

Last updated: 7 December 2022

Unofficial Reference Version of the General Study and Examination Regulations for Bachelor's and Master's Degree Programmes at Martin Luther University Halle-Wittenberg

This reference version takes into account

- the General Study and Examination Regulations for Bachelor's and Master's Degree Programmes at Martin Luther University Halle-Wittenberg of 11 November 2020, which entered into force on 2 December 2020 (Official Journal 2020, No. 15, p. 2),
- the Regulation amending the General Study and Examination Regulations for Bachelor's and Master's Degree Programmes at Martin Luther University Halle-Wittenberg of 16 June 2021, which entered into force on 1 October 2021 (Official Journal 2022, No. 1, p. 17), and
- the Second Regulation amending the General Study and Examination Regulations for Bachelor's and Master's Degree Programmes at Martin Luther University Halle-Wittenberg of 7 December 2022, which entered into force on 1 April 2023 (Official Journal 2023, No. 2, p. 2).

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I. Programme and Module Structure (General Regulations)

Section 1 Scope of Application

(1) These general regulations apply to bachelor's and master's degree programmes at Martin Luther University Halle-Wittenberg.

(2) ¹The specific objectives, content, admission requirements and structure of each subject included in the range of bachelor's and master's degree programmes, as well as the associated coursework and examinations, shall be set out in the study and examination regulations for the respective subject. ²The study and examination regulations shall include an annex with an overview of the degree programme or major / minor subject.

(3) ¹If any study and examination regulations contain provisions that differ from those set out in these general regulations, the provisions of these general regulations shall take their place. ²All degree programmes existing at the time these general regulations enter into force shall start to be offered as major / minor subjects.

Section 2 Programme Objectives

(1) ¹Within the scope of a bachelor's or master's degree programme, students shall be provided with the specialist knowledge, skills and methods needed to perform academic work, to make scientifically sound judgements, to classify scientific findings in a critical manner and to act responsibly in their chosen profession and in society as a whole, taking into account current requirements and developments in the world of work. ²The objectives of each degree programme shall be specified in greater detail in the relevant study and examination regulations.

(2) ¹A bachelor's degree programme is intended to impart the basic knowledge, methods, questions and theories associated with the technical discipline in question. ²The aim of the programme is also to enable students to apply and impart their acquired knowledge in specific professional fields. ³The degree programme shall take into account the variety of professional fields that may be chosen by students.

Section 2a Study Guidance

(1) Advice on aptitude for university studies and, in particular, information about degree programmes and their content, structure and requirements shall be provided by the Student Advisory Service within the Central University Administration.

(2) ¹If the combination of subjects chosen for a combined degree programme differs from the selected combinations referred to in Section 7 (4) below and in the second sentence of Section 8 (4) below, specific academic advice must be obtained, as far as possible, before the degree programme begins, but no later than the start of the degree programme. ²This shall provide students with guidance to organise and plan their studies.

(3) ¹The faculties of Martin Luther University Halle-Wittenberg shall provide students with advice related specifically to their degree programme and subject(s). ²This shall help students in particular to organise their studies, develop effective study techniques and choose their elective modules. ³For this purpose, the persons appointed by the faculty and, where possible, all faculty teaching staff shall be available during their office hours.

(4) With regard to examinations, students may receive information in particular from the Examinations Office responsible for their faculty.

Section 3 Admission

(1) Admission to a bachelor's or master's degree programme shall be granted to anyone who meets the requirements specified in the Higher Education Act of Saxony-Anhalt (HSG LSA) and its subordinate regulations.

(2) If absolutely necessary to account for the specific requirements of a degree programme or major / minor subject, additional admission requirements may be specified in the relevant study and examination regulations.

Section 4 Recognition of Coursework and Examinations

(1) ¹Any study periods, coursework and examinations completed at an institution of higher education in Germany or abroad shall be recognised by Martin Luther University Halle-Wittenberg, provided that students submit an application when starting or continuing a degree programme or when taking examinations, and provided that the knowledge and skills acquired are not significantly different to those to be demonstrated at Martin Luther University Halle-Wittenberg. ²The applicant shall be responsible for providing sufficient information. ³The burden of proof that an application does not meet the relevant requirements shall lie with the body carrying out the assessment. ⁴Recognition of a

piece of coursework or examination may be refused if there is a legal relationship for the examination in question at Martin Luther University Halle-Wittenberg or if the examination in question has been failed.

(2) Any students who are entitled to start a degree programme in a higher semester based on a placement test in accordance with Section 15 (1) HSG LSA shall have the knowledge and skills demonstrated in the placement test credited towards their coursework and examinations.

(3) ¹Any knowledge and skills acquired outside of an institution of higher education may be recognised under the conditions set out in Section 15 (4) HSG LSA and those specified in the relevant study and examination regulations. ²In total, no more than 50% of a degree programme may be replaced by knowledge and skills acquired outside of an institution of higher education.

(4) ¹If coursework and examinations are to be recognised, any grades achieved (provided that the grading systems are comparable) shall be transferred alongside the credits and shall be included in the calculation of the final grade. ²A module completed at another institution of higher education may be recognised as part of the overall examinations and assignments required. ³In such cases, the relevant Committee for Academic Affairs and Examinations shall decide on any additional coursework and examinations to be completed within the scope of the module to be taken at Martin-Luther University Halle-Wittenberg. ⁴If the grading systems are incomparable, the module in question shall be noted as “passed”. ⁵Any recognised coursework and examinations shall be indicated in a student’s transcript. ⁶Any students requesting the recognition of coursework and examinations must submit the necessary documents in German or English. ⁷If any coursework or examinations are not recognised, the relevant reasons must be stated in writing and students must be provided with information on legal remedies.

(5) The responsible Committee for Academic Affairs and Examinations shall usually decide whether to recognise coursework and examinations after hearing the relevant subject representative.

Section 5 Start of Programme

¹Each degree programme shall usually begin in the winter semester. ²If this is to be regulated differently, the relevant provisions shall be included in the relevant study and examination regulations.

Section 6 Standard Period of Study

¹The standard period of study for completing a bachelor’s degree programme shall be three years – or a maximum of four years in specifically justified exceptional cases; a minimum of one and a maximum of two academic years shall be required to complete a master’s degree programme. ²An academic year consists of two semesters. ³For consecutive degree programmes that culminate in a master’s degree after a bachelor’s degree, the total period of study shall be five years. ⁴A consecutive degree programme with a different total period of study may only be established in specifically justified exceptional cases.

Section 7 Structure of Bachelor’s Degree Programmes

(1) Omitted.

(2) ¹A three-year bachelor's degree programme shall consist of a total of 180 credits; a four-year bachelor's degree programme shall comprise a total of 240 credits. ²This may be structured as follows:

1. a bachelor's degree programme with one subject (180 or 240 credits); or
2. a combined bachelor's degree programme with
 - a. two equally weighted major subjects (90 + 90 credits); or
 - b. one major and one minor subject (120 + 60 credits).

³A bachelor's degree programme or major / minor subject shall involve the study of one academic discipline, but it may also take an interdisciplinary approach.

(3) ¹Within the scope of a combined bachelor's degree programme, the major / minor subjects listed in the annex may generally be chosen freely, provided that the relevant study and examination regulations do not pose any restrictions on the possibility of combining them with other major / minor subjects. ²The absence of timetable clashes cannot be guaranteed, except in the cases set out in (4) below.

(4) ¹For selected subject combinations chosen as major / minor subjects (see annex), timetable clashes affecting compulsory courses shall be ruled out within the standard period of study. ²The Rectorate shall decide on details to rule out any timetable clashes in agreement with the faculties concerned and in consultation with the Senate Committee for Studies and Teaching. ³On this basis, a programme schedule for the selected subject combinations shall be drawn up and published on the intranet pages of the relevant faculties. ⁴For all subject combinations, the workload per semester must be distributed evenly between the major / minor subject in proportion to the respective credits attributable to each one.

(5) ¹Each bachelor's degree programme shall consist of subject-specific modules, general key skills modules worth a total of 10 credits, and a dissertation (see Section 20 (2) below). ²Within the subject-specific modules, one or more internships may be completed outside of the University up to a total of 20 credits. ³Some of the subject-specific modules in a bachelor's degree programme may be offered by other teaching units (import modules).

(6) The arrangement and acquisition of general key skills shall be governed by the Regulations for the Acquisition of General Key Skills in Bachelor's Degree Programmes at Martin Luther University Halle-Wittenberg.

Section 8

Structure of Master's Degree Programmes

(1) Omitted.

(2) ¹A one-year master's degree programme shall consist of 60 credits; a two-year master's degree programme shall comprise at total of 120 credits. ²This may be structured as follows:

1. a master's degree programme with one subject, including the master's dissertation worth 15, 20, 25 or 30 credits; or
2. a combined master's degree programme with two subjects (75 + 45 credits).

³The major subject comprising 75 credits shall include the master's dissertation worth 30 credits. ⁴A master's degree programme or major / minor subject shall involve the study of one academic discipline, but it may also take an interdisciplinary approach. ⁵Some of the subject-specific modules in a master's degree programme may be offered by other teaching units (import modules).

(3) ¹A master's degree programme may comprise a total of 60 credits, provided it is designed as a postgraduate programme. ²The master's dissertation in this form of degree programme shall comprise 15 or 20 credits.

(4) ¹Within the scope of a combined master's degree programme, the major / minor subject may generally be chosen freely, provided that the relevant study and examination regulations do not pose any restrictions on the possibility of combining them with other major / minor subjects. ²Section 7 (4) applies accordingly. ³Otherwise, the absence of timetable clashes cannot be guaranteed.

Section 9

Module Structure and Credit Point System

(1) ¹Each bachelor's and master's degree programme shall be modularised. ²Each module shall consist of teaching and learning units with different content and scheduling. ³Each module shall include contact hours and independent study. ⁴The term "contact hours" refers to the time spent attending courses; the term "independent study" means the time spent preparing for and following up on courses, revising for examinations, preparing presentations, seminar papers and project work, completing internships outside of the University, and writing a dissertation.

(1a) Any courses included in a student's contact hours that usually take place in a face-to-face setting at the University may be replaced by suitable e-learning tools that allow the qualifications and skills pursued through the module or course to be achieved.

(2) Dissertations and any internships completed outside of the University shall form separate modules.

(3) The content of each module must be designed in such a way that it can generally be taught within a maximum of two consecutive semesters; however, a module may span more than two semesters in specifically justified exceptional cases.

(4) The workload expected of students for each module shall be expressed as credits according to the European Credit Transfer and Accumulation System (ECTS).

(5) Each student's workload shall include their contact hours and the time spent on independent study.

(6) ¹One credit point shall equate to an average student workload of 30 hours. ²1,800 hours of work shall be estimated per academic year. ³60 credits shall be envisaged per academic year, i.e. 30 credits per semester.

(7) The credits for each module shall only be awarded in total and only if all required coursework is completed and all module examinations and assignments are passed.

(8) Modules shall generally have two standard sizes: 5 credits or 10 credits; this equates to a workload of 150 or 300 hours.

(9) ¹Larger modules shall generally go up in multiples of 5 credits. ²This may be the case, for example, with field trips and internships.

Section 10

Organisation of Degree Programmes and Major / Minor Subjects

- (1) The content, scope and sequence of modules shall be set out in the relevant study and examination regulations.
- (2) The study and examination regulations shall also specify which coursework and examinations are required of students in each module, which teaching and learning methods are to be used, and the ratio of contact hours to independent study.
- (3) The arrangement of modules shall be specified in module descriptions.
- (4) ¹Depending on the range of courses offered, the elective modules listed in the overview of degree programmes and major / minor subjects (annex to the study and examination regulations) may be expanded by the Faculty Council to include further elective modules. ²The Faculty Council may also remove modules from the range of elective modules. ³It must be ensured that at least one module can be deselected in each elective area. ⁴Students shall not be legally entitled to have certain elective modules offered and run. ⁵The first sentence of Section 14 (8) below applies to elective modules that are offered once, with students being able to take two resits in the semester in which the modules are offered. ⁶The range of modules and the module descriptions shall be announced in the electronic course and examination management system no later than three weeks before the start of the lecture period for each semester.

Section 11

Responsibilities

- (1) ¹One member of teaching staff shall be responsible for organising and running each individual module. ²Those responsible for modules may specify that content is to be conveyed via a learning platform in addition to on-campus studies.
- (2) ¹Each faculty shall be responsible for the relevant degree programmes and major / minor subjects. ²The Faculty Council may entrust this task to the Dean, the Dean of Student Affairs or a member of the group of professors.
- (3) The specialist representatives involved shall be responsible for running the relevant degree programmes and major / minor subjects.
- (4) The respective Committee for Academic Affairs and Examinations appointed by the Faculty Council shall be responsible for examination matters, including decisions on legal remedies.

Section 12

Completion of Programme

- (1) Anyone who has successfully participated in all modules required for a degree programme or combined degree programme, as set out in the respective study and examination regulations, and has taken the required credits, shall be deemed to have successfully completed the bachelor's or master's degree programme.

(2) Any students who have not successfully completed a bachelor's or master's degree programme shall, upon request and upon presentation of their certificate of de-registration, receive a transcript of records documenting the credits taken and grades achieved, if any.

Section 13 **Degree Title and Programme Documents**

(1) ¹After a degree programme has been successfully completed, the relevant academic degree shall be awarded and certified by the responsible faculty in accordance with Section 6 of the Regulation on the Accreditation of Studies at Institutions of Higher Education in the State of Saxony-Anhalt (StAkkrVO LSA). ²In a combined bachelor's or master's degree programme, the degree title shall also be determined by the major subject in which the dissertation is written. ³Different master's degrees shall be used for postgraduate programmes. ⁴Further provisions may be set out in the relevant study and examination regulations.

(2) In addition to the degree certificate, a transcript shall be issued with the following information:

- a. the dissertation topic;
- b. the grade achieved in the dissertation;
- c. the names of the degree programme or major / minor subjects;
- d. the final grade achieved in the major / minor subjects; and
- e. the final grade achieved in the degree programme.

(3) ¹The degree certificate and transcript shall bear the date of the last individual piece of coursework or examination. ²The degree certificate shall be signed by the Dean – and the transcript by the chair of the Committee for Academic Affairs and Examinations – and shall bear the University seal.

(4) A diploma supplement shall be issued as an appendix to the transcript, providing information about the completed degree programme in German and English.

(5) Students shall also be provided with a transcript of records to certify all modules passed.

II. Module Examinations and Assignments (Specific Regulations)

Section 14 **Module-Related Coursework and Examinations**

(1) In a bachelor's or master's degree programme, all coursework and examinations shall be related exclusively to modules.

(2) ¹Each module shall usually end with only one examination. ²Examinations shall comprise module examinations and assignments. ³They shall be taken during studies. ⁴A module shall be deemed to have been passed when all required coursework has been completed and all module examinations and assignments have been passed. ⁵Module examinations and assignments may be conducted in various forms. ⁶The specific examination format shall be detailed in the relevant study and examination regulations in conjunction with the module description. ⁷If there are any differences for modules of other institutes / faculties, the examination format specified by the subject offering the module shall apply in accordance with the relevant study and examination regulations in conjunction with the module description. ⁸If the annexes to the study and examination regulations specify that a module examination may be conducted in different forms, the examiner shall usually inform students of the

final examination format in accordance with the relevant study and examination regulations in an appropriate manner at the start of the lectures at the latest. ⁹Coursework means any work that is completed within a module and does not count towards the module grade. ¹⁰Students shall be deemed to have completed coursework if, based on their achievements, they can demonstrate the necessary skills or learning outcomes to a sufficient extent. ¹¹If students cannot demonstrate this knowledge, the relevant coursework may be redone or supplemented an unlimited number of times. ¹²Further provisions shall be set out in the relevant study and examination regulations in conjunction with the module descriptions.

(2a) ¹With the consent of the examiner, module progress tests as well as coursework and examinations may also be completed in an online format; in particular, oral examinations or written / electronic invigilated examinations may be conducted electronically in the form of remote examinations. ²Any such remote examinations must be conducted in accordance with the Regulations for Conducting Electronic Remote Examinations at Martin Luther University Halle-Wittenberg. ³Before the examinations, students must be given sufficient opportunity to familiarise themselves with the technical system used.

(3) ¹Admission to an examination pursuant to (2) above may be made subject to the completion of progress tests. ²Further provisions shall be set out in the relevant study and examination regulations in conjunction with the module descriptions. ³If any progress tests are required for a module, the person responsible for the module must ensure that the module progress tests are completed and documented at least six weeks before the examination date. ⁴Module progress tests may be retaken an unlimited number of times.

(4) ¹Examinations within the meaning of (2) and (3) above may be conducted in a multiple-choice format, provided this is explicitly stated in the relevant study and examination regulations. ²An examiner's tasks shall include selecting the examination material, elaborating questions and determining the correct and incorrect answers. ³In the case of multiple-choice examinations, the examination material, questions and possible answers shall generally be chosen by two examiners. ⁴When structuring their questions and answers, the examiners must ensure that the proposed solutions are clear. ⁵Any questions worded in an incomprehensible, contradictory or ambiguous manner shall be inadmissible. ⁶The answer sheet must indicate the number of points that can be scored for correctly answering each question, unless the same number of points is to be awarded for all questions. ⁷The examiners shall be responsible for ensuring the proper conduct of examinations and evaluating answer sheets. ⁸A multiple-choice examination shall be deemed to have been passed if the candidate scores at least 50% of the points on offer (absolute pass mark) or if the number of points scored by the candidate does not fall more than 22% below the average grade achieved by candidates on the examination date in question (relative pass mark). ⁹To determine individual examination results, the difference between the relative and absolute pass mark shall be added to each candidate's score. ¹⁰If this sliding scale is to be used, candidates must have scored at least 40% of the points on offer to pass the examination. ¹¹A different value for the absolute pass mark may be specified in the study and examination regulations. ¹²Multiple-choice examinations shall be graded in accordance with Section 21 below. ¹³Module examinations may also consist only partly of multiple-choice questions. ¹⁴If the proportion of multiple-choice questions in such examinations generally exceeds 50% of the points on offer, the provisions set out in (4) above shall apply accordingly.

(5) ¹When submitting written module examinations and assignments, students must confirm in writing that they have written their work – or, in the case of group assignments, the correspondingly identified part of the work – independently, without unauthorised outside help and in compliance with the

general principles of good academic practice, and that they have not used any sources or aids other than those cited. ²In particular, any citation requirements for open-book examinations must be specified by the responsible examiner.

(6) ¹Credits shall only be awarded for successfully completed modules. ²If a module examination or assignment is graded, it shall be deemed to have been completed successfully if the grade is at least “sufficient” (4.0).

(7) Omitted.

(8) ¹Any failed module examinations or assignments may be retaken on two occasions; passed module examinations and assignments may not be retaken. ²The final module comprising the bachelor’s or master’s dissertation may only be retaken once. ⁴The relevant study and examination regulations may stipulate that students are to be given the opportunity to attend module courses again before retaking a module examination or assignment for the second time. ⁵If students fail a module examination or assignment, they must be informed by the Committee for Academic Affairs and Examinations responsible for the relevant degree programme or major / minor subject, and they must be made aware of their rights in this regard.

(8a) ¹If several examination dates are offered for a particular examination within a semester, the same examination format must be used each time. ²Different provisions shall only apply if there is a significant reduction in the number of students to be examined. ³In such cases, the responsible examiner may choose to switch between written and oral examination formats, provided that the relevant examination format is permitted by the study and examination regulations in the overview of the degree programme or major / minor subject in question. ⁴The examination format must be announced at the start of the registration period at the latest (see Section 15 (2) below).

(9) ¹If a student fails a module examination or assignment again on the second resit, the module examination or assignment shall be deemed to have been definitively failed. ²The student must be notified of this in writing. ³Any students who definitively fail a compulsory module shall be excluded from the degree programme; students may compensate for any failed elective modules by successfully completing another elective module.

(10) ¹ As a general rule, invigilated examinations, including open-book and take-home examinations, may only take place in lecture-free periods or in the first and last week of lecture periods; the Prorector for Studies and Teaching shall decide on any exceptions. ²The first sentence does not apply to examinations that take place at the end of a block course. ³Further derogations from the first sentence may be included in the relevant study and examination regulations.

Section 14a

Electronic Coursework and Examinations

(1) ¹Coursework and examinations may be computerised. ²Computerised examinations are those completed on a computer where, for example, students are required to enter free text, fill in blanks, match statements to responses or answer multiple-choice questions. ³Written coursework and examinations may also be offered in electronic form. ⁴Before conducting a computerised examination, the examiner in question shall ensure that the relevant electronic data can be clearly identified and can be uniquely and permanently matched to the respective students. ⁵The examiner shall prove this by submitting the examination record and data medium to the Examinations Office. ⁶Appropriate

technical support shall be provided to ensure that the computerised examination runs smoothly. ⁷The examination shall be conducted in the presence of a technically qualified person.

(2) Before the examination, students shall be given sufficient opportunity to familiarise themselves with the electronic examination system.

(3) Before an electronic examination is conducted, a comprehensive list of questions shall be compiled, including specifications as to which of the questions are objectively comparable in terms of their difficulty, subject matter or the amount of time needed to answer them, in order to avoid unequal treatment in the event that students are assigned different questions.

(4) ¹When electronic examinations are marked, care must be taken to ensure that obvious typing errors in tasks involving text input do not lead to answers being assessed as incorrect. ²This does not apply if the thoroughness and accuracy of answers are relevant in the assessment of coursework and examinations due to the specific requirements of the subject in question.

(5) ¹In the event of a technical fault, students shall be granted an appropriate amount of additional time to make up for any stoppages. ²In exceptional cases, the Committee for Academic Affairs and Examinations may determine that the examination is to be retaken.

Section 15

Registration for Modules, Module Examinations and Module Assignments

(1) ¹Students must generally register to participate in a module before the start of lectures, but no later than two weeks after the start of lectures. ²Admission shall be limited to students who are enrolled on the degree programme or major / minor subject. ³Further eligibility requirements may be set out in the study and examination regulations in conjunction with the module descriptions.

(2) ¹In order to take an examination, students must be enrolled on the degree programme or major / minor subject and, as a general rule, they must have registered for the module in question. ²Students must register for module examinations, assignments and resits at least two weeks in advance via the electronic course and examination management system or, in exceptional cases, through the responsible Examinations Office; their registration shall become effective unless it is withdrawn one week before the module examination or assignment via the electronic course and examination system or, in exceptional cases, through the responsible Examinations Office. ³The examination or assignment date shall not be included in this deadline. ⁴If registration is withdrawn, no reasons must be given. ⁵If a student withdraws their registration, they shall be deemed not to have registered for the module examination or assignment in question.

(3) ¹At least two examination dates must be offered for each module in the current or following semester, at least one of which shall usually be in the current semester. ²The examination dates for module examinations and assignments may be specified in the relevant study and examination regulations. ³The dates shall be announced in good time, but usually at least five weeks before the module examination or assignment in question. ⁴Students may register for any of the examination dates offered.

Section 16 Examiners

(1) ¹Those authorised to conduct university examinations shall include professors, assistant professors and other university teaching staff, academic staff pursuant to Section 33a (1) No. 2 and 3 HSG LSA (provided they perform teaching duties), persons with a teaching contract, and persons experienced in professional practice and education. ²Different provisions may be set out in the relevant study and examination regulations.

(2) Examinations may only be graded by persons who themselves possess at least the qualification determined by the examination or an equivalent qualification.

(3) Examiners and observers shall be independent in their work.

(4) Examiners shall be appointed by the responsible Committee for Academic Affairs and Examinations.

Section 17 Committee for Academic Affairs and Examinations

(1) ¹Committees for Academic Affairs and Examinations shall be formed for the various degree programmes or major / minor subjects by resolution of the respective Faculty Council. ²Each committee shall be responsible for at least one degree programme or major / minor subject; it may also be responsible for several degree programmes or major / minor subjects. ³Further provisions may be set out in the relevant study and examination regulations.

(2) ¹Committees for Academic Affairs and Examinations shall ensure compliance with the provisions of the relevant study and examination regulations. ²They shall be responsible for all tasks and decisions regarding module examinations and assignments.

(3) The chair of each Committee for Academic Affairs and Examinations shall regularly report to the Faculty Council on the development of academic and examination practice and shall make suggestions for improving the respective degree programme or major / minor subject and the way in which it is run.

(4) The members of each Committee for Academic Affairs and Examinations shall have the right to participate in the organisation of module examinations and assignments.

(5) ¹Each Committee for Academic Affairs and Examinations shall consist of at least three members of university teaching staff, one member of academic staff and one student. ²The chair must be a professor. ³The student representative shall not participate in decisions concerning the grading of examinations and assignments.

(6) ¹The term of office to be served by the members shall be four years for university teaching staff, two years for academic staff and one year for students. ²The members may be reappointed. ³The members of each Committee for Academic Affairs and Examinations shall continue to hold office after their term of office has expired until successors have been appointed and taken office.

(7) ¹The members of each Committee for Academic Affairs and Examinations and their deputies shall be subject to official secrecy. ²If they are not in public service, they must be sworn to secrecy by the chair.

(8) ¹The meetings to be held by each Committee for Academic Affairs and Examinations shall be convened by the chair. ²The chair must convene a meeting if this is requested by at least one member of the Committee for Academic Affairs and Examinations.

(9) ¹A Committee for Academic Affairs and Examinations shall have a quorum if all members are summoned three working days in advance and the majority of members are present. ²Each resolution shall be passed by a majority of the votes cast. ³If the number of votes on each side is equal, the chair shall have a casting vote. ⁴In exceptional cases, a resolution may also be passed by circulation.

(10) The deputies of the members of each Committee for Academic Affairs and Examinations shall represent the individual members of the committee in their absence. If a member of the Committee for Academic Affairs and Examinations resigns, they shall be replaced by their deputy.

(11) The main topics of each meeting and the resolutions passed by each Committee for Academic Affairs and Examinations shall be documented in minutes.

(12) ¹The chair of each Committee for Academic Affairs and Examinations may decide alone on urgent matters requiring a competent decision and on routine matters. ²A decision shall be considered urgent if it is no longer possible to summon the committee members in a timely manner. ³The chair shall inform the Committee for Academic Affairs and Examinations of the decision at its next meeting at the latest.

(13) Further provisions may be set out in the relevant study and examination regulations.

(14) ¹The examination results determined by a committee shall be published electronically in the *Löwenportal*. Students shall be required to regularly access their examination results in the portal themselves.

Section 18 Examinations Office

¹The Examinations Office responsible for the respective degree programme or major / minor subject shall organise the administrative aspects involved in preparing the examination procedure and shall manage the relevant study and examination data and documents. ²The module provider's Examinations Office shall be responsible for the administrative aspects involved in conducting the examination procedure. ³The relevant Examinations Office shall assist the Committee for Academic Affairs and Examinations in performing its administrative tasks and shall provide students with information and advice on examination matters.

Section 19 Non-Appearance, Withdrawal, Cheating and Breach of Regulations

(1) ¹A module examination or assignment shall be deemed to have been failed if the student in question misses an examination date for no good reason or withdraws from the module examination

or assignment after it has begun for no good reason. ²The same applies if a written or electronic module examination or assignment is not completed within the specified deadline.

(2) ¹The reason given for the student's withdrawal or failure to attend must be communicated to the responsible Examinations Office immediately in writing and substantiated. ²A medical certificate may also be sent in electronic form; the original must be submitted later upon request. ³The Examinations Office shall decide whether the student in question is unable to take the examination due to illness on the basis of the medical certificate. ⁴The same applies if a child or dependent relative of the student is proven to be ill. ⁵If the reason is accepted, the examination attempt and any existing coursework and examination results shall remain valid.

(3) ¹If a student attempts to influence the result of a module examination or assignment by cheating (e.g. by using unauthorised aids), the module examination or assignment in question may be penalised with a points deduction or graded as "insufficient" depending on the severity of the attempt at cheating. ²In the event of a repeated or particularly serious attempt at cheating, the chair of the responsible Committee for Academic Affairs and Examinations may initiate an administrative de-registration procedure after the act of cheating has been definitively established in accordance with Section 30 (3) and (4) HSG LSA. ³Any student who breaches these general regulations or the relevant study and examination regulations, or who disrupts the proper conduct of an examination, may be prevented from continuing the module examination or assignment by the respective examiner or invigilator, usually after receiving a disciplinary warning; in such cases, the module examination or assignment in question may be penalised with a points deduction or graded as "insufficient". ⁴Allowing another candidate to copy one's own work shall be regarded as impermissible assistance and an offence; the first sentence applies accordingly.

(4) ¹Suitable software may be used to check examinations, in whole or in part, for copied passages of text or any other sources that are not identified as such; the assessment as to whether cheating has occurred shall then be carried out by the responsible examiner or the Committee for Academic Affairs and Examinations. ²By submitting an examination or assignment, students shall allow their work to be checked by software.

(5) Omitted.

(6) Omitted.

(7) Any decisions that are detrimental to a student must be communicated to them immediately alongside the relevant reasons and information on legal remedies.

Section 19a

Additional Support for Students with Disabilities and Chronic Illnesses

(1) ¹If a student credibly demonstrates that they are unable to take examinations or assignments, in whole or in part, in the prescribed form or within the specified deadlines due to a long-term physical or mental disability or chronic illness, the responsible Committee for Academic Affairs and Examinations shall usually grant additional support upon application by the student. ²Additional support shall be ensured in an appropriate manner. ³Additional support shall only be considered appropriate if it takes into account the specific nature and content of the examination or assignment to be completed in accordance with the relevant study and examination regulations on the one hand

and the individual nature and severity of the impairments of the student with a disability or chronic illness on the other. ⁴The same applies to coursework.

(2) Appropriate additional support may be granted, for example, in the following form or, in individual cases, forms:

- extending deadlines for invigilated examinations or seminar papers;
- granting rest breaks during invigilated examinations and oral examinations;
- shortening the length of examinations;
- replacing written examinations (invigilated examinations or seminar papers), in whole or in part, with oral examinations;
- replacing oral examinations, in whole or in part, with written examinations;
- replacing invigilated examinations with seminar papers;
- replacing practical work, in whole or in part, with oral or written examinations; and
- providing personal and technical assistance.

(3) If it is foreseeable that the nature and content of the examinations and assignments to be completed on the one hand and the nature and severity of the impairments of the student with a disability or chronic illness on the other will remain essentially unchanged, the decision on the granting of additional support pursuant to (1) above shall apply for several semesters, but at least for several examinations and assignments to be determined.

(4) ¹Additional support must not have a negative impact on the assessment of a student's performance in examinations and assignments. ²Transcripts must not contain any references to additional support.

(5) The submission of appropriate evidence may be required to credibly demonstrate a chronic illness or disability.

Section 19b

Maternity Leave, Parental Leave and Caring for Relatives

(1) The German Act on the Protection of Mothers at Work, in Training and at University (Maternity Protection Act, MuSchG) of 23 May 2017, as amended, applies to pregnant and breastfeeding students.

(2) ¹In order to ensure maternity protection, a pregnant student should inform the Examinations Office of her pregnancy as soon as she knows that she is pregnant. ²She should present proof of her pregnancy – usually her maternity record – showing the expected childbirth date, in particular to calculate the legally prescribed maternity protection periods under the MuSchG. ³A breastfeeding student should inform the Examinations Office as early as possible that she is breastfeeding.

(3) ¹As soon as a student has informed the Examinations Office that she is pregnant or breastfeeding, the Examinations Office shall inform the person responsible for the module. ²They shall immediately conduct a risk assessment and determine the necessary protective measures. ³The outcome of the risk assessment must be communicated to the student.

(4) Any disadvantages during studies due to pregnancy, childbirth or breastfeeding should be avoided or compensated for.

(5) Maternity protection periods shall interrupt any periods and deadlines specified in study and examination regulations. The duration of maternity leave shall not be included in such periods and deadlines.

(6) ¹Any student applications for parental leave under the German Act on Parental Allowance and Parental Leave (BEEG) shall be taken into account. ²The student in question must inform the responsible Committee for Academic Affairs and Examinations in writing, enclosing the necessary evidence, of the period(s) for which they wish to take parental leave; this must be done at least four weeks before the planned start of parental leave. ³The Committee for Academic Affairs and Examinations shall check whether the legal requirements under which employees would be entitled to parental leave are met, and shall inform the student of the result and any examination deadlines that may have been reset.

(7) ¹Any students who are on leave due to family commitments may voluntarily complete coursework and examinations, provided there are no statutory regulations to the contrary or the degree programme in question is a postgraduate programme subject to fees; this also includes resits in the case of failed coursework and examinations. ²Family commitments may include periods of maternity leave, parental leave or caregiver leave for close relatives within the meaning of Section 7 (3) of the German Caregiver Leave Act (PflegeZG). ³The provisions on registering for module examinations and assignments, as set out in Section 15 (2) above, apply accordingly.

Section 20 **Dissertation**

(1) ¹The dissertation in a bachelor's or master's degree programme shall be a module in which students are to demonstrate their ability to work on a problem independently under supervision using scientific methods, as well as their ability to handle the relevant workload within the given deadline. ²The scope of a bachelor's or master's dissertation and the assigned task must be designed in such a way that the required knowledge, understanding, skills and formal aspects correspond to the respective level defined in the Qualifications Framework for German University Degrees, as amended. ³A student's dissertation topic shall be confirmed by the responsible Committee for Academic Affairs and Examinations. ⁴The topic and assignment date must be recorded. ⁵When the topic is assigned, care must be taken to ensure that the standard period of study can be adhered to, unless it has already been exceeded.

(2) ¹A bachelor's dissertation shall form a compulsory aspect of each bachelor's degree programme. ²It shall be the main component of a final module, which may include an oral examination or colloquium. ³A final module with an oral examination or colloquium shall usually comprise 10 or 15 credits; a final module without an oral examination shall usually comprise 10 credits. ⁴Further provisions shall be set out in the relevant study and examination regulations.

(3) ¹A master's thesis shall form a compulsory aspect of each master's degree programme. ²It shall form a separate module, usually comprising 15, 20, 25 or 30 credits, and 15 or 20 credits in a postgraduate master's degree programme. ³This module may include attending a colloquium and/or defending the master's dissertation. ⁴Further provisions shall be set out in the relevant study and examination regulations.

(4) ¹The bachelor's dissertation shall only be written in subjects with 90 or more credits. ²For combined bachelor's degree programmes with two equally weighted major subjects, the study and examination

regulations shall specify which modules are to be taken in the subject in which the dissertation is not written.

(5) The relevant study and examination regulations must ensure that the dissertation can be written within the scope of the workload corresponding to the number of credits.

(6) Admission to the dissertation shall be limited to students who have successfully completed the module examinations and assignments required under the relevant study and examination regulations.

(7) ¹The relevant study and examination regulations shall contain provisions on the assignment of dissertation topics. ²The topic shall be set by the professor / assistant professor responsible for the subject or by a member of the groups listed in Section 33a (2) No. 1 and 2 HSG LSA. ³The topic must be limited to such an extent that the dissertation can be written within the specified deadline. ⁴Students shall be given the opportunity to suggest their own topics.

(8) ¹The dissertation topic assigned to a student may be rejected once. ²The topic may only be rejected within four weeks after it has been assigned; this must be communicated to the responsible Committee for Academic Affairs and Examinations within the specified period. ³If a student is assigned a replacement topic, they shall be granted the full amount of time to complete it.

(8a) ¹When submitting dissertations, students must confirm in writing that they have written their work independently, without unauthorised outside help and in compliance with the general principles of good academic practice. ²A sworn declaration may be requested if this is stipulated in the relevant study and examination regulations.

(9) ¹Each dissertation shall be graded by two examiners (first examiner and second examiner). ²The first examiner shall also be responsible for supervising the dissertation. ³The examiners shall be appointed by the responsible Committee for Academic Affairs and Examinations.

(10) The examiners' reports shall generally be prepared and submitted to the Examinations Office within eight weeks at the latest.

(11) ¹The grade awarded for a dissertation shall be calculated from the arithmetic mean of the two grades. ²If the grades stated in the first and second examiners' reports show a difference in numerical value greater than or equal to two, or an equivalent difference if the grading system used differs from the system set out in Section 21 (5) and (6) below, or if only one of the two examiners grades a dissertation as "insufficient" (5.0), another competent examiner shall be appointed by the responsible Committee for Academic Affairs and Examinations. ³The third grading procedure shall then take place within eight weeks. ⁴In such cases, the grade awarded for the dissertation shall be calculated from the arithmetic mean of the individual grades specified in all three examiners' reports, unless two examiners grade the dissertation as "insufficient" (5.0), in which case the dissertation shall be graded as "insufficient" overall. ⁵However, if two examiners' reports return a pass mark (4.0 or better), the dissertation shall be graded at least as "sufficient" (4.0) after the arithmetic mean of all three grades has been calculated.

(12) ¹The submission deadline for a dissertation may be extended upon request for demonstrable reasons for which the student in question is not responsible. ²If the reasons are accepted by the responsible Committee for Academic Affairs and Examinations, the student shall be informed of this

in writing. ³In the event of illness, the extension period shall correspond to the duration of the illness. ⁴The same applies in the event of an illness affecting a minor who lives in the same household as the student and for whom the student is the primary caregiver, or in the event of care for a close relative within the meaning of Section 7 (3) PflegeZG. ⁵If a student makes use of maternity leave or parental leave, the provisions of Section 19b shall apply. ⁶Instead of granting an extension, the Committee for Academic Affairs and Examinations may assign a new topic. ⁷Further provisions may be set out in the relevant study and examination regulations.

(13) ¹A failed dissertation may be reattempted once. ²In such cases, a new topic must be set. ³If the dissertation is failed again, it may not be reattempted a second time.

Section 21

Grading of Modules

(1) ¹The grading of module examinations and assignments shall only be mandatory if the individual grade it is to be included in the final grade awarded for the degree programme or major / minor subject. ²The relevant study and examination regulations shall specify which modules are to be included in the final grade.

(2) If a module is completed with one examination or assignment, that grade shall be the module grade.

(3) If several examinations or assignments are required for a module, the module grade shall be made up of the grades for the individual module examinations or assignments according to the weighting specified in the module description, taking into account the provisions of Section 9 (7) above.

(4) The grading of each module examination or assignment shall be communicated to students after the module has been completed in accordance with Section 17 (14) above.

(5) Module examinations and assignments shall be graded using the following grading scale:

1 = very good (an outstanding performance);

2 = good (a performance that is significantly above the average requirements);

3 = satisfactory (a performance that meets the average requirements);

4 = sufficient (a performance that still meets the requirements despite its shortcomings);

5 = insufficient (a performance that does not meet the requirements due to significant shortcomings).

(6) ¹By increasing or decreasing the individual grades by 0.3, intermediate values may be created for differentiated grading. ²However, the grades 0.7 or 4.3 and higher may not be awarded.

(7) ¹When an average grade is calculated in accordance with (3) above, all decimal places except the first shall be deleted without rounding. ²The module grade shall then be as follows: up to and including 1.5 = very good; from 1.6 to 2.5 = good; from 2.6 to 3.5 = satisfactory; from 3.6 to 4.0 = sufficient; over 4.0 = insufficient.

(8) ¹Module examinations and assignments shall usually be graded by two examiners in accordance with Section 12 (5) HSG LSA. ²Oral module examinations shall be assessed by several examiners or by one examiner in the presence of a competent observer. ³As a general rule, the teaching staff involved in the relevant module shall also be the examiners. ⁴The observer shall be appointed by the responsible Committee for Academic Affairs and Examinations. ⁵A record of oral examinations shall be kept. ⁶Section 20 (11) above applies accordingly to the grading process.

(9) Omitted.

(10) ¹Traditionally different grading scales may be used in justified exceptional cases. ²Further provisions may be set out in the relevant study and examination regulations.

Section 22

Calculation of Final Grade for Degree Programmes and Major / Minor Subjects

(1) ¹A final grade shall be calculated for each degree programme or major / minor subject. ²The grade awarded for the dissertation shall be included in the calculation of the final grade. ³The relevant study and examination regulations shall specify which module grades are to be included in the final grade.

(2) ¹The grades awarded for general key skills modules and any internships completed outside of the University shall not be included in the calculation of the final grade for degree programmes and major / minor subjects. ²These modules shall not have to be graded.

(3) In each bachelor's or master's degree programme or major / minor subject, the grade awarded for the bachelor's or master's dissertation and for modules comprising at least half of the total credits of the degree programme or major / minor subject must be included in the final grade.

(4) Omitted.

(5) ¹When calculating the final grade for a degree programme or major / minor subject, the workload of each individual module shall be taken into account. ²The share of a module grade in the final grade shall therefore be calculated from the share of credits attributable to that module in the total sum of all credits that are included in the final grade. ³Section 21 (7) above applies accordingly to the final grading process.

(6) The final grade for the degree programme or combined degree programme shall be shown in the transcript of records according to the applicable ECTS grading scale.

Section 23

Calculation of Final Grade for Combined Degree Programmes

(1) The final grade for combined bachelor's and master's degree programmes shall be calculated in accordance with the provisions of Section 22 above.

(2) ¹For a combined bachelor's or master's degree programme, a final grade shall be calculated from the two major / minor subjects. ²This shall be made up of the final grades for the major / minor subjects, weighted according to their share in the total number of credits (120:60 or 90:90 or 75:45).

(3) Omitted.

Section 24

Application for Inspection of Examination Files; Storage of Examination Files

(1) ¹Upon application, students shall be granted access to their examination file up to one year after completing their degree programme. ²The application must be submitted to the responsible Examinations Office.

(2) The periods for which examination documents are to be retained and subsequently destroyed shall be set out in the Filing Regulations of Martin Luther University Halle-Wittenberg.

Section 25

Complaints Committee and Arbitration Board

¹The Senate of the University may appoint an Ombudsman for Studies and Teaching; students and teaching staff may turn to the ombudsman in the event of disputes regarding individual module examinations and assignments. ²In the event of a dispute, the ombudsman may mediate between the parties. ³If an ombudsman is called upon, this shall not replace the appeals procedure.

Section 26

Invalidity of Module Results

(1) If a student has cheated on any module examinations or assignments and this fact only becomes known after the certificate has been handed out, the Dean may subsequently amend the result and any grades awarded for the examinations or assignments on which the student has cheated, and may declare those module examinations or assignments to be failed in whole or in part.

(2) ¹The incorrect certificate shall be withdrawn and, if necessary, a corrected certificate shall be issued. ²Any decisions under (1) above may no longer be made after a period of five years from the date of the examination certificate.

Section 27

Degree Revocation

Section 21 HSG LSA applies to the withdrawal or revocation of a bachelor's or master's degree.

III. Final Provisions

Section 28

(Entry into Force)

Subject combinations for combined bachelor's degree programmes (120 + 60 credits) pursuant to Section 7 (4):

Faculty		Faculty of Theology	Faculty of Law, Economics and Business	Faculty of Philosophy I							Faculty of Philosophy II					Faculty of Natural Sciences II	Faculty of Natural Sciences III		
	Bachelor's 120 / Bachelor's 60	Protestant Theology	Economics and Management	Classical Antiquity	History	Art History	Archaeologies	Middle Eastern Studies	Political Science	Sociology	Intercultural European and American Studies	Media and Communication Studies	Sports Science	Musicology	Romance Studies	Slavic Languages, Literatures and Cultures	Physics Plus	Geography	
Faculty of Theology		Protestant Theology																	
Faculty of Law, Economics and Business	Fundamentals of Economics and Management	•							•	•	•	•	•	•	•		•	•	
Faculty of Philosophy I	History			•	•	•		•			•	•	•						
	Art History				•	•													
	Archaeologies					•													
	Arabic Studies / Islamic Studies						•												
	Political Science		•	•				•	•	•						•		•	
	Sociology		•	•					•	•		•	•						
	Jewish Studies						•		•	•									
	Eastern Christian Studies																		
	Ethnology	•							•	•	•								•
	Philosophy	•			•	•			•	•									•
Psychology	•	•							•									•	
Faculty of Philosophy II	English and American Studies										•	•			•	•			
	German Language and Literature										•	•							
	Media and Communication Studies										•	•	•	•			•		
	Sports Science											•	•						
	Musicology	•										•	•						
	Italian Studies										•	•							
	Polish Studies										•	•				•	•		
	Russian Studies										•	•				•	•		
South Slavic Studies										•	•				•	•			

Legend		The subjects cannot be combined under the relevant study and examination regulations.
		The subjects can be combined. If timetable clashes cannot be ruled out in individual cases, the period of study may be extended. As stipulated in Section 2a (2), specific academic advice must be obtained, as far as possible, before the degree programme begins, but no later than the start of the degree programme.
	•	Selected subject combination pursuant to Section 7 (4)

Subject combinations for combined bachelor's degree programmes (90 + 90 credits) pursuant to Section 7 (4):

Faculty	Bachelor's 90	Faculty of Theology	Faculty of Philosophy I										Faculty of Philosophy II						Faculty of Philosophy III		
		Protestant Theology	Classical Antiquity	History	Art History	Old World	Arabic Studies / Islamic Studies	Jewish Studies	Eastern Christian Studies	Ethnology	Philosophy	Political Science	Sociology	English and American Studies	German Language and Literature	Media and Communication Studies	Sports Science	Franco-Romance Studies	Hispanic Studies	Italian Studies	Russian Studies
Faculty of Theology	Protestant Theology						•		•												•
Faculty of Philosophy I	Classical Antiquity		*							*											
	History		*	•	•				•	•			•	•							
	Art History			•	•																
	Old World			•	•								•								
	Arabic Studies / Islamic Studies					•	•														
	Jewish Studies	•				•	•	•													
	Eastern Christian Studies					•	•	•													
	Ethnology	•							•	•								•			•
	Philosophy		*	•					•	•	•	•	•	•							
	Political Science			•					•	•	•	•			•			•			
Sociology								•	•	•	•									•	
Faculty of Philosophy II	English and American Studies								•			•	•	•		•					
	German Language and Literature			•	•				•			•	•	•		•		•	•	•	
	Media and Communication Studies			•						•		•	•	•	•						•
	Sports Science													•	•	•					•
	Franco-Romance Studies											•	•		•	•					
	Hispanic Studies								•	•							•	•	•		
	Italian Studies												•				•	•	•		
Russian Studies												•				•	•	•			
Faculty of Philosophy III	Educational Science	•							•		•				•						
Legend			The subjects cannot be combined under the relevant study and examination regulations.																		
			The subjects can be combined. If timetable clashes cannot be ruled out in individual cases, the period of study may be extended. As stipulated in Section 2a (2), specific academic advice must be obtained, as far as possible, before the degree programme begins, but no later than the start of the degree programme.																		
	•		Selected subject combination pursuant to Section 7 (4)																		
*		Four focuses in Classical Antiquity as a major / minor subject																			

Subject combinations for combined master's degree programmes (75 + 45 credits) pursuant to the second sentence of Section 8 (4) in conjunction with Section 7 (4):

Faculty	Master's 45:75	Faculty of Theology	Faculty of Philosophy I																Faculty of Philosophy II								
			Protestant Theology	Archaeology and Art History of Pre-Islamic Arabia	Classical Antiquity History	Interdisciplinary Polish Studies	Medieval and Modern Archaeology	Classical Archaeology	Art History	Prehistoric Archaeology	Arabic Studies / Islamic Studies	Historical and Comparative Linguistics	Jewish Studies	Eastern Christian Studies	Ethnology / Social and Cultural Anthropology	Philosophy	Japanese Studies	Political Science	Sociology	Studies in English Language	German as a Foreign Language	German Literature and Culture	General and Comparative Literature	Franco-Romance Studies	Hispanic Studies	Italian Studies	
Faculty of Theology	Master's 45:75																										
Faculty of Philosophy I	Protestant Theology																										
	Archaeology and Art History of Pre-Islamic Arabia																										
	Classical Antiquity History																										
	Interdisciplinary Polish Studies																										
	Medieval and Modern Archaeology																										
	Classical Archaeology																										
	Art History																										
	Prehistoric Archaeology																										
	Arabic Studies / Islamic Studies																										
	Historical and Comparative Linguistics																										
	Jewish Studies																										
	Eastern Christian Studies																										
	Ethnology / Social and Cultural Anthropology																										
	Philosophy																										
	Japanese Studies																										
	Political Science																										
Sociology																											
Faculty of Philosophy II	Studies in English Language																										
	German as a Foreign Language																										
	German Literature and Culture																										
	General and Comparative Literature																										
	Franco-Romance Studies																										
	Hispanic Studies																										

Legend	The subjects cannot be combined under the relevant study and examination regulations.	
		The subjects can be combined. If timetable clashes cannot be ruled out in individual cases, the period of study may be extended. As stipulated in Section 2a (2), specific academic advice must be obtained, as far as possible, before the degree programme begins, but no later than the start of the degree programme.
	•	Subject combination pursuant to the second sentence of Section 8 (4) in conjunction with S