MA Examination Guide

Here is the examination policy for the Master of Arts programs.

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01. Scope

(1) These Master Examination Regulations apply to the M.A. Pentecostal-Charismatic Theology and M.A. Marriage and Family Studies, conducted by Lee University in cooperation with the European Theological Seminary, Freudenstadt-Kniebis.

02. Aim of the Study, Purpose of the Exam, Academic Degree

(1) Taking into account the requirements and changes in the professional world, the study within the framework of the master's program should provide the students, with in-depth and advanced technical knowledge, skills, and methods in such a way that they contribute to academic work, to sound judgment, to the critical classification of scientific findings and be empowered to act responsibly.

(2) In the Master's program, the knowledge and competencies acquired in a previous B.A. study 180 credit points (180 ECTS) should be significantly expanded and deepened. The M.A. programs are based on the continuing education concept and require at least one year of internship or work experience (30 ECTS) after the Bachelor's degree. The MA. is offered over three-years part-time (90 ECTS) in a total of 300 ECTS.

(3) Graduates can also apply their knowledge and abilities in new and unfamiliar situations that go beyond the immediate horizons of their own occupational field. They will be enabled to independently develop new knowledge and skills after completing their studies.

- The MA. MFS qualifies for a full-time executive service as a worker in social areas, e.g. schools, churches, family centers, and society.
- The MA. P-C Theology qualifies for full-time executive service in pastoral ministry within the Free Church Movement as well as in other areas of ministry in the church, mission, and society.

(4) The program also aims to promote the formation of responsible and self-reflective personalities who are highly qualified and able to meet the requirements of a Christian life, perspective and lifestyle. Students should acquire theological competence through their studies and at the same time develop their own theological lifestyle.

(5) The Master's examination is completing studies in both programs. The purpose of the exam is to determine whether the candidate has achieved the goals of the study.

(6) On completion of the Master's examination, the academic degree "Master of Arts (M.A.)" is awarded. The students receive their certificates from Lee University, where they are enrolled.

03. Study Requirements

(1) We recognize the importance of an accredited BA according to the Bologna Process. Applicants for the MA programs at ETS must prove that their B.A. degree or its equivalent at EQF level 6 fully complies with §58 of the Landeshochschulgesez Baden-Württemberg.

(2) For students in the MA programs at ETS, the regulations according to §59 of the LHG Baden-Württemberg of January 1, 2005 apply:

§ 59
Access to non-undergraduate programs and to contact studies

(I) Admission to a Master's degree programme shall require a university degree or an equivalent qualification. The institutions of higher education may lay down further requirements by statute. § Section 58(8) shall apply mutatis mutandis. The institutions of higher education shall recognise foreign qualifications in accordance with the provisions of section 35.

(II) The admission requirements for Master's study courses providing further education and other study courses providing further education in accordance with section 31(3) are a first higher education degree or equivalent qualification and qualified practical work experience of generally at least one year; in all other respects, subsection 1 shall apply mutatis mutandis. The requirement of practical professional experience shall not apply at art colleges to such studies which serve to deepen free-artistic skills.

(III) Anyone who has completed a university degree or has acquired the required aptitude in a profession or in some other way may participate in contact studies. The admission requirements shall be regulated in detail by the institutions of higher education; in the case of contact studies organised under public law, this shall be done by statute.

(See: https://www.landesrecht-bw.de/jportal/?quelle=jlink&query=HSchulG+BW+%C2%A7+59&psml=bsbawueprod.psml&max=true)

Corresponding certificates must be submitted with the application as a copy or scan.

Additional criteria of admission requirements to the two MA programs at ETS:

The MA program offered at ETS in

- Pentecostal-Charismatic Theology requires a previous B.A. degree or an equivalent degree at EQF level 6 preferably in Theology with at least 180 credit points (180 ECTS) as well as a further internship or professional practical experience of at least one year (30 ECTS) in the field of study.
- Marriage and Family Counseling requires a previous B.A. degree or an equivalent degree at EQF level 6 preferably in Social Pedagogy, Counseling or Psychology with at least 180 credit points (180 ECTS) as well as a continuing internship or professional practical experience of at least one year (30 ECTS) in the field of study.

(3) If the student holds a B.A. degree or equivalent at EQF level 6 in a field other than

- **Theology:**
  Admission to this program is possible after completing a propaedeutic of four modules at B.A. or EQF Level 6 and the year of internship/one year of professional experience in a church congregation or Christian ministry.
  The four modules of the propaedeutic include: Basic OT Hebrew, Basic NT Greek, Systematic Theology, Church History. It is recommended that these four modules be taken during the year of the internship/one-year professional experience.
- **Social Pedagogy, Counseling or Psychology:**
  Admission to this program is possible if the applicant holds a B.A. degree or equivalent at EQF level 6 and has completed at least one year's internship/one year's work experience in an appropriate social or church work field.

04. Standard Period of Study, Structure of Study

(1) The standard period of study, including the time required to complete the Master's thesis and complete the exams, is six semesters part-time.

(2) The maximum number of credits/semesters allowed for full-time studies is 30 ECTS and for part-time studies is 15 ECTS. This number may be increased in exceptional cases on request. Students can extend the part-time study program to eight semesters. No less than 5 ECTS must be studied each semester.

(3) The study has a modular structure. A module refers to a combination of thematically and temporally coordinated courses, which are linked to a certain number of credits according to the time required for successful participation. The criteria for the allocation of credit points correspond to the ECTS (European Credit Transfer System).

(4) Admission to a module may be subject to certain conditions, in particular to successful participation in one or more other modules.

(5) A module must be completed in the same semester in which it is offered.

(6) The scope of a module is five ECTS.

(7) A total of 90 credits (90 ECTS) must be earned to successfully complete the degree program.

(8) The program comprises fourteen/fifteen modules and the Master's thesis. The structure of the study in detail is regulated in the annexes to this examination regulations.

05. Study Requirements and Credit Points

(1) Students must regularly and actively participate in the modules they are taking. In addition to mandatory attendance, the self-preparation and follow-up work required by the modules is included. This may also include the processing of exercise tasks, the preparation of protocols or presentations, and other forms of collaboration. Regular and active participation is required for all modules that the student is registered in. Modules are offered in English only.

(2) Unless otherwise agreed, the participation requirements shall be as follows:

- students must be present at least 80% of the required time of attendance. If one is less than 80% but more than 70% present, the absence may be justified by a medical certificate or written confirmation.
- The teacher may require that absenteeism be compensated by self-study or additional work. If absenteeism exceeds the permissible limit, a course is not passed and must be repeated in its entirety.
- All decisions on absenteeism under this scheme and the way in which attendance times are recorded will be made by the respective instructors.

(3) In addition, graded or ungraded examinations, which are specified in the respective module description, are required for successful participation in modules.

(4) Credits are awarded and documented for each module if all requirements of the module according to paragraphs 1 to 3 are met. The number of credits that can be obtained in each module is announced in the MA Module Handbook.

(5) Credits are calculated according to the expected workload of the students. The average full-time workload is 1,800 working hours per academic year: per academic year, 60 ECTS, i.e. 30 ECTS per semester. Therefore, a part-time study based on 30 ECTS per academic year should not exceed 15 ECTS per semester. The acquisition of an ECTS credit point is based on a workload of 30 hours.

06. Nature, Structure and Scope of the Examinations, Deadlines

(1) The Master's examination consists of graded or not graded module and partial module examinations and the graded Master's thesis.

(2) A total of 90 credits must be earned to successfully complete the degree program. Credits are earned for a passed module or partial module examination according to the number listed in the MA Module Handbook.

(3) In part-time studies, the student should have completed examinations amounting to 60 ECTS according to the compulsory and elective modules listed in the MA Module Handbook by the end of the fourth semester. The student may submit a request for an extension to the Dean. An extension of study to a maximum of six years may be given. The student has to be informed that he runs the risk of not being able to complete his studies if he has not achieved the required credit points by the end of the tenth semester. Those who fail to provide the required number of credits by the end of the twelfth semester, at the latest, will be deemed to have not passed the exam unless the student is not responsible for the deadline being exceeded.

07. Repeatability of Exams

(1) Existing tests may not be repeated.

(2) Failed compulsory examinations must be repeated. Failed elective and elective exams can be repeated.

(3) A failed exam can be repeated once. In the case of module examinations, after a repetition of the entire module, a third examination attempt is also possible. If the first test has been repeated, the exam must be passed immediately after the module has been re-booked. If the first exam has not been repeated, two exams may be taken if the module is reassigned.

(4) If the module "Master thesis" is not passed, it can only be repeated once.

(5) In a re-examination, a new question must be dealt with.

(6) For Module papers, the deadline for the repeated work is determined by the examiner. This deadline is at least two, a maximum of three months after notification of the original failed paper and requires a new topic.

(7) The initiative for agreeing on a new topic must in all cases come from the students.

08. Form of Examinations

(1) Module or partial module examinations can be carried out in the written form as written examinations or other work such as presentations, seminar papers, and minutes (§ 10).

(2) Which examinations have to be performed in the individual modules is regulated in the respective module description.

09. Written Examinations and Other Written Works

(1) In the written tests and other written work, the candidate should demonstrate that he can solve tasks and work on topics in a limited time and with limited resources using the usual methods of his field. The exam also determines whether the candidate has the necessary basic knowledge. The candidate can be given several topics to choose from.

(2) The evaluation procedure should not exceed six to eight weeks.

(3) The duration of a written exam should not be less than 60 minutes and not exceed 120 minutes.

(4) The scope of the seminar and final theses are determined in words and set by the professor of each module. Any deviation from the given scope must be taken into account in the assessment.

(5) The observance of the deadline for seminar papers and theses is part of the examination, cf. § 22 (2). Delayed written work is therefore considered "not sufficient" (6.0 Ungenügend).

(6) Notwithstanding (5) above, for an internship report, a different deadline is observed:

- Delivery 1-4 days late: the maximum achievable grade is 2.0. (3.0 Befriedigend)
- Delivery 5-8 days late: the maximum achievable grade is 1.0. (4.0 Ausreichend)
- Submission more than 8 days late: The internship report must be passed, but the credit points are not counted towards graduation. As compensation for the credit points otherwise earned through the internship, additional credits from the field of study to which the internship is assigned must be awarded at the same level.

10. Master Thesis

(1) The Master's thesis is a compulsory part of the program. Admission to the Master's thesis must be requested by the candidate.

(2) The Master's thesis is an examination paper with which the candidate is to demonstrate the ability to independently process a problem arising from the area of study according to scientific methods during the specified period of time. The thesis aims to show that the candidate is able to master the basic techniques of scientific work and the form and structure of scientific argumentation, to open up and intellectually process new fields of knowledge, and to analyze and contextualize religious, cultural, or social issues in accordance with their theological background. In so doing, both the horizon of professional practice and the significance of the current academic discourse can be in the foreground.

(3) 20 credits are awarded for the Master's thesis. The time allowed for the Master thesis is 30 weeks; 1 ECTS credit reflects 30 hours of work. At the request of the candidate, the Examination Board, with the agreement of the supervisor, may extend the overall time, if there are good causes, for a maximum of six weeks. In the event of a possible extension, compliance with the standard period of study must be ensured.

(4) The preliminary topic of the Master thesis is to be agreed upon with the supervisor and submitted to the examination board with a confirmation from the supervisor. If the candidate does not find a supervisor, the respective study supervisor ensures that he receives a topic for his thesis in good time and assigns a supervisor. The topic of the work must be such that it can be reasonably edited in the time available.

(5) The topic can only be returned once and only within the first two weeks of the processing time. A new topic must be agreed upon immediately, but not later than within four weeks.

(6) The thesis must be submitted to the secretariat in due time according to the Module Handbook, in two bound copies and additionally in electronic form. Also it must be sent in electronic form to Lee University. The date of delivery is to be recorded. Upon submission, the candidate must assure in writing that he has written the work independently and has not used any sources or aids other than those specified. If the thesis is not submitted on time, it is deemed to be "not sufficient", less than 2.0 (6.0 German).

(7) The Program Director will direct the thesis to the supervisor as the first reviewer. At the same time, he appoints another reviewer from the circle of authorized examiners for the second evaluation and directs the work to him. At least one of the reviewers has to teach in the respective degree program.

(8) The grade (numerical value) of the Master thesis is calculated from the arithmetic mean of the evaluation of the two reviewers, provided the difference does not exceed 2.0. If the difference is

more than 2.0 or if the work of only one of the two examiners is rated as "insufficient", the chairman of the examination board will appoint a third reviewer to evaluate the thesis; the third-party evaluator sets the grade independently of the two previous opinions.

(9) The module "Master thesis" is not passed if the grade is not at least "sufficient" 2.0, (4.0 German). An unsuccessful module "Master thesis" can be repeated once. The Program director ensures that the candidate receives a new topic for a thesis within six weeks of the announcement. A return of the topic in the period specified in paragraph (5) is only permitted if the candidate has not made use of this option when he first completed his thesis.

11. Disadvantage Compensation

(1) Students who are studying in a language other than their mother tongue have the right to complete their examination in an extended examination period.

(2) If a candidate demonstrates, through a medical certificate, that he or she is unable to complete the examination in full or in part due to illness or disability, the chairperson of the examination board shall allow the candidate equivalent examination results in other forms or grant an extension to the examination period. The same applies to coursework.

(3) Insofar as the observance of time limits for the initial notification of examinations, the repetition of examinations, the reasons for the failure of examinations, and the observance of processing times for examinations are concerned, para. (1) shall also apply in the case of an application to take the necessary sole care of a close relative.

(4) Students who are in maternity protection can be granted leave on application and exempted from compulsory attendance at courses. In this case, an alternative service corresponding to the absences is agreed upon with the lecturer. Students on maternity leave can in principle exercise their right to withdraw from the examination, apologize for not being admitted to the examination, grant leave semesters, and have their credits spoiled for examination and study time delays. During maternity leave, pregnant women are only allowed to take examinations upon written request. Students who are on leave for educational tasks may also take their undergraduate and graduate examinations during the leave period.

12. Assessment of Examinations

(1) The grades for the individual examinations are determined by the respective examiners. The following grades are to be used for the grading of examinations:

- 3.7 – 4.0 (1 German) = very good - an excellent performance
- 3.0 – 3.3 (2 German) = good - a performance that is significantly above the average requirements
- 2.7 – 3.0 (3 German) = satisfactory performance that meets the average requirements
- 2.3 – 2.7 (4 German) = sufficient performance that, despite its shortcomings, still meets the requirements
- 2.0 or less (6 German) = insufficient performance that no longer meets the requirements due to serious defects

2) For the differentiated evaluation of the examination performances intermediate values can be formed by decreasing or increasing the grades by 0.3; in the German system 0.7, 4.3, 4.7, and 6.3 are excluded as are 2.0, 1.7, and 1.3 in the US system.

(3) If a test consists of several examinations, the grade is calculated from the weighted average (weighted arithmetic mean) of the grades of the individual examinations. In the German system, the note is: with an average of 1.5 = very good; at an average of 1.6 to 2.5 = good; at an average of 2.6 to 3.5 = satisfactory; with an average of 3.6 to 4.0 = sufficient; with an average of 4.1 = not sufficient. In the US system, the following grades apply 3.7 very good; 3.3 good; 3.0 quite good; 2.5 satisfactory; 2.0 sufficient; below 2.0 not sufficient.

(4) In the formation of grades, only the first decimal place after the decimal point is taken into account; all other digits are deleted without rounding. When rounding to thirds of a second after (2), the following note values apply:

German System	U.S. System
1.0-1.1 corresponds to 1.0	3.8 - 4.0 corresponds to 4.0
1.2-1.5 corresponds to 1.3	3.6 - 3.8 corresponds to 3.7
1.6-1.8 corresponds to 1.7	3.2 - 3.5 corresponds to 3.3
1.9-2.1 corresponds to 2.0	2.9 - 3.1 corresponds to 3.0

2.2-2.5 corresponds to 2.3	2.6 - 2.8 corresponds to 2.7
2.6-2.8 corresponds to 2.7	2.2 – 2.5 corresponds to 2.3
2.9-3.1 corresponds to 3.0	2.0 – 2.2 corresponds to 2.0
3.2-3.5 corresponds to 3.3	Below 2.0 not sufficient
3.6-3.8 corresponds to 3.7	
3.9-4.0 corresponds to 4.0 from 4.1 equals 6.0	

(5) Paragraphs (2), (3), and (4) apply mutatis mutandis to the formation of the module grades and the overall grade according to § 24.

(6) For the conversion of grades in ECTS grades for study and examination achievements in the context of cooperation with domestic and foreign high schools the following table is taken as a basis:
A = the grade that scores the top 10% of those who have passed
B = the score that will reach the next 25% in the comparison group
C = the score that will reach the next 30% in the comparison group
D = the score that will reach the next 25% in the comparison group
E = the score that will reach the next 10% in the comparison group
F = "failed; improvements are needed before benefits are recognized
Fl = "failed; Significant improvements are needed ".
The relative grades are also given in the Diploma Supplement and Transcript according to § 24 para. (3).

(7) In the case of individual modules of a degree program, the module description may also specify a non-graded pass instead of an examination performance. The grading is "Ps" for "passed". Credits are awarded for these modules.

(8) If, in the case of a module where the coursework has been completed in the semester, but a required graded examination performance has not been achieved, the module may be included and evaluated with “AU“(Audit) for participation, and also listed in the Transcript of Records for informational purposes. No credit points are awarded for such modules.

(9) Module examinations are calculated from the credit-weighted arithmetic mean of all partial module examination grades assigned to the respective module.

(10) Several tests in a module can also be weighted percentages in the module description.

13. Crediting of Study Periods, Study and Examination Achievements

(1) The examination board is responsible for crediting study periods as well as study and examination achievements.

(2) Study periods, study, and examination achievements in the same program at other universities in Germany are recognized without equivalence examination.

(3) Study periods, study, and examination achievements in other study courses are recognized, as far as the equivalency is established. Equivalence must be established when study periods, study and examination achievements in terms of content, scope, and requirements of the different programs correspond. It is not a schematic comparison, but an overall consideration and overall assessment. When recognizing periods of study and academic examinations that were provided outside Germany, the equivalence agreements approved by the Conference of Ministers of Education and the German Rectors 'Conference, the Bilateral Declarations of the Conference of Ministers of Education / Rectors' Conference, and agreements within the framework of university partnerships must be observed. The legal basis in the European context is the "Convention on the Recognition of Qualifications in Higher Education in the European Region of 11.04.1997" (Lisbon Convention).

(4) If coursework and examinations are taken into account, the grades - insofar as the grading systems are comparable - shall be adopted and included in the calculation of the final grade in accordance with these examination regulations. For incomparable grading systems, the note "passed" is added. A mark of recognition in the certificate is permitted.

(5) The number of credit points envisaged will be credited for coursework and examinations are taken into account.

(6) In both programs a student may receive a maximum of 10 ECTS credits from other higher education institutions.

14. Examination Board

(1) An examination board is formed for the organization of the examinations and similar tasks as defined by the study and examination regulations. It consists of four members from the group of professors and university lecturers, as well as two members elected by the students. The term of office of the members is two years, with students one year. Reappointment is possible.

(2) In order to assure quality and to ensure comparability of the assessments with other universities, the Examination Board may call on one or two specialists, who teach in a corresponding study program, as external reviewers.

(3) The members of the examination board shall elect a chairman and his deputy from among their number. The chairman and his deputy must be professors or university lecturers.

(4) The Examination Board decides with a simple majority of votes; in a tie vote, the Chairman shall be decisive. The Examination Board has a quorum if, in addition to the chairman or his deputy, at least three other voting members are present.

(5) The examination board may delegate the execution of its duties for all standard cases to the chairman of the examination board; this does not apply to decisions on contradictions. The Chairman is also authorized to make urgent decisions on his own instead of the Examination Board. He must inform the examination board of this without delay.

(6) The Examination Board ensures that the study and examination achievements can be completed within the periods specified in these regulations. For this purpose, candidates should be informed in good time about the type and number of study credits and examinations to be provided as well as the dates on which they must be submitted. Candidates must also be informed of the respective repetition dates for each examination.

(7) The Examination Board ensures that the provisions of these regulations are adhered to. It regularly reports to the Faculty Meeting on the development of study and examination times, including the actual processing times for the Master's thesis and the distribution of grades. The Examination Board also gives suggestions to the Commission for Teaching and the Senate for the reform of the study and examination regulations.

(8) Members of the examination board have the right to attend the acceptance of examinations. This right does not extend to the announcement of the grade.

(9) Decisions of the examination board which directly affect a student must be communicated to the student concerned in writing without delay.

15. Exclusion of Personal Participation, Confidentiality

(1) The consultation and voting in the Examination Committee as well as an examination activity exclude the personal participation of anyone who is related to the candidate or maintains close economic relations with the candidate.

(2) The members of the examination board, the examiners, the assessors, and other persons concerned with examination matters are obliged to maintain confidentiality. Unless they are in the civil service, they must be obliged by the chairman to maintain confidentiality.

16. Organization of Exams

(1) Without prejudice to the competence of the Examination Board in accordance with § 15, the Director of Studies of the respective degree program and the secretariat of ETS are responsible for organizing the examination proceedings.

(2) The place and period of the examination will be announced in the form determined by the Director of Studies. For each exam period, a registration and withdrawal period shall be specified.

(3) In the case of examinations in connection with a module, no separate registration is required. The registration for the module is at the same time the registration for the examination.

17. Examiners and Assessors

(1) The examination board appoints the examiners and assessors. The examiner may only be appointed if he has acquired at least the relevant subject-specific qualification and, unless compelling reasons require otherwise, has carried out independent teaching activity in the relevant examination subject. If more than one examiner is to be appointed, at least one examiner should have taught the relevant examination subject. Only a person with the relevant scientific subject qualification (expert assessor) may be appointed as an assessor. When assessing the Master's thesis, at least one of the two examiners must teach as a professor at Lee University or at the ETS on the program. The examiners are independent in their examination activity.

18. Provision of the Exams in Line with the Curriculum

(1) According to the curriculum, the university ensures that examinations can be taken within the deadlines specified in these examination regulations and that the subjects are offered at the required level.

19. Admission to Examinations

(1) Examinations in accordance with these Examination Regulations may be taken by those who are enrolled in the respective study program and have not for any reason forfeited the examination entitlement in the study program or a related study program. Admission requirements for a module or partial module examinations or the Master's thesis as posted in the Module Handbook must be met.

(2) Anyone who already passed the final examination in the respective study program is not allowed to participate e.g. to attempt to improve their grade.

(3) The candidate must be informed of admission or non-admission in the form specified by the Director of Studies.

20. Implementation of Module and Partial Module Tests

(1) Module and partial module examinations shall take place in the form specified by the examiners on the dates fixed for the examination periods.

(2) The examination result shall be communicated to the Director of Studies by the examiner according to the manner specified for the respective examination form, within the specified time frame.

(3) The Director of Studies informs the candidates about the examination results in the manner determined for the respective examination form.

21. Resignation, Default, Deception, Violation of Regulations

(1) Candidates may withdraw from the module or partial module examinations within the deadlines specified by the Director of Studies in accordance with the directions in the MA Module Handbook.

(2) If candidates withdraw from their module or partial module examination after the deadline specified in paragraph (1) or after the start of the examination or if they miss the date of the examination, this is deemed to be "not sufficient" below 2.0 GPA (6.0 German), unless the Examination Board accepts the reasons given. The same applies if a written examination is not completed within the prescribed time. The reasons must be reported to the Examination Board immediately in writing and made credibly. In case of resignation or failure due to illness, a medical certificate must be submitted without delay stating the probable duration of the inability to take the examination. If the reasons are accepted, a new appointment will be scheduled. The test results already available are to be included in this case. The non-acknowledgment of the reasons by the Examination Board must be communicated to the person concerned in writing and justified.

(3) In the event of long-term and repeated illness, the Examination Board may require a certificate from a doctor appointed by the university.

(4) If candidates attempt to influence the results of their examination performance by deceit, plagiarism, or use of unauthorized aids, the relevant examination performances are deemed to be "insufficient" below 2.0 GPA (6.0 German), before such a decision is taken, the candidate has a right to be heard. Candidates who are guilty of a breach of the rules of the exam may be excluded from the continuation of the exam by the respective examiners or supervisors; in this case, the respective examination performance is assessed as "insufficient" below 2.0 GPA (6.0 German). In serious cases, the selection board may exclude the candidate from participating in further examinations.

(5) Candidates may request within one month that the decisions under paragraph (4) be reviewed by the Examination Board. A change of decision is to be communicated to the affected party in writing without delay.

22. Passing Exams

(1) A partial module examination is passed if it has been rated at least as "sufficient".

(2) A module examination is passed if all the partial module examinations assigned to it have been passed. Credits are awarded only for passed module examinations.

(3) The final grade of the Master's thesis is passed if the grade according to § 12 of the study regulations is at least "sufficient", 2.0 GPA (4.0 German).

(4) The Master's examination is passed if all required module examinations have been passed, which are fulfilled by the additional conditions resulting from Appendix 1 and the required number of 90 ECTS has been achieved.

(5) The current provisions in the respective Module Handbook apply at the time of the last examination of the module or the subject.

23. Final Failure of the Master's Examination

(1) The Master's examination is finally failed if the:

1. master's thesis failed or failed on the second attempt.
2. examination of a compulsory module was finally failed (§ 9).
3. claim for examination was lost due to a deadline being exceeded.

(2) A final decision will be issued on the final failure of the Master's examination.

24. Master's Diploma

(1) In the course of graduation, the candidate receives a Master's degree Diploma for passing the Master's examination. This Diploma confirms the award of the Master's degree according to § 2 of these examination regulations. The master's Diploma is signed by the President of Lee University and provided with the seal of the university.

(2) In addition, the candidate will receive a Diploma Supplement with Transcript. The Diploma Supplement contains information about the program, its requirements and content, the grading system, and the type of degree and is supplemented by information about the university and the German study system. The transcript informs about the individual course of the study, i.e. all attended courses and modules as well as all services rendered during the course and their evaluations. Both documents are signed by the chairman of the Examination Board.

(3) If a candidate has not successfully completed the master's program, upon written request and on presentation of the relevant evidence and the certificate of ex-matriculation, a written certification will be issued to him confirming the achievements and, if applicable, the grades as well as those missing for the successful completion of the studies and indicates that the studies have not been successfully completed.

(4) By way of derogation from paragraph (5), a certificate containing the services provided and, if applicable, the grades shall be issued on application and on presentation of the relevant supporting documents and the certificate of ex-matriculation. The certificate is signed by the chairman of the Examination Board.

25. Invalidity of the Master's Examination

(1) If a candidate has in any way cheated on the examinations and this fact becomes known only after the Diploma has been handed over, the Examination Board may subsequently rectify the relevant grades and declare the examination partially or completely failed.

(2) If the prerequisites for admission to an examination were not properly fulfilled, and there was no intended deceit on the part of the candidate, and this fact becomes known only after the certificate has been handed over, this deficiency will be remedied by passing the examination. However, if the result was deliberately wrongly obtained, the Examination Board decides.

(3) The interested parties have the opportunity to comment before making a decision.

(4) The incorrect certificate must be withdrawn and, if necessary, a new one issued. With the incorrect certificate, the Master's diploma must also be withdrawn if the examination for the act of deception has been declared "failed". A decision pursuant to paragraph (1) and paragraph (2.2) shall be excluded after a period of five years from the date of the certificate.

26. Storage and Inspection of the Examination File

(1) With the exception of the final thesis, students will receive back their corrected credits.

(2) Students have the right to access their final theses as well as the minutes of oral examinations.

(3) The statutory deadlines apply to the storage of final papers and protocols. The right to inspect these files expires one year after the issue of the Master's Diploma.

27. Entry into Force and Amendments

(1) These examination regulations come into force on 01.09.2018.

(2) Amendments that concern only the structure of the studies and the performance of the examinations may be decided by the Examination Board.

(3) All other changes require the approval of the Senate of the two participating universities.