Unofficial Translation

University of Freiburg Study and Examination Regulations for the Bachelor of Liberal Arts and Sciences Degree Program

Pursuant to § 34 Paragraph (1) Clause 3 and § 19 Paragraph (1) Clause 2 No. 9 of the Baden-Württemberg State Higher Education Act (*Landeshochschulgesetz* – LHG) of 1 January 2005 (Gesetzblatt, p 1), last amended by Article 19 of the regulations of 25 January 2012 (Gesetzblatt, p. 65), the University of Freiburg Senate resolved to adopt the following regulations in its meeting of 25 April 2012.

The rector approved the resolution on 16 May 2012.

This is a translation of the Study and Examination Regulations of the Bachelor program "Liberal Arts and Sciences" that were passed (in German) by the University of Freiburg Senate in its meeting of 25 April 2012 (Official Bulletins, Volume 43, No. 55, pp. 212-232), approved by the Rector on 16 May 2012 and adapted on 21 December 2015 (Official Bulletins, Volume 46, No. 74, pp. 425-427).

This English version is not binding and for convenience only. In case of any legal dispute, the German version is authoritative. For the German version, please see: http://www.jsl.uni-freiburg.de/informationen_fuer_studierende_web/pruefungsordnungen/bachelor_of_arts/bachelor_of_liberal_arts_and_sciences_studien-_und_pruefungsordnung__21_12_2015.pdf

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I. Content and structure of the program

§ 1 Program profile

(1) The internationally oriented Bachelor of Liberal Arts and Sciences degree program is conducted primarily in English and provides students with a broad interdisciplinary academic education, allowing specialization options in the humanities, social sciences, natural sciences, or engineering. Most importantly, students are taught to think flexibly and beyond disciplinary borders and trained to apply the problem-solving strategies they have developed to actual and complex interdisciplinary issues in research and practice. In the first two program semesters, the degree program combines the teaching of basic academic and methodological skills with an introduction to the requirements and the foundations of interdisciplinary academic research. Starting in the third program semester, students can choose an individual specialization by selecting one of the majors. In addition, students can individualize their studies in the later program semesters by independently taking courses from a variety of disciplines or extend their foreign language skills.

(2) The Bachelor of Liberal Arts and Sciences degree program is designed as a modular program. Modules conclude with a module exam unless the course grade is based entirely on pass/fail assessments (Studienleistung).

(3) The bachelor's examination (§ 7) is an integral part of the program and must be taken; it represents the professional qualification for the Bachelor of Liberal Arts and Sciences degree program.

§ 2 Academic degree

Upon successful completion of the bachelor's examination in the interdisciplinary Bachelor of Liberal Arts and Sciences degree program, the University of Freiburg awards the academic degree Bachelor of Arts (abbreviated B.A.) or Bachelor of Science (abbreviated B.Sc.). Which of the two degrees is awarded depends on the major chosen as part of the degree program. The two majors "Culture and History" and "Governance" lead to the degree Bachelor of Arts and the two majors "Life Sciences" and "Earth and Environmental Sciences" lead to the academic degree Bachelor of Science.

§ 3 Admission requirements

Students who wish to matriculate in the Bachelor of Liberal Arts and Sciences degree program must show documentation of their higher education entrance qualification. Further admission requirements are governed by the University of Freiburg Regulations on the Internal University Selection Process for the Bachelor of Liberal Arts and Sciences Degree Program and in the University of Freiburg Admissions and Matriculation Regulations.

§ 4 Language

Courses and exams are conducted in English or German unless otherwise stated in the course catalog. Courses that are part of specialization studies or elective modules and their respective examinations may also be conducted in another language.

§ 4a Language skills

By the end of the fourth program semester, the student must take a language test to demonstrate that he/she has acquired the language skills specified in the following:

1. Students who speak German as their native language must possess at least level C1 English language skills according to the Common European Framework of Reference for Languages, as well as at least level A2 skills in another modern foreign language according to the Common European Framework of Reference for Languages or basic skills in an ancient foreign language.
2. Students who speak English as their native language must possess at least level A2 German language skills according to the Common European Framework of Reference for Languages, as well as at least A2 language skills in another modern foreign language according to the Common European Framework of Reference for Languages or basic skills in an ancient foreign language.
3. Students who speak neither German nor English as their native language must possess at least level C1 English language skills according ot the Common European Framework of Reference for Languages, as well as at least level A2 German language skills according to the Common European Framework of Reference for Languages.

Students are notified at the beginning of their studies as to how they must provide evidence of possessing the required language skills. Students who have not passed the language test by the end of the fifth program semester forfeit their entitlement to be examined in the Bachelor of Liberal Arts and Sciences degree program, unless they cannot be held accountable for missing the deadline.

§ 5 Program entry, standard period of study, and ECTS credits

(1) Students may only enter the Bachelor of Liberal Arts and Sciences degree program at the start of the winter semester.

(2) The standard period of study, including the time needed to complete the bachelor's thesis, is eight semesters. The degree program consists of coursework (Leistungsumfang) equivalent to 240 ECTS credits. According to the European Credit Transfer and Accumulation System (ECTS), one ECTS credit within the Bachelor of Liberal Arts and Sciences degree program is equivalent to an average workload of 30 hours. The curriculum of the degree program should be defined such that it can be completed within the standard period of study.

§ 6 Content of the program

(1) The Bachelor of Liberal Arts and Sciences degree program is composed of three parts: core studies, specialization studies with majors, and electives. The modules within the degree program are predominantly designed as similarly structured units. Each of these similarly structured modules consists of two courses requiring coursework (Leistungsumfang) equivalent to 3 ECTS credits each and a time commitment of 20 contact hours of 60 minutes each and concludes with an oral or a written exam.

(2) Core studies consist of coursework (Leistungsumfang) equivalent to 66 ECTS credits and include basic academic skills, reflections on theory and science as well as additional training in responsibility and leadership. All of the core modules listed in Table 1 below are compulsory modules (Pflichtmodule). The courses in these modules are listed and described in more detail in the applicable version of the module handbook.

Table 1: Core modules (66 ECTS credits)

Module	Type	ECTS credits	Semester	Assessment
English for Academic Purposes	V/Sem	3	1	PL
	AG	3	1	SL
Research and Presentation	V/Sem	3	1	PL
	AG	3	1	SL
Written Expression	V/Sem	3	1	PL
	AG	3	1	SL
Theory of Knowledge	V/Sem	3	1–2	PL
	AG	3	1–2	SL
Dealing with Numerical Information	V/Sem	3	2	PL
	AG	3	2	SL
Knowledge in Context	V	3	2–4	PL
	AG	3	2–4	SL
Theory of Science	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Science in Context	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Research Design Across Disciplines	V/Sem	3	5–7	PL
	AG	3	5–7	SL
Responsibility and Leadership I	V/Sem	3	5–8	PL
	AG	3	5–8	SL
Responsibility and Leadership II	V/Sem	3	5–8	PL
	AG	3	5–8	SL

Abbreviations used in the tables:
Type = type of course; Semester = recommended program semester; V = lecture; Sem = seminar, AG = study group; PL = graded assessement (Prüfungsleistung); SL = pass/fail assessment (Studienleistung).

(3) Specialization studies serve to provide an academic focus and consist of coursework (Leistungsumfang) – including the bachelor's thesis – equivalent to 102 ECTS credits. As part of their specialization studies, students choose to take the introductory module in three of the available majors (Paragraphs [4] to [7]). By no later than the end of the fourth program semester, students must submit a written declaration to the Examination Office confirming the choice of one of these three majors as their own major. Students who have forfeited their right to be examined in a degree program that is equivalent to one of these majors may not choose that particular major. Subject to receipt of a well-founded request, the Examination Office may permit students to change their major once before the end of the fifth program semester. Students must complete all compulsory (Pflichtmodule) and compulsory elective modules (Wahlpflichtmodule) in their chosen major. As a prerequisite for taking the compulsory elective modules identified as specialization options, students must successfully complete three compulsory modules in their chosen major, including the introductory module, as well as the introductory modules in two of the other majors.

(4) Culture and History major: in the compulsory elective modules Advanced Culture and History I, Advanced Culture and History II, and Advanced Culture and History III, students may select courses from those offered in the modules Culture and History up to the Early Modern Period; Culture and History since the Early Modern Period; Philosophy; Sociocultural Anthropology, Enthnic Studies, or Area Studies; or Art, Literature, Aesthetics, or Music.

Table 2: Culture and History major (78 ECTS credits)

Module	Type	ECTS credits	Semester	Assessment
Compulsory Modules (Pflichtmodule)				
Introduction to Culture and History	V/Sem	3	2–4	PL
	AG	3	2–4	SL
Culture as a Topic of Academic Inquiry	V/Sem	3	3–5	PL
	AG	3	3–5	SL
History as a Topic of Academic Inquiry	V/Sem	3	3–5	PL
	AG	3	3–5	SL
Compulsory Elective Modules (Wahlpflichtmodule)				
Culture and History up to the Early Modern Period	V/Sem	3	3–7	PL
	AG	3	3–7	SL
Culture and History Since the Early Modern Period	V/Sem	3	3–7	PL
	AG	3	3–7	SL
Philosophy	V/Sem	3	3–7	SL
	AG	3	3–7	PL
Sociocultural Anthropology, Ethnic Studies, or Area Studies	V/Sem	3	3–7	PL
	AG	3	3–7	SL
Art, Literature, Aesthetics, or Music	V/Sem	3	3–7	PL
	AG	3	3–7	SL
Advanced Culture and History I	V/Sem	3	4–7	PL
	AG	3	4–7	SL
Advanced Culture and History II	V/Sem	3	4–7	PL
	AG	3	4–7	SL
Advanced Culture and History III	V/Sem	3	4–7	PL
	AG	3	4–7	SL
Specialization Option: Culture and History I	V/Sem	3	5–8	PL
	AG	3	5–8	SL
Specialization Option: Culture and History II	V/Sem	3	5–8	PL
	AG	3	5–8	SL

(5) Governance major: in the compulsory elective modules Advanced Governance I, Advanced Governance II, and Advanced Governance III, students may select courses from those offered in the Law, Economics, or Political Science modules. In the module Advanced Governance III, students may alternatively take courses of their choice from the areas of political sociology, political theory, public management, political ethics, or business ethics.

Table 3: Governance major (78 ECTS credits)

Module	Type	ECTS credits	Semester	Assessment
Compulsory Modules (Pflichtmodule)				
Introduction to Governance	V/Sem	3	2–4	PL
	AG	3	2–4	SL
Theoretical and Philosophical Foundations of the Social and Political Sciences	V/Sem	3	3–5	PL
	AG	3	3–5	SL
Qualitative and Quantitative Methods	V/Sem	3	3–5	PL
	AG	3	3–5	SL
Compulsory Elective Modules (Wahlpflichtmodule)				
Law	V/Sem	3	3–5	PL
	AG	3	3–5	SL
Economics	V/Sem	3	3–5	PL
	AG	3	3–5	SL
Political Science	V/Sem	3	3–5	PL
	AG	3	3–5	SL
Global Governance	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Regional Governance	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Advanced Governance I	V/Sem	3	4–7	PL
	AG	3	4–7	SL
Advanced Governance II	V/Sem	3	4–7	PL
	AG	3	4–7	SL
Advanced Governance III	V/Sem	3	4–7	PL
	AG	3	4–7	SL
Specialization Option: Governance I	V/Sem	3	5–8	PL
	AG	3	5–8	SL
Specialization Option: Governance II	V/Sem	3	5–8	PL
	AG	3	5–8	SL

(6) Life Sciences major: in the compulsory elective modules Advanced Life Sciences I, Advanced Life Sciences II, and Advanced Life Sciences III, students may take relevant courses of their choice from the areas of neurosciences, genetics and epigentics, biological or forensic anthropology, or biotechnology as. Students may request to complete the modules Laboratory Work for the Life Sciences and Methods as a laboratory course at a suitable public or private institution if they provide evidence of supervision by an authorized examiner; the graded assessment consists of a written laboratory report.

Table 4: Life Sciences major (78 ECTS credits)

Module	Type	ECTS credits	Semester	Assessment
Compulsory Modules (Pflichtmodule)				
Introduction to Life Sciences	V/Sem	3	2–4	PL
	AG	3	2–4	SL
Mathematics and Physics for the Liberal Arts and Sciences	V/Sem	3	3–5	PL
	AG	3	3–5	SL
Computer Science, Data Processing and Modeling in the Sciences	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Biochemistry	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Physiology	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Cells Biology	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Laboratory Work for the Life Sciences	V/Sem	3	3–7	PL
	AG	3	3–7	SL
Compulsory Elective Modules (Wahlpflichtmodule)				
Methods	V/Sem	3	5–7	PL
	AG	3	5–7	SL
Advanced Life Sciences I	V/Sem	3	5–7	PL
	AG	3	5–7	SL
Advanced Life Sciences II	V/Sem	3	5–7	PL
	AG	3	5–7	SL
Advanced Life Sciences III	V/Sem	3	5–7	PL
	AG	3	5–7	SL
Specialization Option: Life Sciences I	V/Sem	3	6–8	PL
	AG	3	6–8	SL
Specialization Option: Life Sciences II	V/Sem	3	6–8	PL
	AG	3	6–8	SL

(7) Earth and Environmental Sciences major: students are required to complete the modules listed in Table 5. Students may request to complete the module Analytical Methods as a laboratory course at a suitable public or private institution if they provide evidence of supervision by an authorized examiner; the graded assessment consists of a written laboratory report.

Table 5: Earth and Environmental Sciences major (78 ECTS credits)

Module	Type	ECTS credits	Semester	Assessment
Compulsory Modules (Pflichtmodule)				
Introduction to Earth and Environmental Sciences	V/Sem	3	2–4	PL
	AG	3	2–4	SL
Mathematics and Physics for the Liberal Arts and Sciences	V/Sem	3	3–5	PL
	AG	3	3–5	SL
Methods of Observing Nature	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Chemistry	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Earth Sciences	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Ecology	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Computer Science, Data Processing and Modeling in the Sciences	V/Sem	3	3–6	PL
	AG	3	3–6	SL
Compulsory Elective Modules (Wahlpflichtmodule)				
Global Cycles of Matter and Materials	V/Sem	3	5–7	PL
	AG	3	5–7	SL
Humans and the Environment	V/Sem	3	5–7	PL
	AG	3	5–7	SL
Evolution and Dynamics of the Planetary System	V/Sem	3	5–7	PL
	AG	3	5–7	SL
Analytical Methods	V/Sem	3	5–7	PL
	AG	3	5–7	SL
Specialization Option: Earth and Environmental Sciences I	V/Sem	3	6–8	PL
	AG	3	6–8	SL
Specialization Option: Earth and Environmental Sciences II	V/Sem	3	6–8	PL
	AG	3	6–8	SL

(8) The modules to be taken in the offered majors as well as the individual courses included in them are listed and described in the current version of the module handbook.

(9) Subject to prior approval from the Examination Committee, one or both compulsory elective modules identified as specialization options may be replaced by supervised independent academic research equivalent to 6 or 12 ECTS credits, respectively. This option may also be completed at another university or other academic research institution in Germany or abroad, provided that the Examination Committee deems the academic quality of the institution and the qualification of the examining lecturer as adequate. Students applying for this option must submit the application for approval to the Examination Committee along with the following documents:

1. a research plan that has been approved by a qualified lecturer,
2. a written statement concerning the relevance of the independent academic research for the chosen major in which the research focus of the intended independent work is made clear,
3. a proposal for the type of documentation to be submitted as pass/fail assessment, and
4. a proposal for the form and content of the required oral exam.

The exam must be conducted by the lecturer who has approved the research plan.

(10) In the electives section, students must earn a total of 72 ECTS by combining the course offerings described in the following; a minimum of 24 ECTS of these credits must be acquired from modules requiring graded assessements. One of the modules offered in the electives section is Frontiers in Research. It is worth 2 ECTS credits and involves in-depth analysis of the content of a university lecture series or an academic conference; it includes only pass/fail assessments. Students may take up to two elective modules. These modules are structured as described in Paragraph (1) Clause 3 and may be selected from the offerings designed especially for the electives section listed in the current module handbook. Students may take up to eight modules of their choice from the courses offered in the majors they did not choose for their specialization studies. Students may earn up to 24 ECTS credits by taking suitable courses from other degree programs offered at the university. The suitability of these courses is determined by the Examination Committee. Students may earn up to 36 ECTS credits by taking courses offered by the University of Freiburg's Language Teaching Centre (*Sprachlehrinstitut*) to acquire new or improve their existing foreign language skills; the Examination Committee may also approve courses offered by other institutions. Up to 12 of these 36 ECTS credits may be earned through recognition of language courses completed during a stay abroad after they have begun their studies in the Bachelor of Liberal Arts and Sciences degree program. Students may earn up to 18 ECTS credits within the context of an internship or a practical academic, social, artistic, or athletic project associated with a recognized institution. Prior to such an undertaking, the student must seek approval from the Examination Committee, submitting a written statement that emphasizes the relevance of the internship or practical project for his/her studies or later professional employment. The notification of approval must indicate how many hours of the internship or the practical project should be reserved for the preparation of a written internship or project report. In order to be awarded ECTS credits for the internship or practical project, students must provide an appropriate certificate from the institution as evidence that they have completed the practical activity over the required period of time and submit a written internship/project report. Students may earn up to 12 ECTS credits by engaging in supervised independent academic work; Paragraph (9) applies accordingly.

(11) Students of the Bachelor of Liberal Arts and Sciences degree program admitted to the Liberal Arts and Sciences exchange program between the University of Freiburg and the University of Maastricht complete the fifth and sixth program semester at the University of Maastricht. Details on the exchange program, on the curriculum of the year abroad in Maastricht, and on the double degree awarded to students who complete the program are described in the appendix to these study and examination regulations.

II. Pass/fail and graded assessments (Studienleistungen und Prüfungsleistungen)

§ 7 Purpose and scope of the bachelor's examination

(1) The bachelor's examination is intended to determine whether the student has acquired the subject knowledge required in the Bachelor of Liberal Arts and Sciences degree program, has attained an overview of the context of and connections within his or her chosen major and can critically evaluate them, and has also developed the capability to apply the corresponding research methods and findings.

(2) The bachelor's examination consists of the language test as well as module exams (final module exam or partial module exams), including the bachelor's thesis.

(3) The bachelor's examination is considered passed if the language test has been successfully completed and all module exams have been awarded at least a grade of "adequate" (4.0). Furthermore, candidates must have earned all ECTS credits available for completed pass/fail and graded assessments in the required modules according to § 6.

§ 8 Earning ECTS credits

(1) The ECTS credits allocated to the modules, courses, and any other achievements are awarded if all the required pass/fail and/or graded assessments have been successfully completed.

(2) The type, number, and scope of pass/fail and graded assessments should be set in such a way that the time needed to complete them corresponds to the amount of ECTS credits allocated to each relevant course or module.

§ 9 Course-based pass/fail assessments (Studienleistungen)

(1) Course-based pass/fail assessments consist of individual written, oral, or practical work the student completes in conjunction with specific courses; it may also include regular course attendance. Details on the type of assessment required and on which assessment is required for admission to an examination are announced to the students in a suitable manner and well in advance – no later than at the start of the relevant course.

(2) All pass/fail assessments must be assessed as “passed” or “failed” by the relevant course instructor but not necessarily graded.

(3) If a student has successfully completed the required pass/fail assessments for a module, he/she may not complete any further pass/fail assessment in that module.

§ 10 Course-based graded assessments (Prüfungsleistungen)

(1) Course-based graded assessments are conducted in the form of module examinations. Module examinations are either final module exams, in which all components of a module are tested, or partial module exams covering one or more components of a module. The type and scope of graded assessments, which may be completed in written, oral, or practical form, are announced to the students in a suitable manner and well in advance – no later than at the start of the relevant module.

(2) Once all graded assessments required for the successful completion of a module have been completed, no further assessments may be undertaken as part of that module.

§ 11 Oral graded assessments

(1) Oral graded assessments are conducted primarily in the form of oral examinations (exam interviews) and presentations. Oral assessments are generally conducted in the language in which the relevant course is conducted.

(2) In oral exams, students should be able to demonstrate that they are equipped with the fundamental knowledge required at their stage in the bachelor’s degree program, understand the context of and connections within the subject matter under examination, and are able to categorize specific problems in terms of those contexts and connections.

(3) Oral assessments are usually conducted as individual exams by one examiner in the presence of an observer. Group exams with up to three exam candidates are also permitted. If a group exam is conducted by a panel of examiners, each exam candidate is always assessed by a single examiner. The duration of the examination per candidate is no less than 15 minutes and no more than 20 minutes. Before finalizing the grade in accordance with § 16, the examiner consults the other examiner or examiners in the case of a collaborative exam, or the observer in the case of an individual exam.

(4) The main points and the result of the oral exam must be recorded in a report. The report must be signed by the examiners or by the examiner and the observer. The exam candidate must be informed of the result once the exam has been concluded.

(5) Presentations are intended to allow students to demonstrate that they are able to successfully address a particular issue in their subject area in oral form. Presentations should not be less than 15 minutes or greater than 30 minutes in length.

§ 12 Written graded assessments

(1) Written graded assessments are conducted primarily in the form of proctored exams, research papers, and graded reports. As a rule, written assessments must be completed in the language in which the relevant course is conducted.

(2) In written exams, students should be able to demonstrate that they have the required fundamental knowledge to answer the questions and deal with the topics at hand in a limited amount of time, using authorized aids and current subject-specific methods.

(3) The duration of written exams should be based on the rule that a maximum time of 30 minutes is allocated for one ECTS credit.

(4) Research papers are intended to allow students to demonstrate that they are able to successfully address a particular issue in their subject area in an academic manner in writing.

(5) The process of evaluating written assessments should not exceed a period of six weeks.

§ 13 Written graded assessments using multiple choice

(1) Written assessments in the form of written exams may also consist wholly or partially of test questions that have several possible answers, from which exam candidates select the one they believe to be correct (multiple-choice test). The test questions
must correspond to the curriculum of the relevant module and must allow reliable exam results. All candidates must be given identical test questions. The test questions are devised by at least two examiners according to § 28 Clause 1, who must also specify which answers are defined as correct; special attention must be taken to ensure that test questions do not contain errors. Before determining the results, the examiners must recheck all test questions for manifest errors according to Clause 2. If any test questions do indeed display manifest errors, they must be disregarded when determining exam results. The number of test questions is reduced accordingly. The evaluation of a written exam pursuant to Clause 1 is then based on the reduced number of test questions. A reduced number of test questions must not affect exam candidates negatively. A test question displays a manifest error if it is incomprehensible, contradictory, or ambiguous in its very wording or if the suggested answer key identifies as correct an answer that is, in fact, incorrect.

(2) In order to pass written exams of the type specified in Paragraph (1) Clause 1, which consist of simple multiple-choice questions (where there is exactly one correct answer among a total of *n* proposed answers), the exam candidate must answer no less than 60 percent of all test questions correctly or achieve a proportion of correctly answered questions no more than 20 percent lower than the average exam result of all candidates for that particular module. Where candidates have achieved the necessary minimum number of correct answers to pass the written exam pursuant to Clause 1, then the grade will be

"excellent" if at least 75 percent,

"good" if at least 50 percent but less than 75 percent,

"satisfactory" if at least 25 percent but less than 50 percent, or

"adequate" if less than 25 percent

of the remaining test questions have been answered correctly.

(3) For written exams pursuant to Paragraph (1) Clause 1 that consist of multiple-response questions (where there is an unknown number *x* – which is between zero and *n* – of correct answers among a total of *n* proposed answers), the regulations described in Paragraph (2) apply, with the exception that the determining factor is not the proportion of correct answers relative to the total number of test questions; instead, the proportion is the candidate's overall sum of points achieved relative to the maximum total achievable. Each multiple-response question is assigned a point value that corresponds to the number (*n*) of proposed answers and that can be multiplied with a weighting factor for each individual multiple-response question. For each multiple-response question, the exam candidate receives a number of points that, if the candidate's selected answers completely match the answers defined as correct, corresponds to the full assigned point value. For each proposed answer chosen or disregarded by the candidate that matches the approved correct or incorrect proposed answer, the candidate receives one point. If an answer defined as correct is not selected by the candidate or if the candidate selects an answer defined as incorrect, the candidate receives minus one point; the point value assigned for any one question cannot, however, be less than zero. The overall points achieved for a multiple-response question are calculated by multiplying the basic points by the relevant weighting factor assigned to the question. The overall maximum total achievable is the sum of the products, including the weightings of all point values of all multiple-response questions.

(4) Unless the questions all have equal weighting in terms of the final grade, the weighting of each test question must be indicated on the test sheet.

(5) In the case of written exams which only partially consist of multiple-choice questions, the regulations described in Paragraphs (1) through (4) apply only to the relevant part (or parts) of the written exam.

(6) Where the number of test questions to be eliminated according to Paragraph (1) Clause 6 exceeds 15 percent of the total number of test questions in a multiple-choice/multiple-response test, the written exam must be repeated; this also applies to written exams only partially consisting of a multiple-choice/multiple-response test if the result of that part of the exam contributes 15 percent or more to the grade of the overall exam

(7) The regulations described in Paragraphs (1) through (6) apply to pass/fail assessments accordingly.

§ 14 Pass/fail and graded assessments using new technologies

(1) Pass/fail and graded assessments may be completed using the latest information and communication technology (new media), provided that the required technical, personnel, and space requirements can be met. Specifically, exams may be conducted as online exams and electronic tests. Graded assessments may also be completed as distance exams at other institutions, particularly other universities (as online exams or via video conferencing, for example).

(2) For pass/fail and graded assessments in accordance with Paragraph (1), §§ 9 through 13 apply accordingly. The Examination Committee must ensure that the principles of fair examination procedures are observed. Most importantly, procedures must be in place to enable identity checks of students and to ensure that the customary exam standards of the University of Freiburg are maintained (e.g., exclusion of unauthorized aids, concurrence of distance exams and exams at the University of Freiburg, duty of supervision).

(3) If pass/fail and graded assessments are to be completed electronically, students are given sufficient opportunity to familiarize themselves with the electronic exam system during the relevant course. Data protection regulations must be observed. Electronic exams are deemed to be written supervised exams.

§ 15 Registration for and admission to graded assessments

(1) The Examination Committee sets deadlines by which students must register for graded assessments and informs the students of these in an appropriate manner and well in advance. Registration for the original exam is also regarded as a conditional registration for any necessary retakes of that exam.

(2) Admission to graded assessments is only open to students who

1. are matriculated at the University of Freiburg in the Bachelor of Liberal Arts and Sciences degree program,
2. have not irrevocably failed or lost their right to take an examination in the Bachelor of Liberal Arts and Sciences degree program or another equivalent degree program,
3. are not currently matriculated in the same or an equivalent bachelor's degree program at another university,
4. provide evidence that they have met the requirements specified for the relevant examination, and
5. registered for the relevant examination in the proper form by the deadline.

(3) Decisions regarding admission are made by the Examination Committee. Admission may only be denied if the student has not fulfilled the requirements described in Paragraph (2). The student must be notified of the decision on admission to a graded assessment. In the case of rejection of the application for admission, the student must be sent written notification including the grounds for the decision as well as information on available legal remedies.

(4) Admission may be withdrawn if it was obtained on the basis of fraudulent information or if conditions or facts that would have led to the student being denied admission arise or become known at a later date.

(5) The Examination Committee may set a deadline by which students may cancel their registration for an examination after the regular deadline set in accordance with Paragraph (1) Clause 1, as long as the examination in question is not a retake. In this case, the registration, as well as admission if it has already been granted, are regarded as not having taken place.

§ 16 Grading of graded assessments and calculation of module grades

(1) The grades for the individual graded assessments are determined by the respective examiners.

(2) Each exam is awarded one of the following grades:

1	=	excellent	=	an outstanding result
2	=	good	=	a result that significantly exceeds the requirements
3	=	satisfactory	=	a result that meets average requirements
4	=	adequate	=	a result that still meets the requirements despite deficiencies
5	=	not adequate	=	a result that does not meet the requirements due to substantial deficiencies

For a differentiated evaluation of achievement, intermediate grades can be created by raising or lowering the grade by 0.3. The grades 0.7, 4.3, 4.7, and 5.3 cannot be awarded.

(3) The module grade is:

for an average of	1.0 to 1.5	=	excellent
for an average of	1.6 to 2.5	=	good
for an average of	2.6 to 3.5	=	satisfactory
for an average of	3.6 to 4.0	=	adequate
for an average lower than	4.0	=	inadequate

(4) Where a module includes a final module exam or a single partial module exam, the grade for the final module exam or the single partial module exam determines the overall grade for the module. Where a module includes several partial module exams, the weighted arithmetic mean of the grades received for the partial module exams determines the grade for the module. The weighting of the partial module exams corresponds to the number of ECTS credits allocated to each partial module exam. Each individual partial module exam must be awarded at least the grade of “adequate” (4.0). In calculating the module grade, only the first number after the decimal point is taken into account; any further decimal places are deleted without rounding.

§ 17 Repeating graded assessments

(1) Graded assessments graded “not adequate” (5.0) or considered failed may be repeated once. A maximum of five failed assessments may each be repeated three times; this does not apply to assessments that are part of the intermediate examination. The second repeat exam usually requires renewed participation in the respective course.

(2) The repeat exam must be taken within the next possible regular exam session. A minimum of one week must separate the announcement of the result of the failed exam and the exam retake. Prior to the last possibility of retaking a module exam, the student must be given the possibility to retake the course or courses covering the topic of the module exam. § 18 Paragraph (3) and § 19 Paragraph (3) remain unaffected.

(3) Where the failed exam was taken at least six weeks before the teaching period of the following semester, and where the successful completion of the exam retake is required for admission to a graded assessment or a course in the following semester, the student should – upon request – be given the opportunity to retake the exam in time to allow admission to that exam or course.

(4) Where graded exams are retaken outside the normal exam session, the type of assessment can – in substantiated cases – vary from the type specified in § 6, provided that the subject-specific requirements of the repeat assessment remain the same. The student must be notified of the type of assessment to be completed in the repeat exam no later than at the point the retake date is announced.

(5) Where the deadline for taking a repeat exam is missed, the student forfeits the right to examination and admission for the Bachelor of Liberal Arts and Sciences degree program, unless the student cannot be held accountable for missing the deadline or has not yet exercised the option of a second or third exam retake (Paragraph [1] Clause [2]).

(6) Repeating successfully completed graded assessments is not permissible.

§ 18 Orientation examination

(1) The orientation examination serves as an initial and early orientation aid to determine whether the student is likely to be able to meet the requirements of the Bachelor of Liberal Arts and Sciences degree program.

(2) The orientation examination is considered passed if the graded assessment in the Theory of Knowledge module is awarded at least the grade of “adequate” (4.0).

(3) The orientation examination must be successfully completed by the end of the second program semester. Students who do not successfully complete the assessment that is part of the orientation examination, including any necessary exam retakes, by the end of the third program semester, forfeit their right to take examinations, unless they cannot be held accountable for missing the deadline.

(4) Once the orientation examination has been passed, the Examination Office will – upon request – issue the student a certificate. The certificate will bear the date of the last completed orientation examination assessment as well as the stamp of the Faculty of Humanities and must be signed by the chair of the Examination Committee.

§ 19 Intermediate examination

(1) The intermediate examination allows students to demonstrate that they have acquired the subject-specific knowledge required to continue their studies and that they are able to apply scientific methods and findings.

(2) The intermediate examination consists of graded assessments in three introductory modules that are part of the specialization studies for majors according to § 6 Paragraph (3) Clause 2. The intermediate examination is considered passed when the assessments in all three introductory modules have been successfully completed.

(3) The assessments required for the intermediate examination must be successfully completed by the end of the fourth program semester. Students who have not successfully completed them by the end of the sixth program semester forfeit their right to take the examination, unless they cannot be held accountable for missing this deadline.

(4) Once the intermediate examination has been passed, an intermediate examination grade is calculated. The intermediate examination grade is the arithmetic mean of the module grades, weighted according to the allocated ECTS credits. § 16 Paragraph (3) and Paragraph (4) Clause 5 apply accordingly.

(5) Upon successfully completing the intermediate examination, the student receives an intermediate examination certificate. The intermediate examination certificate bears the date of the last completed assessment of the intermediate examination as well as the stamp of the Faculty of Humanities, and must be signed by the chair of the Examination Committee.

§ 20 Registration for and admission to prepare the bachelor’s thesis

(1) Admission to prepare the bachelor’s thesis is only open to students who

1. are matriculated at the University of Freiburg in the Bachelor of Liberal Arts and Sciences degree program,
2. have achieved a minimum of 150 ECTS credits in the Bachelor of Liberal Arts and Sciences degree program, at least 60 of which must be in their chosen major,
3. have not irrevocably failed a module exam or lost their right to take examinations in the Bachelor of Liberal Arts and Sciences degree program or in an equivalent degree program or in a degree program equivalent to their chosen major,
4. are not currently matriculated in the same bachelor’s degree program or in an equivalent degree program at another institution, and
5. have registered to prepare the bachelor’s thesis in the proper form by the deadline.

(2) Students must submit their application for admission to write the bachelor's thesis and for approval of the topic to the Examination Committee in writing no more than three months after completing the last of the remaining assessments. Where a student misses this application deadline without valid reasons, the bachelor's thesis will be considered failed. The application must be accompanied by:

1. evidence that the student has met the admission requirements according to Paragraph (1) and
2. a declaration as to whether the student has previously failed or is currently undertaking a bachelor's examination in the Bachelor of Liberal Arts and Sciences degree program or an equivalent degree program or in a degree program equivalent to the chosen major.

(3) The decision regarding admission is made by the Examination Committee. Admission may only be denied if the student has not fulfilled the requirements listed in Paragraph (1). The student must be sent written notification of the decision within one month. A rejection letter must include the grounds for the decision and information on available legal remedies.

(4) Admission may be withdrawn if it was obtained on the basis of fraudulent information or if conditions or facts that would have led to the student being denied admission arise or become known at a later date.

§ 21 The bachelor's thesis

(1) The bachelor's thesis is a written research paper in which the students should show themselves capable of using scientific methods to independently research a topic in their chosen major and of presenting their findings in an adequate manner, all within a limited timeframe.

(2) The thesis may only be prepared by a group of students in exceptional cases with prior approval from the Examination Committee. In every such case, it must be possible for the contribution of each individual student to be clearly distinguished, assessed, and graded.

(3) The bachelor's thesis is worth 12 ECTS. The time allowed for the preparation of the bachelor's thesis is two months; the setting of the topic and the supervision arrangements should take account of this timeframe. In well-founded cases and upon request, the Examination Committee may extend the time allowed by a maximum of four weeks. The application must be made without delay and be received by the Examination Committee before the original submission deadline. Where the reasons invoked for requesting an extension are rooted in the setting of the thesis topic, the application for extension requires the approval of the thesis supervisor. In the case that a student becomes ill, the application for extension must be accompanied by a medical certificate that includes the medical facts and findings necessary to evaluate the case; in case of doubt, a medical certificate can be requested from a doctor chosen by the Examination Committee.

(4) The bachelor's thesis must be written on a topic from the student's major. The topic is set by an examiner according to § 28 Paragraph (1) Clause 1; this examiner is then obligated to supervise the bachelor's thesis. The student should be given the opportunity to put forward suggestions for the selection of the topic and the supervisor. Students do not have the right to appoint a particular supervisor. Subject to prior approval from the Examination Committee, a professor or non-tenured senior lecturer from outside the University of Freiburg may also assign, supervise, and then grade the bachelor's thesis, provided that the topic is approved by the coordinator of the relevant major in the Bachelor of Liberal Arts and Sciences degree program or by a professor or non-tenured senior lecturer from the University of Freiburg who is active in research and teaching in the relevant field. The student must apply to the Examination Committee for approval of the topic of the bachelor's thesis no later than two weeks after the examiner has set the topic. Upon request, the chair of the Examination Committee may ensure that the student receives a topic no later than four weeks after submitting the application. The Examination Committee assigns the topic of the bachelor's thesis. The topic assigned to the student and the submission deadline are part of the notification of admission to prepare the bachelor's thesis. The date on which the topic is assigned and the topic itself must be recorded in the student's file. The time allowed for the preparation of the bachelor's thesis begins with the assignment of the topic.

(5) The topic of the bachelor's thesis may only be rejected once and only within the first two weeks of the time allowed. A new topic must be set and assigned to the student within four weeks.

(6) The bachelor's thesis must normally be written in English. Upon request by the student, the Examination Committee may permit the bachelor's thesis to be written in another language, provided that its assessment can be guaranteed. Any such request – accompanied by a statement from the proposed first examiner – must be submitted prior to or along with the application for admission to prepare the bachelor's thesis. If the bachelor's thesis is written in another language, it must include a summary in English as an appendix.

(7) Students must submit four typed and bound hard copies of the bachelor's thesis as well an electronic copy on a common data storage system (e.g., CD or DVD) in the specified file format to the Examination Office by the specified deadline (Paragraph [4] Clause [8]); the submission date must be recorded in the student's file. For bachelor's theses submitted by mail, it is the student's responsibility to provide proof of mailing; the time of submission is the date of the postal stamp. Along with the thesis, students must submit a written declaration that

1. they have prepared the thesis – or, in the case of group work, the relevant part of the thesis marked as such – independently,

2. they have used no sources or aids other than those referenced and have identified any direct or indirect quotations taken from other works as such,

3. neither the submitted entire bachelor's thesis nor substantial parts thereof have been or are part of another examination, and

4. the electronic version of the submitted bachelor's thesis is identical both in content and format to the hard-copy versions.

If the student does not submit the bachelor's thesis by the specified deadline, it is graded "not adequate" (5.0), unless the student cannot be held accountable for missing the deadline. This is determined by the Examination Committee upon request by the student.

(8) The bachelor's thesis is evaluated by two examiners according to § 28 Paragraph (1) Clause 1 within a period of six weeks. One of the examiners is the supervisor of the bachelor's thesis; the other is appointed by the Examination Committee. The examiners assess the bachelor's thesis independently of each other and assign one of the grades listed in § 16 Paragraph (2). The grade of the bachelor's thesis is calculated from the arithmetic mean of the two individual grades; § 16 Paragraph (3) and Paragraph (4) Clause 5 apply accordingly. Where the grades assigned by the two examiners differ by two or more grades, the Examination Committee appoints a third examiner. If this is the case, the grade is calculated as the arithmetic mean of the three individual grades; § 16 Paragraph (3) Clause 5 and Paragraph (4) apply accordingly.

§ 22 Repeating the bachelor's thesis

(1) A bachelor's thesis that has been graded "not adequate" (5.0) or considered failed may be repeated once. The application for resubmission of the bachelor's thesis and for assignment of a new topic must be made to the Examination Committee in writing within two months of the effective date of the examination notification. If this deadline is missed, the student forfeits his/her right to submit the bachelor's thesis unless the student cannot be held accountable for missing the deadline. § 21 Paragraph (4) applies accordingly.

(2) The chair of the Examination Committee sets a deadline by which a new topic may be proposed by the student and the topic of the bachelor's thesis must be assigned. If this deadline is not met, the chair of the Examination Committee sets a topic for the student within two weeks and specifies the date for submission. A rejection of the topic of the bachelor's thesis in the second attempt is only permitted if the student has not made use of the option to reject the topic when preparing the failed bachelor's thesis.

(3) Resubmission of a successfully completed bachelor's thesis is not permitted.

§ 23 Passing and failing module exams and the bachelor's thesis

(1) A module examination is considered passed if it has been awarded at least the grade of "adequate" (4.0).

(2) The bachelor's thesis is considered as passed if it has been awarded at least the grade of "adequate" (4.0).

(3) The Examination Committee issues written notification to the student in the case that an assessment within the context of the bachelor's examination is failed or considered failed; this notification must also include information regarding whether and, if so, by which deadline the exam may be retaken and whether the student needs to register for the exam retake. The notification must include information about available legal remedies.

(4) A module exam is considered irrevocably failed if the student has not passed the original exam or any of the related exam retakes. As a consequence, the student forfeits admission to the Bachelor of Liberal Arts and Sciences degree program. If the student fails the repeat of the bachelor's thesis, Clause 2 applies accordingly.

(5) A written assessment that is only required to be evaluated by a single examiner must be evaluated by a second examiner appointed by the Examination Committee if the primary examiner has awarded it the grade “not adequate” (5.0) and if this evaluation would result in the student irrevocably failing the bachelor’s examination. The grade awarded in this case is the arithmetic mean of the two individual evaluations.

§ 24 Determination of the overall grade for the bachelor’s examination

The overall grade for the bachelor’s examination is calculated from the arithmetic mean of the module grades, weighted according to the amount of ECTS credits they are worth, and the grade of the bachelor’s thesis, which is included in the weighting with twice the number of ECTS credits it is worth.

§ 25 Bachelor’s diploma and degree certificate

(1) Following the successful completion of the bachelor’s degree program, the student receives a diploma in English confirming the degree title conferred according to § 2. The bachelor’s diploma is signed by the dean of the Faculty of Humanities as well as the chair of the Examination Committee and bears the stamp of the Faculty of Humanities. The date on the diploma is the date of the final pass/fail or graded assessment.

(2) The student may use the academic title only after receipt of the bachelor’s diploma.

(3) Along with the bachelor’s diploma, the student receives a degree certificate in English that confirms the topic of and grade for the bachelor’s thesis, the chosen major, and the overall grade for the bachelor’s degree program, including the numeric grade. The degree certificate is issued with the date of the bachelor diploma, is signed by the chair of the Examination Committee, and bears the stamp of the Faculty of Humanities. At the request of the student, the degree certificate may be accompanied by a German translation.

(4) In addition to the degree certificate, the Examination Office issues a transcript of records in English showing the modules taken in the bachelor’s program, the respective final and partial module exams, and all pass/fail assessments, including the grades achieved and ECTS credits acquired. The transcript of records also shows the ECTS grade table for the overall grade for the bachelor’s examination. To this end, the overall grades awarded in the Bachelor of Liberal Arts and Sciences degree program from the past six semesters are recorded and their numerical and percentage distribution determined on the basis of the grading scale described in § 16 Paragraph (2) Clause 1 and presented in a table (ECTS grade table).

(5) The Examination Office also issues a diploma supplement in English. Apart from the student’s personal data, it contains information about the type and level of the degree and the status of the University of Freiburg, as well as detailed information about the curriculum of the Bachelor of Liberal Arts and Sciences degree program. The diploma supplement is issued with reference to the relevant original documents. The diploma supplement concludes with a standardized text containing information about the German higher education system.

§ 26 Written notice in case of failure in the bachelor’s examination

(1) Students who have irrevocably failed the bachelor’s examination receive written notice including information about available legal remedies.

(2) Students who have irrevocably failed their bachelor’s examination may – upon request – receive written confirmation of successfully completed exams and/or pass/fail assessments, along with the respective ECTS credits and grades; the written notice indicates that the student has irrevocably failed the bachelor’s examination.

III. Examination bodies and conducting of examinations

§ 27 Examination Committee

(1) The Examination Committee is responsible for organizing exams and for all duties assigned to it under the terms of these study and examination regulations. The committee ensures that the provisions of the study and examination regulations are observed and adjudicates as required according to the study and examination regulations. The Examination Committee is supported in discharging its duties by the Examination Office. The Examination Committee provides regular reports to the interdisciplinary Degree Program Commission on developments regarding exams and durations of study and submits suggestions for the reform and practical updating of these study and examination regulations.

(2) The members of the Examination Committee are appointed by the interdisciplinary Degree Program Commission. The Examination Committee consists of three professors as well as one academic member of staff and one student from the University of Freiburg in an advisory capacity. Of the professors, one must be from each the following three areas: a) Faculty of Theology, Faculty of Law, Faculty of Economics and Behavioral Sciences, and Faculty of Engineering, b) Faculty of Medicine, Faculty of Mathematics and Physics, Faculty of Chemistry, Pharmacy, and Earth Sciences, Faculty of Biology, Faculty of Environment and Natural Resources, and c) Faculty of Philology and Faculty of Humanities. The student member of the committee is appointed for a term of one year, all other members for a term of three years. A subsequent term of office is permissible. The chair and deputy chair of the Examination Committee are appointed from among the professorial members. With regard to their appointment, Clause 1, Clause 3 Subclause 2, and Clause 4 apply accordingly.

(3) The Examination Committee generally consults and passes resolutions at a duly convened and led session. The presence of the chair or deputy chair and two further voting members constitutes a quorum. Resolutions are adopted by simple majority; in the event of a tie, the chair or deputy has the deciding vote. The meetings of the Examination Committee are not public. Resolutions of the Examination Committee can be adopted in meetings as well as in written form, by fax, by email, or another medium, provided that the members of the Examination Committee have agreed to a particular form of adopting resolutions or participate in them.

(4) The chair of the Examination Committee manages the day-to-day business of the Examination Committee and acts as its representative. The Examination Committee may, subject to revocation, delegate certain tasks to the chair or his/her deputy; this does not apply to decisions on objections. The chair is authorized to pass urgent resolutions unilaterally in place of the Examination Committee, provided that the members of the Examination Committee are informed immediately of the decision.

(5) The members of the Examination Committee are subject to official secrecy. Those members who are not in public service must be sworn to secrecy by the chair of the committee.

(6) The members of the Examination Committee are entitled to attend exams.

§ 28 Examiners and observers

(1) Only persons authorized to oversee examinations can act as examiners. Persons authorized to oversee examinations include university professors and lecturers, external lecturers, and research associates assigned authorization to conduct exams. Observers must be qualified and must hold at least a bachelor’s degree or equivalent qualification in the discipline relevant to the specific exam subject.

(2) The Examination Committee appoints examiners and observers. It may transfer the responsibility for appointing examiners and observers to the chair of the committee. The appointment of observers may be delegated to the specific examiners.

(3) Assessments relating to individual courses are generally conducted by the respective course instructor, subject to the provisions described in Paragraph (1).

(4) Examiners and observers are subject to official secrecy. Unless bound under the terms and conditions of civil service, they must be sworn to secrecy by the chair of the Examination Committee.

§ 29 Recognition of study periods, pass/fail and graded assessments

(1) Study periods, pass/fail assessments, and graded assessments that have been completed in degree programs at state or state-approved higher education institutions and cooperative education institutions in the Federal Republic of Germany, at state or state-approved higher education institutions abroad, or as part of refresher courses will be recognized unless the competencies acquired are not equivalent. The same applies for a language course completed at a language teaching institute.

(2) Study periods, pass/fail assessments, and graded assessments completed through successful participation in a state-approved distance learning program will also be certified, provided that the distance learning program is equivalent in terms of course content to the available selection of courses in a conventional classroom-based program of study.

(3) The competencies acquired are considered equivalent if they correspond to a substantial degree to the competencies that will be certified through the study periods, pass/fail assessments, and graded assessments required for the Bachelor of Liberal Arts and Sciences degree program at the University of Freiburg. The determination of equivalency should be based on an overall view and evaluation rather than on a series of one-to-one comparisons. In the consideration of the recognition of study periods, pass/fail assessments, and graded assessments completed outside Germany, equivalency agreements approved by the Standing Conference of Ministers of Education and Cultural Affairs and the German Rectors' Conference, as well as arrangements under existing university partnerships, should be observed. Where equivalency is uncertain, the view of the Central Office for Foreign Education Systems may be sought.

(4) The recognition of study periods, pass/fail assessments, and graded assessments serves as the basis for pursuing the program and taking exams. It should therefore be denied if the candidate is seeking recognition for more than two-thirds of all pass/fail assessments and graded assessments or more than two-thirds of the required ECTS credits in the Bachelor of Liberal Arts and Sciences degree program. This does not apply if the work to be recognized was completed in another degree program or in another field of study at the University of Freiburg.

(5) The Examination Committee decides on the recognition of study periods, pass/fail assessments, and graded assessments, seeking the views of the despective departmental representative as appropriate.

(6) Students should submit any documentation required for recognition to the Examination Committee by the end of the semester following matriculation in the Bachelor of Liberal Arts and Sciences degree program at the University of Freiburg or by the end of the semester following completion of the pass/fail assessments and graded assessments. In the case of certificates and other documentation not issued in German, English, or French, a certified German translation may need to be submitted.

(7) In the event that pass/fail assessments and graded assessments are recognized, and provided that the grading systems are equivalent, grades should be transferred and integrated into the calculation of module grades and the final overall grade according to these study and examination regulations. Where the grading systems are not equivalent, a grade for the recognized graded assessment is determined by the chair of the Examination Committee on the basis of the grading scale provided in § 16 Paragraph (2) and treated as per Clause 1. Where a grade cannot be determined in accordance with Clause 2 due to differences in the grading systems, it is marked "passed"; the "passed" is not included in the calculation of module grades or the final overall grade. Clauses 1 and 2 apply accordingly with regard to the allocation of ECTS credits. Recognized pass/fail assessments and graded assessments from another university are identified as such in the degree certificate and the transcript of records. The Examination Committee decides on whether and how to identify recognized pass/fail and graded assessments completed at the University of Freiburg. The burden of proving that the prerequisites for the recognition of pass/fail and graded assessments have not been fulfilled lies with the Examination Committee.

(8) Students who have transferred from another university or switched from another degree program seeking recognition of previous work must submit a declaration stating whether they have failed a graded assessment, orientation examination, intermediate examination, or a bachelor's, diploma, or master's examination in a bachelor's, diploma, or master's degree program in the same field of study as the major selected for the Bachelor of Liberal Arts and Sciences degree program, either once or irrevocably, or whether they have forfeited their entitlement to be examined or are currently undertaking a bachelor's degree examination.

(9) Knowledge and skills acquired outside the higher education system are taken into account provided that the competencies acquired are equivalent as specified in Paragraph (3); however, they may replace no more than half of the required university studies. Consideration is given in particular to practical activities completed outside the higher education system to be recognized as the internship in accordance with § 6 Paragraph (10). Paragraphs (5) and (6) apply accordingly.

§ 30 Withdrawal from examinations

(1) The absence of a student from an exam – or a student's failure to take an exam by the relevant deadline – constitutes a withdrawal from the exam.

(2) If a student is prevented from taking an exam by the relevant deadline due to illness or for another important reason, withdrawal is permitted upon written request. The student must submit the request to the Examination Committee without delay, including appropriate documentation and a statement of reasons for the withdrawal. In the case of illness, the application must be accompanied by a medical certificate containing the medical facts necessary to judge the student's inability to be examined. If justified, the Examination Committee may require the student to provide a medical certificate from a medical doctor chosen by the committee. Permission to withdraw will be refused if, by the time at which the incapacity to be examined begins, the student has already undertaken a number of assessments that, due to their results, preclude the successful completion of the entire examination.

(3) If the Examination Committee accepts the grounds for withdrawal, the exam is considered not taken and the admission to the exam void; pass/fail assessments already completed at the time at which the student was admitted to the exam is, as a rule, recognized when the student again registers for the same exam. If withdrawal is not permitted, the exam is considered failed and is graded "not adequate" (5.0). The decision on the request for permission to withdraw from the exam is issued in writing.

§ 31 Cheating/deception and breach of regulations

(1) Where students attempt to influence the outcome of an exam or piece of pass/fail assessment by cheating/deception, using unauthorized aids, or exerting influence on an examiner for their own or another's benefit, the relevant exam or pass/fail assessment will be marked "not adequate" (5.0) or "failed." In the case of written exams and pass/fail assessments, the mere possession of unauthorized aids during and after the distribution of exam questions constitutes an attempt to cheat/deceive.

(2) If possession of unauthorized aids is suspected, the student is obliged to assist in clearing up the suspicion by handing over the relevant aids. If the student refuses to comply or refuses to hand over the unauthorized aids, the exam is marked as "not adequate" (5.0) or the pass/fail assessment as "failed."

(3) If a candidate disrupts the order of an exam session, the relevant examiner or proctor may, as a rule, exclude the student from continuing the exam or pass/fail assessment following an initial warning; in this case, the relevant exam is marked as "not adequate" (5.0) or the pass/fail assessment as "failed."

(4) In serious or repeated cases of subterfuge or disruption pursuant to Paragraphs (1) or (3), the Examination Committee may exclude the candidate from undertaking specific (or even any) further pass/fail or graded assessments. In less serious cases, the exam grade can be lowered or, alternatively, any sanctions may be waived.

(5) Where the conditions specified in Paragraph (1) come to light after the event, the exam result may be revoked by the Examination Committee and the measure specified in Paragraph (1) Clause 1 taken. If the bachelor's diploma and degree certificate were already issued at the time of revocation, they must be returned. The possibility of revoking an exam result expires when more than five years have passed since the student completed the exam. If it comes to light within one year and before the issuing of the bachelor's diploma that the conditions described in Paragraph (1) were present in the case of pass/fail assessments, the grade for the assessement may be lowered or the pass/fail assessment marked as "failed."

§ 32 Maternity and parental leave

(1) Upon request by a student, the university must allow for appropriate maternity leave in accordance with § 3 Paragraph (1), § 6 Paragraph (1) of the law on the protection of working mothers (*Mutterschutzgesetz* – MuSchG) in the version of the announcement made on 20 June 2002 (BGBI. I p. 2318) in the current version. Any application for maternity leave must be accompanied by relevant documention as evidence. Maternity leave overrides any deadlines under the provisions of these study and examination regulations.

(2) Equally, the university must – upon request – allow for any periods of parental leave in accordance with § 15 Paragraphs (1) through (3) of the federal law on parental benefits and parental leave (*Bundeselterngeld- und Elternzeitgesetz – BEEG*) of 5 December 2006 (BGBI. I p. 2748) in the current version. Students must inform the Examination Committee in writing of the period they wish to claim as parental leave no later than four weeks prior to the start of the intended parental leave, accompanied by relevant documentation as evidence. The Examination Committee must examine whether the student meets the legal requirements that would constitute an entitlement to parental leave in an employment situation and immediately inform the student of the result as well as, where applicable, the new exam dates. The time allotted for the preparation of the bachelor's thesis may not be interrupted by parental leave. Instead, the thesis topic assigned to the student is deemed void. Upon completion of the period of parental leave, the student is assigned a new topic for the bachelor's thesis.

§ 33 Arrangements for students with special needs

(1) In the case of students disadvantaged in assessment situations due to a long-term illness or chronic medical condition unrelated to the assessment, the Examination Committee may, upon written request, take appropriate measures to compensate for these disadvantages; the demonstration of skills and abilities which form part of the core competencies under examination must not be waived. Compensatory measures with regard to written work may specifically include an appropriate extension of time limits, the opportunity to take breaks not counted toward the allotted time, and the permitted use of personal or material aids.

(2) Before making any decisions pursuant to Paragraph (1) in contentious cases, the Examination Committee should – with the agreement of the student – seek the views of the representative for students with a disability/chronic illness or another specialist.

(3) Requests for special compensatory arrangements should be submitted when registering for a specific exam or no later than one month before that specific exam date. Affected students must explain their special circumstances and provide evidence in the form of a medical certificate containing the medical facts and findings necessary to evaluate the case.

(4) In case of disadvantage in pass/fail assessments situations due to long-term illness or a chronic medical condition, the regulations in Paragraphs (1) through (3) apply accordingly.

§ 34 Access to examination files and retention periods

Within a period of six weeks following the notification of results for pass/fail or graded assessments, and most particularly for the bachelor's thesis, students may apply to the Examination Office to inspect their own personal exam file. The complete exam files will be retained for no less than five years. The basic file, consisting of copies of the bachelor's diploma, the degree certificate, the transcript of records, and the diploma supplement, is retained indefinitely. Files may be stored in electronic form.

IV. Final provisions

§ 35 Effective Date

These study and examination regulations are effective as of 1 June 2012.

Publication of the text of the statute in German:
"Studien- und Prüfungsordnung der Albert-Ludwigs-Universität für den Studiengang Bachelor of Liberal Arts and Sciences" from 18 May 2012 (*Amtliche Bekanntmachungen* Vol. 43, No. 55, pp. 212–232), in the version from 21 December 2015 (*Amtliche Bekanntmachungen* Vol. 46, No. 74, pp. 425–427)

Only statutes published in the *Amtliche Bekanntmachungen der Albert-Ludwigs-Universität Freiburg in Breisgau* are legally binding.

Appendix

Liberal Arts and Sciences Exchange Program

§ 1 Exchange program

The exchange program leading to a double degree between the University of Freiburg's Bachelor of Liberal Arts and Sciences degree program and the University of Maastricht's Liberal Arts and Sciences degree program documents the curricular and conceptual similarities between two degree programs and the cooperation between the two institutions. Participation in the exchange program should enable the students to familiarize themselves with the instructional model of Liberal Arts and Sciences not just at their home university but at a second university as well. They broaden their intellectual horizons as well as their repertoire with regard to academic traditions, pedagogical approaches, and opportunities for cooperation between the university and the non-academic sphere. The exchange program is intended for students of the Bachelor of Liberal Arts and Sciences degree program who have demonstrated through outstanding achievements in the first two program semesters that they are capable of successfully completing characteristic program elements of both degree programs and combining them in a meaningful way. In particular, University of Freiburg students engage with the curriculum-wide problem-based instructional approach at the University College of the University of Maastricht and participate in practical projects.

§ 2 Beginning the year abroad

Students may only begin the year abroad after completing the fourth program semester of the Bachelor of Liberal Arts and Sciences degree program and only at the start of the winter semester.

§ 3 Prerequisites for admission to the exchange program

(1) In the introductory phase, five places in the exchange program per academic year will be awarded to students of the Bachelor of Liberal Arts and Sciences degree program. Students are selected by a Selection Committee appointed by the academic dean of the Liberal Arts and Sciences Degree Program Commission on the basis of their qualification and motivation for completing the year abroad.

(2) Only students of the Bachelor of Liberal Arts and Sciences degree program who have not yet completed the third program semester are eligible to apply for admission to the exchange program. Applications for inclusion in the selection process must be submitted to the University College Freiburg by the preceding 15 November. Eligible students must apply via the application form designed for this purpose by the University of Freiburg. The application form must be filled out in its entirety and signed. The application must include the following documents:

1. a current transcript of records documenting all pass/fail and graded assessments completed to date in the Bachelor of Liberal Arts and Sciences degree program, as well as evidence of having earned at least 54 ECTS credits by the end of the second program semester, and
2. a letter of motivation of two A4 pages in length, written in English, in which the student describes his/her motivation for completing a year of study abroad at the University of Maastricht and the study program he/she intends to complete during the year abroad.

The Selection Committee may require applicants to submit original compies of the transcript of records or other suitable evidence of the amount of ECTS credits they have earned and the pass/fail and graded assessments they have completed.

(3) The Selection Committee is composed of two tenured University of Freiburg lecturers who regularly teach courses in the Bachelor of Liberal Arts and Sciences degree program and a professor employed full-time at the University College of the University of Maastricht. A deputy is appointed for each member of the committee. At the same time, a decision is made as to which of the two tenured University of Freiburg lecturers will serve as the chair and how the other members will deputize the chair. Members and their deputies serve a term of two years on the Selection Committee; members may be reappointed.

(4) To be included in the selection process, the applicant must apply for a place in the program in the proper form and by the deadline and have achieved an average grade of at least 2.0 on all assessments completed in the Bachelor of Liberal Arts and Sciences degree program up to the end of the second program semester. In accordance with the provisions described in Paragraphs (6) and (7), the Selection Committee makes its selection from among the submitted applications on the basis of the following criteria:

1. the applicant's average grade on all assessments completed in the Bachelor of Liberal Arts and Sciences degree program up to the end of the second program semester,
2. the amount of ECTS credits he/she has earned up to the end of the second program semester, and
3. a letter of motivation that has been evaluated as at least "adequate."

The average grade in accordance with Clause 1 is calculated as the unweighted arithmetic mean of all grades earned on graded assessments up to the end of the second program semester; the assessment with the lowest grade is left out of the calculation. In determining the average grade, only the first place after the decimal point is taken into account; any further decimal places are deleted without rounding.

(5) The members of the Selection Committee evaluate the letter of motivation independently of one another and give it a score of “excellent” (0.2), “good” (0.1), “adequate” (0), or “not adequate” (-0.1) on the basis of the following criteria:

– convincing account of the applicant’s academic interests and learning goals in relation to the year abroad against the background of his/her professional goals and/or further academic goals,

– thoughts and ideas expressed in a clear, structured manner,

– proper form and correct spelling.

The scores of the two evaluators are then added up. If the resulting score for the letter of motivation is a negative value, the applicant drops out of the selection process.

(6) The applicant’s score in the selection process is calculated on the basis of the average grade he/she achieved on all assessments completed in the Bachelor of Liberal Arts and Sciences degree program up to the end of the second program semester. If the score for the letter of motivation calculated in accordance with Paragraph (5) is zero, the selection process score remains unchanged, if the score is between 0.1 and 0.4, the selection process score is raised by a corresponding amount. In addition, the selection process score is raised by 0.01 for each ECTS credit the applicant earned up to the end of the second program semester.

(7) The participants in the selection process are ranked in a list according to the selection process score calculated in accordance with Paragraph (6).

§ 4 Curriculum of the year abroad

(1) Participants in the year abroad must earn a total of 60 ECTS credits by completing modules or courses of the Bachelor of Liberal Arts and Sciences degree program of the University College at the University of Maastricht. This includes eight regular courses in the areas Academic Core, Humanities, Sciences, and Social Sciences worth 5 ECTS credits each, a project worth 5 ECTS credits, two skills courses worth 2.5 ECTS credits each, and an academic or social practical project worth 10 ECTS credits. In place of the two skills courses, students may instead complete a second project, provided that one is offered. In selecting modules or courses, students must see to it that at least 12 ECTS credits count toward the major they chose for their specialization studies in accordance with § 6 Paragraph (3) of the study and examination regulations.

(2) The practical project, which may also take the form of a group project in groups of up to four students, must be completed under the guidance of a lecturer at one of the two universities who is authorized to administer exams; it may be completed up to the end of the eighth program semester. Before completing the practical project, students must seek approval from the Examination Committee, name the lecturer who will serve as their supervisor, and – most importantly – submit a written account explaining the relevance of the practical project for their studies or later profession. The notice of approval should specify the amount of hours the student is required to spend writing the practical project report, conducting preparatory and supporting research, and completing the practical activities themselves, respectively. As a condition for earning ECTS credits for the practical project, the students must provide evidence that they have completed the required duration of practical work and submit an individual project report. The examination consists in the individual project report and an exam interview with the lecturer serving as supervisor in the presence of an observer.

(3) Unless otherwise provided in this appendix, the year abroad program is organized according to the regulations for the Bachelor of Liberal Arts and Sciences of the University College at the University of Maastricht.

§ 5 Modifications to the curriculum described in § 6 of the study and examination regulations

For successfully completing the year abroad, participants receive between 12 and 48 ECTS credits toward the amount required for the major they chose for their specialization studies in accordance with § 6 Paragraph (3) of the study and examination regulations and between 12 and 48 ECTS credits toward the amount required in the elective section in accordance with § 6 Paragraph (10) of the study and examination regulations.

§ 6 Double degree

(1) Students who were admitted to the exchange program in accordance with § 3 of this appendix and have earned the required 60 ECTS credits by the end of the eigth program semester in accordance with § 4 of this appendix are awarded the academic degree of Bachelor of Arts in Liberal Arts and Sciences from the University of Maastricht in addition to the academic degree described in § 2 of the study and examination regulations. The student may use the academic title only after receipt of the bachelor's diploma.

(2) The bachelor's diploma issued by the University of Maastricht, which certifies the awarding of the academic degree as described in Paragraph (1), is signed by the chair of the Examination Committee and by the dean of the Faculty of Humanities and Sciences of the University of Maastricht and bears the date of the bachelor's diploma issued by the University of Freiburg. Both the bachelor's diploma issued by the University of Freiburg and that issued by the University of Maastricht refer in an appropriate manner to the Liberal Arts and Sciences exchange program between the two partner universities.

(3) The diploma supplement described in § 5 of the study and examination regulations additionally contains detailed information on the type and level of the degree at the University of Maastricht, the status of the University of Maastricht, and detailed information about the curriculum of the study abroad at the University of Maastricht.