all the circumstances of the individual case and in accordance with the principle of proportionality. The Examinations Committee can only choose from the following three sanction categories when making its decision:
 1. sanction category 1 (very light and light cases): Issuing a warning or repeating the examination performance in the same examination attempt or declaring individual academic or examination performances or parts of the examination to which the offence or breach of regulations relates as "failed".
 2. sanction category 2 (medium cases): Assessment of a module or course as "failed", with the consequence that all study and examination parts of the module or course must be repeated.
 3. sanction category 3 (severe cases): Exclusion from further study and examination performance with the consequence that the examination relationship is terminated; withdrawal of a degree if a serious act of deception only becomes apparent after the degree has been awarded.
- (5) Acts of deception shall be differentiated according to their severity into attempted deception, gaining an advantage and serious deception. Sanction category 1 therefore applies to attempts to deceive, sanction category 2 to gain an advantage and sanction category 3 to serious deception.
- (6) As a rule, an attempt to deceive is deemed to have been made if non-permitted aids are brought into or in the vicinity of the examination room, even if they are not used. In individual cases, a distinction can be made between very minor cases (e.g. carrying a barely usable sticky note; a single brief exchange of words in supervised examination performances), which lead to a warning or to the repetition of the examination performance in the same examination attempt, and minor cases (e.g. carrying a cheat sheet; carrying a non-permitted electronic aid; repeated brief exchange of words; starting an examination performance a few seconds before the start of the examination time; continuing the examination performance a few seconds after the end of the examination time).
- (7) As a rule, a candidate is deemed to have gained an advantage if he/she attempts to gain an advantage or successfully gains an advantage in a course of study or examination performance (e.g. in the case of the use of non-permitted aids; in the case of a repeated exchange of words between examinees after a warning during a supervised examination performance with the aim of exchanging examination knowledge; in the case of the premature start of an examination performance for several seconds whose processing time has not yet begun; in the case of the continuation of the examination performance after the end of the processing time for several seconds as well as continuation despite a warning after the end of the processing time; in the case of attempted exertion of influence on examiners, e.g. in the course of remonstrations).
- (8) As a rule, serious deception shall be deemed to have occurred if a candidate, having attempted to cheat, attempts to cheat again in a repeat attempt, if in a first examination attempt the examination performance or essential parts thereof are performed by a straw man, if an entire examination performance is taken over by another person, in the case of organised cooperation of several persons



within the framework of an individual examination performance, in the case of particularly elaborate use of unauthorised aids, or in the case of particularly intensive acts of cheating (e.g. falsification of signatures on attendance lists for study or examination performances; falsification of certificates of practical training and certificates, e.g. for the purpose of recognition of examination performances).

- (9) In the case of breaches of regulations, a distinction shall be made between simple, medium and serious breaches of regulations, so that the three sanction categories pursuant to § 15 Para. 4 shall apply accordingly.
- (10) Aiding and abetting deception shall be understood as tolerating or allowing another candidate to take over one's own study or examination performance. Aiding and abetting deception is considered a breach of regulations and is punished according to the severity of the breach in accordance with the three sanction categories pursuant to § 15 Para. 4.
- (11) In principle, candidates who commit an act of deception during the processing time or during the processing time frame of a study or examination performance may continue the study or examination performance until the end of the processing time or the processing time frame. A decision on the existence of an act of deception or a breach of regulations shall only be made in a subsequent procedure by the Examinations Committee (see § 15 Para. 19 f.). However, anyone who disturbs the orderly progress of a supervised study or examination performance may, after a single warning by the examiner or the supervisory staff, be immediately excluded from continuing the study or examination performance in order not to disturb other examinees in the performance of the study or examination performance. The reasons for the immediate exclusion shall be communicated to the Examinations Committee without delay and shall be recorded in the files. The Examinations Committee shall then determine whether the study or examination performance taken up to the exclusion shall be evaluated, may be repeated in the same examination attempt or shall be evaluated as "failed".
- (12) Plagiarism is understood to be the infringement of intellectual property through unauthorised exploitation in relation to a copyrighted work created by another person, assuming authorship.
- (13) Especially for term papers and theses, EBS University conducts plagiarism checks with the help of a suitable electronic system of third parties, whereby an electronic, not publicly viewable copy remains on the server of the operator of the checking system in order to serve as a reference for comparison for later checks.
- (14) Plagiarism shall be deemed to be an act of deception if
 1. work or essential parts thereof are taken verbatim from another publication without these passages being marked as other people's intellectual property, and/or
 2. argumentation structures and contexts are taken over, rephrased and paraphrased without reference to the original.
- (15) It is not plagiarism if there is only carelessness and isolated minor violations of common guidelines for scientific writing (e.g. isolated passages of text that were written in a scientifically unclear manner, indication of the source, but occasionally citation marks forgotten). In cases of this kind, the examiners can, within the scope of their evaluation leeway, make grade deductions up to and including a fail.
- (16) Self-plagiarism is not plagiarism within the meaning of § 15 Para. 12, as there is no deception as to authorship. In the case of term papers and theses, however, an unmarked copy from the student's own work leads to believe that the work was completed in its entirety and exclusively within the time period provided. Self-plagiarism is then to be understood as an act of deception and sanctioned by the Examinations Committee.
- (17) The Examinations Committee shall only decide on the existence of an act of deception and a breach of regulations if the chairperson of the Examinations Committee receives a substantiated written application. For this purpose, the examiners or the supervisory staff must submit all relevant documents. As a rule, relevant documents are the academic or examination performance itself, in the case of assessed examination performances, the assessment justification, in the case of supervised examination performances, any supervisory records, in the case of plagiarism applications, in addition to the assessment justification, also the similarity report of the electronic examination system, any relevant file notes, in the case of breaches of regulations outside of the examination process, detailed statements and supporting documents.
- (18) The student will be given the opportunity to make a statement before a decision is made which would incriminate him/her. As a rule, the statement shall take the form of a written statement (statement via



e-mail included) to be submitted within a period specified by the Examinations Committee, which should be at least one week. If the statement is not submitted within the deadline, the Examinations Committee shall decide on the merits of the case. The Examinations Committee shall notify the student of its decisions in writing, without delay and with appropriate information on the consequences of the decision.

- (19) In serious cases of breach of regulation outside the examination process (e.g. repeated serious breach of house rules; disruption of events; use of violence, incitement to violence and threat of violence as well as participation in such acts; preventing members of the university from executing their rights, duties and obligations), the examination relationship may be terminated by the Dean of the respective faculty upon recommendation of the Judicial Board. For less serious offences outside of the examination process, the Judicial Board may impose disciplinary measures. Further regulatory measures remain unaffected by this.

§ 16 Repetition of coursework and examinations, number of re-sit attempts, type of examination in case of repetition, scheduling of re-sit examinations, registration for re-sit examinations

- (1) Depending on the respective pass rule selected according to § 11 Para. 8, it results how a module, a course and an examination performance are to be repeated in principle.
- (2) If a single pass is selected for an examination, this must be repeated in the event of a fail.
- (3) If a pass at course level has been chosen, either the course as a whole is to be repeated if examination achievements within the course can be offset, or the individual examination achievements within the course are to be repeated individually if an individual pass of examination achievements within the course has been chosen.
- (4) If a pass at module level has been chosen, either the module as a whole is to be repeated if courses or examinations within the course can be counted, or individual courses within the module are to be repeated as a whole if the examinations within the course can be counted, or the individual examinations within the module are to be repeated individually if an individual pass of examinations within the module has been chosen.
- (5) The subject-specific study and examination regulations shall first regulate the application of the pass rules and then determine the application of the corresponding repeat rules. Both must be indicated in the study plan for each module or course and the associated examinations.
- (6) The subject-specific study and examination regulations shall determine the number of repeat attempts. Insofar as no specifications are made there, it shall apply that there is only one repeat attempt.
- (7) The repetition of an examination that has already been passed for the purpose of improving the grade is not permitted, unless the subject-specific study and examination regulations regulate such attempts at improvement for selected modules, courses or examinations.
- (8) The subject-specific study and examination regulations regulate the type of examination for the respective repeat examination. Insofar as no specifications are made there, the repetition shall take place in the form of a written examination; in the case of theses, however, the type of examination shall not change in the case of repetition.
- (9) The next possible examination date should be scheduled in such a way that it is at the latest at the end of the second following semester in relation to the original examination date. Accordingly, the repetition of an examination date in the spring semester (1 January to 31 July) must be possible at the latest on 31 July of the following year, in the autumn semester (1 August to 31 December) at the latest on 31 December of the following year. The subject-specific study and examination regulations shall regulate the further details of the scheduling of repeat examinations. For non-academic continuing education programmes, a different scheduling can be arranged.
- (10) If the next possible examination date coincides with the examination date of the same course in the subsequent cohort, the candidate shall be given access to the course materials and course dates of this course and shall perform the examination performance in accordance with the course contents of this course.
- (11) In the case of repeat examinations, there is no entitlement to identity of the examination contents with those of previous examination dates.



- (12) A non-academic continuing education programme must be successfully completed within two years of the first day of the course. Any repeat or make-up examinations must be taken within this period. In cases of particular hardship, the Examinations Committee may grant an extension of time upon application. If the repetition or retake of an examination performance is no longer permissible, the examination entitlement shall expire.
- (13) Registration for repeat examinations shall be made by the Examinations Office; no separate application is required for this purpose.

§ 17 Maximum time limits for establishing and announcing the assessment of examination results

- (1) The result of a written examination shall be determined within three weeks, but not later than six weeks, unless otherwise specified in the subject-specific study and examination regulations.
- (2) The result of an oral examination shall be determined immediately after completion of the examination, at the latest within a brief period of time.
- (3) As a rule, examination results shall be entered in an electronic campus management system by the examiners or the supporting staff. Subsequently, the grades are announced in the electronic campus management system by staff members of the Examination Office. Alternatively, grades may be announced in writing.

§ 18 Post-exam review, remonstrations, objection, obligation to give notice of defects, storage periods

- (1) Students have a right to review the exam results and to remonstrate (counter-presentation against the assessment) if the respective claim is asserted in time.
- (2) A remonstrations must be submitted to the respective examiners via the Examinations Office within two weeks of the review opportunity.
- (3) The access opportunity depends on the type of exam. Students must distinguish between
 - 1. study achievements and oral examinations,
 - 2. written examinations, which are returned to the students together with the reasons for the results after assessment,
 - 3. proctored written exams which are not returned to the students after assessment,
 - 4. other written examinations which are not returned to the students after assessment.
- (4) In the case of study achievements and oral examinations, a request for reviewing must be made to the examiner(s) immediately after the assessment has been announced. As soon as the student has received the reasons for the assessment, this shall be deemed to be the time of the review opportunity.
- (5) In the case of written examinations which are returned to the students, students shall be informed about the location and the start time of the return time frame in a manner customary at the university. The return time frame shall not be less than one month, within which the candidate or a person authorised by him or her to collect the examination performance may collect it. As soon as the examination performance has been collected, this shall be deemed to be the time of the review opportunity. If no collection takes place, the two-week remonstrations period begins with the expiry of the release time frame.
- (6) In the case of proctored written exams which are not returned to the students after assessment, the respective Examination Office shall plan a group reviewing date in the course of the semester following the examination date and invite the students to come on this date. In the course of the invitation, registration may also be required, in which students must list which examination results they would like to view. The Examinations Office will provide further details. The group review date is considered the date of the review opportunity. If, for organisational reasons, the resit date of the underlying examination is before the group review date, students who have failed the examination may request an individual review date from the Examinations Office; this is then deemed to be the review opportunity. If an individual or group review appointment is missed, there is usually no longer any entitlement to review the assessment.
- (7) In the case of other written examination results which are not returned to the students after assessment, students have one month after the announcement of the result to apply to the examiner to view the assessment. The examiner shall make the reasons for the assessment available without



delay. As soon as the student has received the reasons for the assessment, this counts as the time of the review opportunity. As soon as the student has received the assessment justification or the application deadline has expired without an application having been made, this shall be deemed to be the time of the review opportunity.

- (8) In non-academic continuing education programmes, students shall be given the opportunity to review the examination documents within a period of one month after notification of the results. Further details on the procedure and time of inspection shall be announced by EBS Executive School in the manner customary at the university.
- (9) Remonstrations must be substantively justified in order to initiate a reconsideration procedure of the results.
- (10) For the purpose of remonstrations, a form is made available on the intranet of EBS University which should be used to formulate the remonstrations and submitted in the original or in electronic form.
- (11) If a remonstrations is received in due time and is substantially justified, it will be answered by the examiner. The answer is sent to the student via the Examination Office. If there is a change in the assessment, the Examinations Office will update the assessment in the electronic campus management system accordingly.
- (12) If the examiner upholds his or her assessment decision despite remonstrations, a written appeal with reasons may be lodged with the Examinations Committee within one month of notification of the decision on remonstrations.
- (13) The Examinations Committee reviews the decision only as to whether
 1. the examination procedure was not conducted properly and/or
 2. a provision of the relevant study and examination regulations for the candidate relevant to the modalities of the examination evaluation was not observed or incorrectly applied by the examiner and/or
 3. generally applicable evaluation principles were not adhered to and/or
 4. the examiner was guided by extraneous considerations.
- (14) If the Examinations Committee upholds the objection in whole or in part, it shall initiate the measures necessary to correct the examination decision. These may also include appointing another examiner and commissioning a final assessment of the examination result. If the objection is not upheld, the decision shall be justified and communicated in writing.
- (15) If a student asserts that the examination procedure contained significant deficiencies which could substantially influence the assessment of the examination result, the student shall in principle be obliged to give notice of defects. A complaint must be submitted to the Examinations Committee immediately, but in any case, before the examination result is announced, with written reasons. The Examinations Committee shall determine whether individual students or all students concerned shall have to repeat the examination or individual parts thereof if a defect in the examination procedure proves to be true.
- (16) EBS University shall follow the retention periods for documents of university examinations and for proof of studies as specified in [§ 21 HSchullmmV HE 2010](#).

§ 19 Recognition of study and examination results

- (1) Study and examination achievements obtained at another domestic or foreign higher education institution shall be recognised on application in accordance with the principles of the Lisbon Convention if there are no significant differences in the competences acquired in relation to the modules or examination achievements to be replaced. The applicant shall be obliged to provide sufficient information for the assessment of his or her application.
- (2) As a rule, recognition shall be granted for an entire module. Partial recognition of individual examinations within a module is possible if the subject lecturer confirms that this does not jeopardise the achievement of the learning objectives of the module. It is not possible to replace individual task parts within an examination or to take an individually modified or shortened examination.
- (3) The application for recognition must be submitted in good time before the first examination date of the examination to be replaced. For an examination that has already been taken, it is not possible to apply for recognition retrospectively.



- (4) The examinations committee of the respective faculty is responsible for recognition decisions in consultation with the respective subject lecturers. It may transfer its decision-making authority to the examination office. If recognition is refused, the student must be given reasons for this decision and proof must be provided explaining that there is a substantial difference.
- (5) If study and examination achievements are recognised, the grades - insofar as the grading and assessment systems are comparable - are to be adopted and included in the calculation of the overall grade in accordance with the respective subject-specific study and examination regulations. Otherwise, the remark "completed" shall be included for the entire module.

§ 20 Recognition of non-university competences

- (1) On application, the university may recognise knowledge and skills acquired outside higher education on the basis of submitted supporting documents if such knowledge and skills are equivalent in content and level to the examination achievements which they are to replace. As a rule, the Examinations Committee shall decide on equivalence.
- (2) When deciding on recognition, it must be noted that, pursuant to [§ 22 Para. 6 HessHG](#), no more than 50 percent of the examination achievements required in the degree programme may be replaced by the recognition.
- (3) Reviewing equivalence is done on a case-by-case basis depending on the documents submitted by the applicant, such as work samples, certificates, subject descriptions, curricula and related items.
- (4) Examination achievements from non-academic continuing education programmes can be credited to academic degree programmes of EBS Business School or EBS Law School in an individualised procedure according to [§ 20 Para. 1](#) or in a procedure verified by accreditation.
- (5) The application for recognition must be submitted in good time before the first examination date of the examination achievement to be replaced. It is not possible to apply for recognition retrospectively for an examination that has already been taken.
- (6) Credited extracurricular skills shall be entered in the transcript with the remark "passed". They will not be considered in the calculation of the overall grade.
- (7) A note of recognition shall be made on certificates.

§ 21 Interim certificates, final certificates, award and withdrawal of an academic degree

- (1) Upon application, students may receive an interim report from the Examinations Office, updated on a daily basis, which lists the evaluations of the modules or courses or examination achievements to date. The maximum number of interim reports is limited to one interim report per semester. Interim reports can be issued in electronic form as a PDF document and, on application, as a printed original with the university seal.
- (2) Once the academic degree programme or the non-academic continuing education programme has been successfully completed, EBS Business School or EBS Law School or EBS Executive School awards degree documents. The award of the academic degree shall be affected by identification on a degree certificate, which shall be part of the degree documents.
- (3) The degree documents generally bear the date of the day on which the last examination achievement was assessed.
- (4) In academic degree programmes, the degree certificate shall be signed by the responsible Dean and the responsible Vice Dean Education, the Transcript of Records shall be signed by the responsible Chairperson of the Examinations Committee, and the Diploma Supplement shall be signed by a member of staff of the Examinations Office. All degree documents shall be printed originals bearing the seal of the University.
- (5) In academic degree programmes, a tabular distribution of final grades in the degree programme is made available to graduates as part of the Diploma Supplement. This serves to enable the final grade achieved to be classified in relation to the overall cohort. The exact distribution, in particular the grade levels and the overall cohort, is determined by the respective faculty council.



- (6) In non-academic continuing education programmes, the head of the EBS Executive School and the respective academic head of the continuing education programme shall sign the final documents. They shall be printed originals bearing the seal of the University.
- (7) As a rule, the final documents shall be issued by post.
- (8) If the degree is revoked by a decision of the Examinations Committee due to an act of deception which only becomes known after the documents have been handed out, the degree documents shall be declared invalid at the same time. The student must return all graduation documents to the Examinations Committee immediately. If the student has another repeat attempt and is permitted to do so by the Examinations Committee, new graduation documents shall be issued after the student passes the examination(s).

§ 22 Termination of the examination relationship, application in case of hardship

- (1) The examination relationship shall be terminated
 1. after successful completion of an academic study programme or a non-academic further education programme at EBS University,
 2. after final successful completion or failure of the "First Examination" according to the provisions of the DRiG, JAG Hessen and JAO Hessen.
 3. after final forfeiture of examination entitlements on the basis of the provisions of the study and examination regulations applicable to the respective study programme,
 4. in the case of conditional admission, if the condition cannot be cancelled in due time, as well as in the case of incorrect admission,
 5. with the expiry of enrolment.
- (2) The termination of the examination relationship can be announced in text form.
- (3) If the examination relationship is terminated without a degree being achieved, students shall receive, on application to the Examinations Office, a certificate listing the assessments of the modules or courses or examination achievements to date. Upon application to the Examinations Office, a clearance certificate may also be issued, but only in the case that the right to examination has not been definitively forfeited.
- (4) It is possible for students who forfeit their examination entitlement in accordance with [§ 22 Para. 2 No. 3](#) to apply to the Examinations Committee for a hardship case in order to regain the lost examination entitlement through a further examination attempt. The Examinations Committee shall grant the application for hardship if, during the examination period in which the examination attempt leading to forfeiture took place, there were valid reasons which justified a personal, extraordinary hardship for the student and significantly impaired his or her ability to take the examination, and if it was not possible for him or her to withdraw from the examination in accordance with [§ 13](#), in particular because the reasons entitling the student to withdraw from the examination were not recognisable to him or her in good time.

§ 23 Student advisory service

- (1) The staff of the respective faculty shall be available to students for subject-related study advisory services, in particular regarding the questions of study structure and the choice of study specialisations.
- (2) Subject-related study advisory service shall be used in particular:
 1. in the event of considerable individual difficulties in individual courses;
 2. in the event of a change of study programme or university;
 3. in the case of questions regarding exam preparation and exams within the framework of the law degree programme at EBS Law School,
 4. in the event of a delay in studies;
 5. when selecting the field of specialisation, the field of study, the university abroad and the compulsory elective subjects;
 6. when the student fails an examination.
- (3) In addition to subject-related study guidance, EBS University also offers career guidance and coaching.



§ 24 Integration of visiting students

- (1) Temporarily enrolled students (visiting students) shall be integrated into the studies at EBS University.
- (2) In order to facilitate the participation of foreign language visiting students in courses, sufficient English language courses shall be offered so that a study stay of more than one semester is also reasonably feasible.
- (3) At EBS Law School, the compulsory subject matter of the "First Examination" and at the Executive School a part of the study programmes is generally only taught in German.
- (4) The Language Centre of EBS University offers optional German language courses in which guest students can additionally enrol; these language courses may be subject to a fee.
- (5) At the end of their stay, guest students will receive a certificate from the Examinations Office listing their achievements at EBS University. The certificate must at least show the titles of the courses taken, the number of ECTS credits acquired and the evaluations as well as information on the evaluation system used. Upon application, visiting students may receive an interim report from the Examinations Office, updated on a daily basis, which lists the evaluations of the achievements to date. The maximum number of interim reports is limited to one interim report per semester.
- (6) Guest students are not initially registered for repeat examinations if they fail. Registration for a repeat examination is generally possible upon application to the Examinations Office.

§ 25 Discontinuation of a degree programme

- (1) If a degree programme is discontinued, students shall be given the opportunity to complete their studies within the standard period of study in accordance with [§ 18 Para. 2 HessHG](#). This shall not apply if further study in a comparable degree programme at another Hessian higher education institution is reasonable due to proximity or for other reasons.
- (2) The Faculty Council shall decide in which period of time courses and examinations shall still be offered.

§ 26 Severability clause

- (1) Should any provision of these General Regulations for Study and Examination Procedures be or become invalid or should a reference to another norm no longer be current because the norm has changed, the legal validity of the remaining provisions shall remain unaffected.
- (2) The Senate shall ensure that the General Provisions for Study and Examination Regulations are updated in a timely manner in such cases.

§ 27 Entry into force

These regulations first came into force on 05.04.2011 and were last amended by resolution of the Senate on 29.02.2024.