



**Examination and Study Regulations of the Ludwig-  
Maximilians-University Munich for the Master's Program  
Geo-and Paleobiology (2013)**

**14 November 2014**

This is an uncertified translation and therefore not legally binding. For legally binding regulations, please see the original 'Prüfungs- und Studienordnung der Ludwig-Maximilians-Universität München für den Masterstudiengang Geo- and Paleobiology (2013) vom 14. November 2014'

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## I. General Information

### § 1

#### The Program and the Purpose of the Master's Degree

(1) <sup>1</sup>The consecutive and strong research-based masters study program in Geo- and Palaeobiology offers/provides a comprehensive insight into the disciplinary field of research in Geo and Palaeobiology and prepares for a career inside and outside of the sciences. <sup>2</sup>The study program is based on interdisciplinary studies of geological and biological science concerned with the evolution of life and its environments on planet earth. <sup>3</sup>The essential contents include evolutionary geobiology, as well as Palaeobiology. <sup>4</sup>An integrative approach will follow the several branches of study of the offered modules in association with representatives. <sup>5</sup>The student(s) learn a broad range of scientific methods and application to/of modern laboratory techniques of molecular biology and isotope geochemistry either through work in the field, or through collecting quantitative data through statistics, bio(diversity) computer science and palaeobiodiversity. <sup>6</sup>In intensive and individually supervised research internships, students are encouraged and enabled early on to carry out independent research.

(2) <sup>1</sup>The accompanying qualifying master's exam (§ 9 section 1) is the professional degree of the Master's program Geo- and Palaeobiology. <sup>2</sup>The Master's examination is to determine whether the student has gained a good overview and can critically evaluate the subject area, is capable of applying its scientific methods and knowledge and has acquired the necessary specialised knowledge for the transition into a professional career.

(3) <sup>1</sup>In the course of this Master's program also key skills will be conveyed, including

1. the ability to research, assess, summarise and structure knowledge and information,
2. general knowledge of the relevant topics in each subject,
3. Interconnected thinking,
4. organisation skills and the ability to transfer knowledge,
5. competence in information resources and the media,
6. learning and presentation skills,
7. communication and mediation skills,
8. ability to perform in a team, pertaining to gender equality in particular,
9. language skills as well as
10. IT and data processing skills.

(4) <sup>1</sup>All courses of instruction are held in English. <sup>2</sup>The corresponding module and sub-module exams, notwithstanding §16, paragraph 3, are held exclusively in English.

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## **§2 Academic Degree**

Upon successful completion of this Master's program, the faculty of Geosciences awards the academic degree „Master of Science“ (abbr. „M.Sc.“).

## **§3 Admission Requirements**

(1) <sup>1</sup>Requirement for matriculation to this Master's program is proof of a qualifying college or university degree or its equivalent from a domestic or foreign institution, the minimum requirement being a six-semester degree in the field of Geo- or Biological sciences. <sup>2</sup>Additional entry requirements may be provided if necessary in a separate admission regulation of the Ludwig-Maximilians-University, Munich.

(2) Assessment and decisions pertaining to admission as outlined in paragraph 1 are performed in consultation with the Master's Examination Board.

(3) If an applicant does not meet the requirements of paragraph 1, any grades from module or sub-module exams are invalid unless an explicit decision to this order is issued by the Examination Board and proof of qualifications is provided in due time.

## **§4 Student Guidance and Counselling Centre and Subject-related Counselling**

(1) <sup>1</sup>The Student Guidance and Counselling Centre at the Ludwig-Maximilians-University, Munich gives information and advice in cases of interdisciplinary problems in particular. <sup>2</sup>Students should consult it particularly prior to the onset of studies, in the case of an intended transfer to different study programs and in questions related to admission regulations.

(2) <sup>1</sup>Subject-related counselling is provided by an appointed counsellor in the faculty. <sup>2</sup>The counselling covers content-related or schedule-related inquiries about the degree program. <sup>3</sup>Information about exams and the recognition of competences is provided by members of the Examination Board and/or the Examination Office.

## **II. Duration, Structure and Course of Studies**

### **§5 Onset of Studies, Official Length of Study, Hours per Week per Semester**

(1) The Master's program begins exclusively in the winter semester.

(2) <sup>1</sup>The prescribed period of study is four semesters, including time to prepare the

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Master's thesis. <sup>2</sup>A total of 62 hours per week per semester (SWS) at the most are required.

## **§6 ECTS Credits**

(1) <sup>1</sup>This Master's degree program requires a total of 120 European Credit Transfer System (ECTS) points. <sup>2</sup>ECTS credits are quantifiable units representing the total workload of the student. <sup>3</sup>They contain all forms of courses described in § 8 paragraph 1, sentence 2 including preparation and study time (class time and independent self-study), preparation for exams and the exam itself. <sup>4</sup>One ECTS point corresponds to a workload of 30 hours, so that the total workload within the prescribed period of study (§ 5, paragraph 2, sentence 1) comes to a sum of 900 work hours per semester.

(2) <sup>1</sup>In each semester, students should acquire ECTS points according to Attachment 2/Column 18. <sup>2</sup>ECTS points are only awarded upon successful completion of modules (§ 10, paragraph 2, sentence 2).

## **§7 Modularisation and Modules**

(1) <sup>1</sup>The study in this Master's program is based on a modular system, and compulsory module regulations, described in Attachment 2. <sup>2</sup>Empty cells in the table in Attachment 2 are not constrained to any particular content.

(2) <sup>1</sup>This Master's program is composed of compulsory modules and optional required modules. <sup>2</sup>Compulsory modules must be completed without exception; the student may choose from the elective required modules. <sup>3</sup>No more than the required number of elective modules may be selected. <sup>4</sup>An elective module is selected at the latest by an accompanying module and sub-module examination; the choice is permanent.

(3) A module describes a set of thematically related courses within a certain time period, including one module exam and one or several sub-module exams, by which the respective number of ECTS points (see § 6, paragraph 1) are awarded, providing successful completion of the module or sub-module exams within a given length of time.

(4) <sup>1</sup>A module may extend over one or two semesters at the most, (see Attachment 2). <sup>2</sup>The extent of a module is shown in Attachment 2/Column 18 in multiples of three ECTS credits.

(5) Attachment 2 defines

1. the modules,
2. their assignment to one or several regular study semesters,
3. their admission requirements (Attachment 2/Column 2),
4. the module types (mandatory or elective – Attachment 2/Column 3); the

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- selection modalities for elective modules,
5. the module numbers (Attachment 2/Column 4),
  6. the module names (Attachment 2/Column 5),
  7. their rotation (by semester or annually, Attachment 2/Column 6),
  8. the attributed ECTS points (Attachment 2/Column 18).

## **§8**

### **Courses of Instruction**

(1) <sup>1</sup>The aims and contents of the program as well as key qualifications (§ 1, paragraph 3) are taught in the scheduled courses and teaching methods as specified in Attachment 2/Columns 8 and 9. <sup>2</sup>In Attachment 2/Columns 8 and 9 the following courses and forms of instruction in particular are stipulated:

1. lectures,
2. tutorials,
3. seminars,
4. practicals
5. field courses.

(2) All courses of instruction are assigned to modules.

(3) <sup>1</sup>This master's program only includes mandatory courses. <sup>2</sup>These must be completed without exception.

(4) Attachment 2 includes

1. the courses,
2. the course type (mandatory or elective – Attachment 2/Column 3) and the selection modalities for elective courses,
3. the rotation of offered courses (by semester or yearly; Attachment 2/Column 6),
4. their assignment to one module,
5. their assignment to one or several regular study semesters
6. their admission prerequisites (Attachment 2/Column 7),
7. the short designation of the course (Attachment 2/Column 4),
8. the designation of the course (Attachment 2/Column 8),
9. the forms of instruction (Attachment 2/Column 9),
10. the hours per week per semester (Attachment 2/Column 10).
11. the assigned ECTS credits of the courses (Attachment 2/Column 18).

## **III. Master's Examination**

### **1. Module and Sub-module Exams**

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## §9

### Module and Sub-module Exams as Components of the Master's Examination

(1) The examination for the Master's degree consists of module and sub-module exams.

(2) <sup>1</sup>In compliance with Attachment 2, each module is concluded with a certain number of sub-module exams. <sup>2</sup>If a module or sub-module exam is passed, the attributed ECTS points are credited to the student's personal account (§ 12). <sup>3</sup>If a module examination is held by several instructors and there are no sub-module exams, the regulations for sub-module exams will apply.

(3) In module exams, sub-module exams, or in the sum of the sub-module exams of the corresponding module, students shall prove the acquisition of knowledge and skills conveyed by the courses of instruction according to Attachment 2/Columns 7 to 10.

(4) <sup>1</sup>Attachment 2 provides information about

1. the module and sub-module exams,
2. their assignment to a module or a course of instruction,
3. their assignment to a study semester (regular schedule – Attachment 2/Column 1),
4. their admission prerequisites (Attachment 2/Column 11),
5. the types of exams (Attachment 2/Column 12),
6. the forms of exams (Attachment 2 /Column 13),
7. the duration of exams or scope of exams (Attachment 2/Column 14),
8. the type of assessment (grades or "passed" or "failed" – Attachment 2/Column 15),
9. the weighting of the grades (Attachment 2/Column 16),
10. the repeatability (Attachment 2/Column 17),

<sup>2</sup>If several forms of examinations with their assigned duration are given in Attachment 2/Columns 13 and 14, the responsible course instructor determines which of the indicated variants are chosen and makes this known at the beginning of the course.

## § 10

### Grading and Assessment of Module and Sub-module Exams

(1) Module and sub-module exams are evaluated as either "passed" or "failed", or they are graded.

(2) <sup>1</sup>The grades for module or sub-module exams are given by the respective examiner. <sup>2</sup>The following grades are to be used for the assessment of module or sub-module exams:

Grade 1 = "very good" = exceptional performance;

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Grade 2	= "good"	=	performance considerably exceeding the demands;
Grade 3	= "satisfactory"	=	performance satisfying the average demand;
Grade 4	= "sufficient"	=	performance that despite deficiencies satisfies the demand;
Grade 5	= "not sufficient"	=	performance that due to considerable deficiencies no longer satisfies the demands.

<sup>3</sup>For a higher degree of differentiation of module or sub-module exams, grades may be increased or decreased by 0.3 to intermediate values; the grades 0.7; 4.3; 4.7 and 5.3 are excluded. <sup>4</sup>If a module or sub-module exam is graded by several different examiners, or there is a module or sub-module exam comprised of several partial exams (§ 11 paragraph 1 sentence 3), the total grade is calculated as a mean average of the individual grades. <sup>5</sup>Only the first two digits after the decimal point are taken into account. <sup>6</sup>In accordance with sentence 4 the grades are specified as follows:

with an average of up to and including 1.50	=	"very good";
with an average of 1.51 up to and including 2.50	=	"good";
with an average of 2.51 up to and including 3.50	=	"satisfactory";
with an average of 3.51 up to and including 4.00	=	"sufficient".

(3) <sup>1</sup>The module grade

1. for a module exam or in the case of only one graded sub-module exam (§ 9, paragraph 2) follows from paragraph 2 and,
2. in the case of sub-module exams (§ 9, paragraph 2), a calculated mean average of the individual grades is given in accordance to Attachment 2/Column 15 and weighted according to Attachment 2/Column 16.

<sup>2</sup>If not otherwise specified in Attachment 2/Column 16, a mean average is calculated from all sub-module exams according to sentence 1 no. 2 in respect to their individual ECTS points, as specified in Attachment 2/Column 18. <sup>3</sup>Paragraph 2, sentences 5 and 6 apply accordingly.

(4) <sup>1</sup>If a student successfully passes more sub-module exams than necessary for the completion of the module, only the ECTS points required to pass the module are considered to assess the grade. <sup>2</sup>In order to pass a module, it is required to pass

1. the module or all sub-module exams assigned to the compulsory courses in the manner required in Attachment 2 and
2. the module or all sub-module exams assigned to the required elective courses in the manner required in Attachment 2.

<sup>3</sup>If a student passes more sub-module exams for elective courses than is required, as stated in sentence 2, no. 2, subject to § 8, paragraph 3, the first successfully completed exam is considered required in the sense of sentence 2. <sup>4</sup> There are

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associated sub-module examinations for elective courses that,

1. if passed in different semesters, the earlier ones, and
2. in the same semester, the better ones

are taken into account.

<sup>5</sup>The sub-module exam for an elective course by which the required ECTS points are initially exceeded is considered only with the amount of ECTS points that do not exceed the required amount.

## § 11

### Passes, Fails and Re-sitting of the Module and Sub-module Exams

(1) <sup>1</sup>A module or sub-module exam is passed, when it is evaluated as either

1. "passed", or
2. at least "sufficient" (4.0).

<sup>2</sup>Module and sub-module exams must, subject to § 31, be passed at the end of the semester specified in Attachment 2/Column 1 at the latest (prescribed semester of completion); details given in brackets in Attachment 2/Column 1 are only recommendations. <sup>3</sup>Module and sub-module exams are passed if, subject to § 31, all required partial tests are completed at the end of the semester following the prescribed semester of completion at the latest.

(2) <sup>1</sup>If Attachment 2/Column 1 has a number in brackets for a module or sub-module exam, the end of the fourth semester is considered the prescribed semester of completion. <sup>2</sup>This module or sub-module exam is passed, if it is completed, subject to § 31, at the end of the fifth regular study semester at the latest.

(3) Module and sub-module exams are also passed, if the prerequisites of paragraphs 1 and 2 are not fulfilled in the stipulated time period, but are met by a repetition in the sense of paragraph 6 or any other repetition allowed in these examination and study regulations.

(4) <sup>1</sup>Module or sub-module exams are failed if they have been completely or partially taken, but not passed. <sup>2</sup>Module or sub-module exams are finally failed, if they are entirely or partially taken, but not passed and there is no possibility for repetition.

(5) <sup>1</sup>Module or sub-module exams are considered, subject to § 31,

1. as taken and failed, if they are not successfully passed at the end of the regular study semester following the prescribed semester of completion, for reasons within the student's control, and
2. finally failed, if exams are not successfully passed at the end of the third regular study semester following the prescribed semester of completion, for reasons within the student's control.

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<sup>2</sup>If Attachment 2/Column 1 contains a number for a module or sub-module exam in brackets, this exam is considered, subject to § 31,

1. as taken and failed, if it is not successfully taken at the end of the fifth regular study semester for reasons within the student's control, and
2. as finally failed, if it is not successfully taken at the end of the seventh regular study semester for reasons within the student's control.

<sup>3</sup>Reasons to justify the exceeding of one of the deadlines in the case of sentence 1 and/or 2 must be submitted to the Examination Office in written form immediately after their occurrence and must be made plausible. <sup>4</sup>In the case of illness, a medical certificate must be presented; a certificate of disability is not sufficient. <sup>5</sup>In exceptional cases or in general, the Examination Office can demand a certificate from a public medical officer or a doctor determined by the Examination Office. <sup>6</sup>If the reasons are accepted, a new date for the exam is appointed. <sup>7</sup>In the case of divisible module and sub-module exams, the previously obtained results are credited.

(6) <sup>1</sup>A first failed module or sub-module exam attempt is considered as not taken when it was fully completed after a continuous subject-related study no later than the end of that in paragraph 1, sentence 2, semester referred to as a regular study or said as a regular study in accordance with paragraph 2, sentence 1, semester 2 (free examination attempt). <sup>2</sup>The duration of study at university, the course of study or a subject change after this examination and study regulations will be recognised and counted towards the degree program. <sup>3</sup>A semester in which students take a leave of absence (Article 48, paragraph 2, sentence 1 BayHSchG), will remain unconsidered (not to be taken into account) as well as periods that satisfy the requirements of § 31, or in which the or each students otherwise not responsible itself for reasons not at a module examination or partial module examinations could participate. <sup>4</sup> Paragraph 5, sentences 3 to 5 apply accordingly. <sup>5</sup>Within the framework of the free examination attempt, passed partial-tests will be credited. <sup>6</sup>Within the framework of the free examination attempt, passed module exams, sub-module exams or partial tests may be repeated once at the next possible date in order to improve grade results, where the better result is counted. <sup>7</sup>Sentences 1 to 6 do not apply to the Master's Thesis (§ 14) and the Disputation (§ 15).

(7) A failed module or sub-module exam, with the exception of the Master's thesis (§ 14) and the Disputation (§ 15) can, subject to a deviating provision in Attachment 2/Column 17, and notwithstanding paragraph 6, be repeated as often as desired.

(8) <sup>1</sup>Students that have failed a module or sub-module exam must be able to repeat the corresponding course before their last possibility to pass that module or sub-module exam. <sup>2</sup>Students are offered at least two examination attempts within two semesters for each module and sub-module exam.

(9) The repetition of an already passed module or sub-module exam in order to improve a grade, with the exception of the Master's thesis (§ 14) and the Disputation (§ 15), is in general only possible once at the next regular date, wherein the best result is credited.

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(10) The result of a module or sub-module exam and its corresponding ECTS points can only be calculated once in this Master's program in regards to § 6, paragraph 1, sentence 1.

## **§ 12 Transcripts of Records**

<sup>1</sup>Students enrolled in this Master's program will have a personal account set up for them at the Examination Office, where

1. all of the passed module and sub-module exams (§ 11 paragraphs 1 to 3), each with the indication „passed“ or the given grade and the achieved ECTS points, as well as
2. all failed module and sub-module exams (§ 11 paragraphs 4 and 5), with the indication "failed“ or the grades are listed.

<sup>2</sup>At the beginning of each following semester, students will obtain a personal Transcript of Records (in the sense of sentence 1) as an official notification with an instruction on the right to appeal.

## **2. Extraordinary Module and Sub-module Exams**

### **§ 13 (not covered)**

### **§ 14 Master's Thesis**

(1) The Master's thesis is a sub-module exam.

(2) The Master's thesis should demonstrate that Students possess the ability to independently work on a task from their field of specialisation with scientific methods within a pre-determined period of time (paragraph 7).

(3) <sup>1</sup>The Master's thesis is supervised by a person assigned (in accordance with § 24, paragraph 3, no. 3), to be first or second examiner (supervisor). <sup>2</sup>Should the student desire to write his/her Master's thesis at an institution outside the Ludwig-Maximilians-University Munich, permission from the Chairperson of the Examination Board is required.

(4) <sup>1</sup>The method of allocation of topics, which is customarily announced by the Examination Office, is given in the first two weeks after the start of the students penultimate study semester; an announcement by the Examination Office exclusively on the internet is sufficient. <sup>2</sup>The topic and commencement of every student's Master's thesis are documented at the Examination Office. <sup>3</sup>The student

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may express his/her wish for certain topics; however, the supervisor is not obliged to consider them. <sup>4</sup>The topic can only be returned once and within two weeks of assignment. <sup>5</sup>The order of § 28, paragraph 2, sentence 3 is considered carried out; § 28, paragraph 3 applies accordingly.

(5) <sup>1</sup>The supervisor is obliged to

1. assign the topic of the Master's thesis and
2. assess the Master's thesis in time,

so that the Examination Office receives the assessment two weeks before the end of the students last regular study semester, at the latest. <sup>2</sup>For a second examiner, sentence 1, no. 2 applies accordingly.

(6) <sup>1</sup>Students that have not been assigned a topic for a Master's thesis within the lecture period of their penultimate study semester must immediately contact the Chairperson of the Examination Board. <sup>2</sup>The Chairperson of the Examination Board is committed to ensure that each student is assigned a topic for the Master's thesis.

(7) <sup>1</sup>The Master's thesis must be completed within 24 weeks. <sup>2</sup>The Master's thesis is accredited with 27 ECTS points.

(8) <sup>1</sup>Four copies of the Master's thesis are to be submitted to the Examination Office on the due date; the submission date has to be documented. <sup>2</sup>The examinee must confirm in writing that he/she has written their thesis independently and has used no other sources and aids than indicated. <sup>3</sup>In general or in individual cases, the Examination Board can demand that the Master's thesis is to be submitted in electronic form and therefore specify the necessary technical requirements.

(9) <sup>1</sup>The Master's thesis is to be assessed by the supervisor of the thesis (paragraph 3, sentence 1). <sup>2</sup>Master's theses that are assessed as "failed" must also be evaluated by a second examiner (§ 24, paragraph 3 no. 3).

(10) <sup>1</sup>If a Master's thesis is assessed with a grade worse than "sufficient" (4.0), it may be repeated once at the next possible date. <sup>2</sup>However, a return of the Master's thesis topic within the time specified in paragraph 4, sentence 4 is only possible if the student has not yet made use of this possibility when preparing his/her first thesis.

## **§ 15 Disputation**

<sup>1</sup>The Disputation is a sub-module exam, which is identified as such in Attachment 2/Column 12. <sup>2</sup>The subject matter of the disputation is the Master's thesis. <sup>3</sup>A disputation that is assessed as "failed" can be repeated at the next possible date. <sup>4</sup>The requirement of § 28, paragraph 2, sentence 3 is considered as completed. <sup>5</sup>A total of three ECTS points are awarded for the Disputation.

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### 3. Examination Forms

#### § 16

#### Oral Module and Sub-module Exams

(1) <sup>1</sup>Through oral module and sub-module exams, the student should demonstrate that he/she understands the interrelations of the examination field and is able to integrate questions relevant to the topic. <sup>2</sup>Furthermore, it is to determine whether the student possesses the fundamental knowledge required in the Master's program.

(2) The duration of the oral module or sub-module exams for each examinee is regulated in Attachment 2/Column 14.

(3) The questions are asked in English. They may be answered in either German or English.

(4) <sup>1</sup>The essential subjects and results of the oral module and sub-module exams must be documented in the form of a protocol. <sup>2</sup>The result is to be announced to the student following the oral module or sub-module exam.

#### § 17

#### Written Tests and Other Proctored Written Examinations

(1) <sup>1</sup>In written tests and other proctored written examinations, the student should demonstrate that he or she can solve problems and work on subjects on the basis of the basic necessary knowledge using current methods within his/her subject area in a limited amount of time and with limited aids. <sup>2</sup>The student can be given a choice of different topics; however, he/she has no claim to such choice.

(2) The duration of written tests and other proctored written examinations is regulated in Attachment 2/Column 14.

(3) <sup>1</sup>Written module and sub-module exams can be taken entirely or in parts, in such a way that the examinee must indicate which answer out of several options for each question he or she considers correct (Multiple Choice System). <sup>2</sup>The examination questions must allow for reliable examination results. <sup>3</sup>In each case, all examinees are to ask the same examination questions. <sup>4</sup>When establishing which examination questions are to be asked, the correct answers for each question are also predetermined. <sup>5</sup>The examination questions are reviewed by the examiner to check for any mistakes before determining the examination results, according to the requirements of sentence 2. <sup>6</sup>If any mistakes are found when reviewing the examination questions, those questions are not to be considered in the examination results. <sup>7</sup>The number of questions for the individual module and sub-module exams decreases accordingly. <sup>8</sup>When assessing the written module or sub-module exam (according to paragraph 4 sentence 1), this reduced number of examination questions is to be taken into account. <sup>9</sup>The reduction of examination

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questions must not be disadvantageous to the examinee.

(4) <sup>1</sup>Written module and sub-module exams, according to paragraph 3 sentence 1, that consist of questions where only one correct answer out of a number of suggestions is correct, is considered passed if

1. the examinee has answered at least 60 percent of all questions correctly or,
2. the examinee has answered at least 50 percent of all questions correctly, and the number of correctly answered questions is not below 15 percent of the average student's performance that first took the respective examination.

<sup>2</sup>If sentence 1, no. 2 applies, the Dean of Studies will be informed. <sup>3</sup>If the examinee has reached the minimum number of correctly answered examination questions according to sentence 1, the grades given are as follows;

1. "very good", if he/she has correctly answered at least 75 percent,
2. "good", if he/she has correctly answered at least 50, but less than 75 percent,
3. "satisfactory", if he/she has answered at least 25, but less than 50 percent,
4. "sufficient", if he/she has answered 0 or less than 25 percent

of all examination questions above the minimum.

(5) <sup>1</sup>For examinations according to paragraph 3 sentence 1, where any number of answers can be correct (an unknown number  $x$  between zero and  $n$ , of a total of  $n$  answer suggestions is correct – „ $x$  out of  $n$ “), paragraph 4 will apply, provided that instead of the ratio between all correctly answered questions and the total number of questions, the ratio between the raw points reached by the examinee and the maximum possible performance is applicable. <sup>2</sup>For each question with several possible answers, a score is determined according to the number of suggested answers ( $n$ ) that can be multiplied by a weighting factor for the individual multiple choice question. <sup>3</sup>The examinee obtains a basic score for a multiple answer question that in the case of complete accordance of the answer suggestions chosen by the examinee with the answers considered correct corresponds to the score. <sup>4</sup>For each match of an answer suggestion chosen/not chosen by the examinee with an answer considered correct/incorrect one point is awarded. <sup>5</sup>If the examinee does not choose an answer that is considered correct, or chooses an answer that is incorrect, a minus point for the basic mark is given. <sup>6</sup>The basic mark of a question cannot fall below zero points. <sup>7</sup>The raw points are calculated from the basic mark multiplied by the individual weighting factor of the multiple-choice answer question. <sup>8</sup>The total achievable maximum mark is calculated from the sum of the products of all scores and their corresponding weighting factors of all multiple-choice questions.

(6) In the case of written module or sub-module exams where only a section of the exam includes a multiple-choice structure, paragraphs 3 to 6 are applicable only for this particular section.

(7) <sup>1</sup>A written module or sub-module exam can also be taken in electronic form. <sup>2</sup>The type and scope of the electronic exam is announced by the responsible course instructor at the beginning of the course. <sup>3</sup>The students are given sufficient opportunity before the exam (as part of the course), to familiarize themselves with

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the electronic examination system. <sup>4</sup>The requirements of the law with respect to data protection are observed.

## § 18

### Other Forms of Module and Sub-module Exams

- (1) <sup>1</sup>A presentation is an independently composed speech, which should be supported by appropriate visual aids. <sup>2</sup>The presentation can be followed by a technical discussion.
- (2) Scientific protocols consist of a written, systematic analysis of a suitably technical event, including a critical discussion of its contents.
- (3) On a poster, scientific issues/facts should be presented in text form with the help of illustrations.
- (4) A field exercise report is a written summary of one or more field exercise days.
- (5) <sup>1</sup>A manuscript is the written presentation of a research project in traditional scientific form, such as laboratory reports, scientific articles or research proposals. <sup>2</sup>The duration of the underlying research project should not exceed one semester.
- (6) Conducting a discussion comprises the organisation and moderation of a scientific talk on a given topic.
- (7) <sup>1</sup>A drawing portfolio is the bound collection that is finished in one semester in the respective course scientific drawings. <sup>2</sup>Scientific drawings of palaeobiological objects (provide relevant structures in a suitable magnification) depict outer and inner structures in suitable magnification in general, and in detail as lifelike/natural as possible. <sup>2</sup>Abstractions are reduced to what is strictly necessary.
- (8) For further details see Attachment 2.

## 4. Result of the Master's Examination

### § 19

#### Passes and Fails of the Master's Examination

- (1) The Master's examination should be passed before the end of the fourth regular study semester.
- (2) <sup>1</sup>The Master's examination is passed (at the latest), if at the end of the fifth regular study semester,
1. all module or sub-module exams of the mandatory, as well as elective modules are passed according to Attachment 2, and
  2. the required number of 120 ECTS points is reached.

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<sup>2</sup>The master's examination is also passed if the requirements of paragraph 1 are not fulfilled in the stipulated time period, however, are met by a re-sit in the sense of § 11, paragraph 6, or any other repetition allowed in these examination and study regulations.

(3) The Master's examination is definitively failed, if a module or sub-module exam (as specified in Attachment 2) of one of the mandatory or elective modules is taken, but not passed, § 11, paragraph 6 allows no further attempt and no possibility of a repetition.

(4) <sup>1</sup>The Master's examination, subject to § 11 paragraphs 6, 8 and 9 as well as § 31 is

1. taken for the first time and failed, if the deadline given in paragraph 1 is exceeded by more than one semester, for reasons within the student's control, and
2. definitively failed, if the deadline given in paragraph 1 is exceeded by more than three semesters for reasons within the student's control.

<sup>2</sup>§ 11, paragraph 5, sentences 3 to 7 apply accordingly.

## **§ 20**

### **Official Notification and Certification of Failure**

(1) If the Master's examination is,

1. according to § 19, paragraph 3, finally failed or,
2. according to § 19, paragraph 4, sentence 1, no. 2 is considered finally failed,

the Chairperson of the Examination Board issues a written official notification with an instruction on the right to appeal.

(2) If the Master's examination is failed, or is considered failed, a certification is written on demand and a de-registration certificate is presented containing the successfully taken module and sub-module exams, the corresponding ECTS points and grades, as well as a statement that the Master's examination has been failed.

## **§ 21**

### **Determination of Final Grade**

<sup>1</sup>If the Master's examination is passed according to § 19 paragraph 2, the final grade is calculated as a mean average from the module grades weighted according to Attachment 2/Column 16; § 10, paragraph 3, sentences 2 to 3 are applied accordingly for the calculation of the final grade from the module grades.

<sup>2</sup>If a student receives more than 120 ECTS points in the Master's examination, the final grade is calculated from the 120 ECTS points necessary for the passing of the Master's examination only. <sup>3</sup>Mandatory for the passing of the Master's examination is the passing of

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1. all module and sub-module exams of the compulsory modules (see Attachment 2) and
2. all module and sub-module exams of the elective modules (see Attachment 2).

<sup>4</sup>If more module and/or sub-module exams are passed than is necessary for elective modules, according to sentence 3 no. 2, subject to § 7, paragraph 2, sentences 3 and 4, the first successfully taken is considered necessary defined by sentence 2. <sup>5</sup>If module or sub-module exams for elective courses are

1. successfully passed in different semesters, the earlier ones,
2. successfully passed in the same semester, the better ones

are considered. <sup>6</sup>The module or sub-module exam for an elective course by which the required 120 ECTS points are initially exceeded, is considered only with the amount of ECTS points that do not exceed 120 ECTS points.

## § 22

### **Master-Urkunde, Master Diploma, Master-Zeugnis, Master Certificate, Transcript of Records and Diploma Supplement**

(1) <sup>1</sup>On successful completion of the Master's examination, the student receives a Master-Urkunde (Certificate) in German and a Master Diploma in English, which displays the date of the last module or sub-module exam taken. <sup>2</sup>Therein the award of the academic degree according to § 2 is documented.

(2) <sup>1</sup>Together with the Master-Urkunde and the Master Diploma, the student receives the Master-Zeugnis in German and the Master Certificate in English, with the date of the Master-Urkunde and the Master Diploma. <sup>2</sup>The topic and the grade of the Master's thesis are included in the Master-Zeugnis and the Master Certificate, as well as the overall grade.

(3) <sup>1</sup>The Examination Office also provides a Transcript of Records in German, which contains all passed modules and the associated module and sub-module exams, as well as their respective ECTS points and grades. <sup>2</sup>Module and sub-module exams that were not counted or included in the Master's examination, according to §§ 19 and 21, are added for information.

(4) In addition, the Examination Office provides a Diploma Supplement in English, comprising information on the type and level of the Master's degree, the status of the Ludwig-Maximilians-University, Munich, as well as detailed information on the study program of the Master's program.

(5) <sup>1</sup>The Master-Urkunde and the Master Diploma are signed by the Dean and the Chairperson of the Examination Board, the Master-Zeugnis and the Master Certificate are signed by the Chairperson of the Examination Board and the Transcript of Records and the Diploma Supplement are signed by the head of the Examination Office. <sup>2</sup>The Master-Urkunde, the Master Diploma, the Master-

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Zeugnis, the Master Certificate, the Transcript of Records und the Diploma Supplement are provided with the official seal of the Ludwig-Maximilians-University, Munich.

(6) <sup>1</sup>If, after the issuing and handing over of a Master-Urkunde, a Master Diploma, a Master-Zeugnis, a Master Certificate, a Transcript of Records, a Diploma Supplement, diploma or transcript or any other certificate, it is revealed that unauthorized aids were used or that any deception was involved, the Examination Board may subsequently amend the grades in question and declare the examination to be failed, partly or completely. <sup>2</sup>The incorrect Master-Urkunde, the incorrect Master Diploma, the incorrect Master-Zeugnis, the incorrect Master Certificate, the incorrect Transcript of Records, the incorrect Diploma Supplement, any other incorrect certificate, diploma or transcript will be retracted. <sup>3</sup>If the requirements are fulfilled, a correct Master- Urkunde, a correct Master Diploma, a correct Master-Zeugnis, a correct Master Certificate, a correct Transcript of Records, a correct Diploma Supplement, a correct certificate, diploma or transcript is to be granted. <sup>4</sup>Such a decision is excluded after a deadline of five years from the date of the Master-Zeugnis and the Master Certificate. <sup>5</sup>Before a decision is made, according to sentence 1 and/or 2, the opportunity to make a statement is given. <sup>6</sup>Any decisions made which are detrimental to the student must be immediately communicated to the student in writing; they must be justified and provide an instruction on right to appeal.

#### **IV. Examination Body and Examination Administration Authorities**

##### **§ 23**

##### **Examination Board and Examination Office**

(1) <sup>1</sup>The Examination Board is made up of three members who must be authorized examiners according to art. 62 paragraph 1 sentence 2 BayHSchG in connection with HSchPrüferV in its currently valid versions. <sup>2</sup>The members of the Examination Board are appointed by the faculty council. <sup>3</sup>The members of the Examination Board are appointed for two years in office. <sup>4</sup>Reappointment is permitted.

(2) <sup>1</sup>The members appoint a Chairperson and his/her deputy from amongst themselves. <sup>2</sup>The Chairperson and his/her deputy are in office for two years. <sup>3</sup>Reappointment is permitted.

(3) <sup>1</sup>The Examination Board constitutes a quorum, if all members have been sent an invitation and an agenda in written or electronic form at least one week before the meeting, and if the majority of members are present and entitled to vote. <sup>2</sup>A resolution is passed in meetings by simple majority of the votes cast; abstention from voting, secret voting and vote assignment are not allowed. <sup>3</sup>In the event of a tie, the Chairperson has the casting vote. <sup>4</sup>The exclusion of a member from the Examination Board from deliberation and voting in the Examination Board and from the authority to examine, are regulated according to article 41, paragraph 2, BayHSchG.

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(4) <sup>1</sup>The Examination Board is responsible for the organisation of examinations, the appointment of examiners and observers (§ 24, paragraph 3), as well as decisions relating to examinations. <sup>2</sup>The Examination Office assists and supports in fulfilling the duties of the Examination Board. <sup>3</sup>The Examination board ensures that the provisions of these examination regulations are adhered to. <sup>4</sup>The Dean of Studies is kept up to date regarding the development of examinations and study periods in regular intervals, and provides suggestions on the reform and updating of these examination and study regulations.

(5) <sup>1</sup>The Examination Board can, in a revocable manner, delegate tasks to the Chairperson of the Examination Board, his/her deputy or deputies, as well as the Examination Office. <sup>2</sup>In addition, the Chairperson of the Examination Board is authorized to make urgent decisions unaccompanied by that the Examination Board; however, he/she must inform the Examination Board immediately.

(6) The Examination Board should establish its own rules of procedure.

(7) The members of the Examination Board have the right to be present at examinations.

## **§ 24 Examiners and Observers**

(1) <sup>1</sup>For module and sub-module exams involving only one course (with the exception of the Master's thesis), subject to paragraph 4, sentence 1, the examiner is the responsible course instructor. <sup>2</sup>In module and sub-module exams with several courses with different responsible course instructors, the Examination Board in general, or in individual cases appoints one responsible course instructor as examiner. <sup>3</sup>Sentence 2 applies accordingly, if the responsible course instructor is not authorized to examine (paragraph 4 sentence 1).

(2) Written module and sub-module exams that are assessed as „failed“ are to be evaluated by two examiners, oral module and sub-module exams are conducted by at least one examiner and a qualified observer (paragraph 3 no. 1).

(3) The Examination Board appoints, in general or in individual cases

1. the observer at oral module and sub-module exams,
2. a second examiner in the case of module and sub-module exams that have been assessed as “failed”,
3. one (§ 14 paragraph 3) or several (§ 14 paragraph 9) examiners for the Master's thesis and
4. one or several examiners for the Disputation (§ 15).

(4) <sup>1</sup>Examiners are only those who have been authorized to examine according to article 62, paragraph 1, sentence 2, BayHSchG, in connection with HSchPrüferV. <sup>2</sup>They must have at least secure knowledge of the German and English language. <sup>3</sup>Observers must be qualified persons with at least one completed Master's degree or equivalent qualification.

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(5) The implementation of the examination procedure is the responsibility of the individual examiners and observers.

## **§ 25 Study Coordinator, Duties of Examiners**

(1) <sup>1</sup>The course coordinator for this Master's program is appointed by the faculty. <sup>2</sup>As long as no such appointment has been made, the Dean of Studies performs these tasks. <sup>3</sup>The course coordinator in collaboration with the Examination Board, the Examination Office and the Central University Administration, fulfil the following tasks

1. in the establishment and possible changes of this Master's program:
  - a) the inspection of the model of these examination and study regulations from a professional point of view,
  - b) the preparation of the required information regarding this Master's program for students and examiners,
2. subsequently: the coordination and organisation of all courses of instruction, module and sub-module exams, namely
  - a) the convening of an annual conference regarding the curriculum,
  - b) the assignment of the concrete courses taking place to the conceptual courses of instruction prescribed in these examination and study regulations,
  - c) the announcement of the courses in the university course catalogue,
  - d) the entry of the courses into electronic data processing,
  - e) the scheduling and room allocation of courses, module and sub-module exams and
  - f) the entry of grades and/or assessments in the electronic database.

(2) <sup>1</sup>The examiners (§ 24) are obliged to immediately inform the study coordinator about the results of the students that have participated in their courses in the standard format prescribed by the Examination Office. <sup>2</sup>The study coordinator is required to verify this information immediately and forward it without delay to the Examination Office in the standard prescribed format. <sup>3</sup>The information must be available at the Examination Office in good time and in correct form; at the beginning of each semester, at the latest, the Examination Office announces when these notifications are to be presented to the study coordinator and/or the Examination Office. <sup>4</sup>Should the requirements of sentence 3 not be fulfilled, the courses in question will not be taken into account in the relevant transcripts (§ 12). <sup>5</sup>The examiner is obliged to submit the information to the Examination Office as soon as possible and to send individual certifications to all students involved in official notification form by mail with information on the right to appeal.

## § 26

### Participatory Obligations of Students, Receipt of Notifications

<sup>1</sup>Students are obliged to confirm the receipt of postal, individually handed or electronic mail containing information, notifications or administrative decisions from the Examination Board or Office in the required form at his/her own expenses (acknowledgement of receipt). <sup>2</sup>On the premises of the Ludwig-Maximilians-University, Munich, the acknowledgement of receipt is free of charge. <sup>3</sup>In the first two weeks of the lecture period, the Examination Office customarily announces when information, notifications and administrative decisions are displayed or mailed and/or when they can be accessed electronically or personally. <sup>4</sup>For the delivery of such information, notifications and administrative decisions, the general legal requirements apply. <sup>5</sup>Students who do not take notice of displayed information, notifications and administrative decisions, do not retrieve or electronically access them and/or do not accept or pick up mail from a postal delivery company, this information and these notifications and administrative decisions are considered received and announced one month after display, preparation for electronic download or personal collection or dispatch. <sup>6</sup>If the Examination Office resends information, notifications and administrative decisions because the student does not deliver an acknowledgement of receipt as required in sentence 1 and/or does not take notice of displayed information, notifications and administrative decisions, does not electronically download or personally collect them or does not accept or pick them up when delivered or made available by a postal delivery company, the student has to bear the costs for the renewed delivery. <sup>7</sup>The Examination Office is under no obligation to attempt any further deliveries of these notifications.

## V. Examination Procedures

### § 27

#### Recognition of Competences

(1) <sup>1</sup>Study periods, studies and examination results that have been performed in another study program at the Ludwig-Maximilians-University, Munich, or in study programs at other state or state-recognised universities in the Federal Republic of Germany through successful participation in a correspondence course (distance learning) unit of a study program at a state or state-recognised university in the Federal Republic of Germany or in study programs at foreign universities are to be credited, unless there are significant differences in terms of acquired competences (learning outcomes). <sup>2</sup>The same applies to study periods, studies, or examination results provided at a state or state-recognised university in Bavaria in other areas of study (Article 56, paragraph 6, numbers 1 and 2, BayHSchG), in special available study programs (as defined in article 47, paragraph 3, sentence 1, BayHSchG), or at the Virtual University of Bavaria.

(2) <sup>1</sup>Competences gained in the context of other continuing studies, pertaining to article 56, paragraph 6, no. 3, BayHSchG, or outside the higher education system

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can be credited if they are equivalent. <sup>2</sup>Competences gained outside of the higher education sector may replace no more than half of those competences required.

(3) <sup>1</sup>If study or examination results are credited, the grades – if the grading systems correspond – are to be adopted and included in the calculation of the module and final grade according to these examination and study regulations.

<sup>2</sup>The adopted grades are indicated and the fact of adoption is recorded in the certificate. <sup>3</sup>If the grading systems are not equivalent, the Chairperson of the Examination Board will determine the grades for the recognised study and examination results on the basis of the evaluation steps according to § 10, paragraph 2, following sentences 1 and 2. <sup>4</sup>Sentences 1 to 3 apply accordingly for the assignment of ECTS points.

(4) <sup>1</sup>The required documents for recognition must be submitted to the Examination Board by the student no later than the end of the first semester after enrolment to this Master's program at the Ludwig-Maximilians-University, Munich, provided study periods and coursework or examination results are to be recognised, which are provided in this Master's program before enrolling at the Ludwig-Maximilians-University. <sup>2</sup>For the recognition of study periods and studies– and examination results that are obtained after matriculation to this Master's program at the Ludwig-Maximilians-University, Munich, the documents must be submitted following the semester in which they are completed. <sup>3</sup>As a general rule, proof of creditable periods of study is provided by the submission of the transcript of the university, at which the period of study was completed. <sup>4</sup>For the acknowledgement of study and examination results, a certification of the university at which the study and examination results were completed is to be presented; this certification must include information on;

1. which individual examinations (oral and/or written) had to be taken, in which examination subjects in the context of the overall examination,
2. which examinations were actually passed,
3. the assessment of the study and examination results and, where appropriate, the subject grade,
4. the underlying grading system,
5. for study programs with a credit point system for individual courses in which the study and examination results are to be recognised, the credit points granted were achieved together with the amount of credit points necessary for successful completion of that particular study program,
6. the scope of the individual courses in which the credited study and examination results were achieved, in hours per week per semester and
7. whether an overall examination is failed on the basis of the available results or is considered failed due to other circumstances.

<sup>5</sup>For the recognition of acquired competences outside of the higher education sector, suitable supporting documents (transcripts, certificates, documentations, etc.) are provided.

(5) In the case of certificates and documents not issued in German, the arrangement of a certified German translation can be requested.

(6) The Examination Board decides on the recognition of study periods, study and

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examination results; If in doubt, the responsible faculty representative is to be consulted.

## § 28

### **Registration for Courses of Instruction and Module and Sub-module Exams; Organisational Measures**

(1) <sup>1</sup>The Examination Board can demand a registration for the participation in individual or all courses and determine its form and period. <sup>2</sup>Students who have not registered for a course of instruction with prescribed registration according to sentence 1, or did not do so in due form and/or time are not eligible to partake in this course. <sup>3</sup>The Examination Office customarily announces the courses, for which a registration is necessary, as well as the form and deadline of registration within the first two weeks after the beginning of each semester; an announcement by the Examination Office exclusively on the Internet is sufficient.

(2) <sup>1</sup>For all module and sub-module exams, a registration in due form and time prescribed by the Examination Board is necessary. <sup>2</sup>Students who do not register for a module or sub-module exam in due form and time are not entitled to participate in this module or sub-module exam. <sup>3</sup>The Examination Board may, in addition generally request that a module or sub-module exam is to be considered as failed for which a student has registered if the student does not attend, or withdraws from the module or sub-module exam for reasons within the student's control. <sup>4</sup>Paragraph 1, sentence 3 applies accordingly for the form and deadline of the registration.

(3) <sup>1</sup>A protocol is written on the announcements according to paragraph 1, sentence 3 and paragraph 2, sentence 4 containing details on the regulations, as well as the date, form and place of their announcement. <sup>2</sup>The protocol is signed by the Chairperson of the Examination Board and stored at the Examination Office for at least five years.

(4) For study organisational measures, the regulations on criteria for the admission of students to Bachelor and Master's programs with limited capacity are applied in their currently valid versions.

## § 29

### **Non-attendance, Withdrawal**

(1) A module or sub-module exam is considered "failed" or "insufficient" (5.0) if a student

1. does not attend a module or sub-module exam for which he/she has registered, and for which the Examination Board has made arrangements for according to § 28, paragraph 2, sentence 3 for reasons within his/her control, or
2. withdraws from a module or sub-module exam that he/she has already began for reasons within his/her control, or
3. has not completed a written module or sub-module exam within the

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prescribed time frame for reasons within his/her control.

(2) <sup>1</sup>The reasons for absence or withdrawal must be valid and plausible and submitted to the Examination Office immediately in written form. <sup>2</sup>§ 11, paragraph 5 and sentences 4 to 7 apply accordingly.

### **§ 30**

#### **Deception, Breach of Rules, Insufficient Participation Prerequisites**

(1) If a student attempts to influence the result of a module or sub-module exam to his/her own or another person's benefit through deception or the use of unauthorised aids, the module or sub-module exam in question is assessed as "failed" or "insufficient" (5.0); in the case of written module and sub-module exams, the possession of unauthorised aids during or after the distribution of the examination papers is considered an attempt of breaching rules.

(2) Any student who disrupts the orderly procedure of an examination can be excluded by the respective examiner or invigilator from continuing the module or sub-module exam; in this case, the module or sub-module exam is assessed "failed" or "not sufficient" (5.0).

(3) In serious or repeated cases of paragraph 1 and/or paragraph 2, the Examination Board can prohibit the student from taking any or all further module and sub-module exams; in the latter case, the student is expelled according to article 49, paragraph 2, no. 3, BayHSchG.

(4) If prerequisites for the participation in a module or sub-module exam have not been met, the exam is considered not taken.

(5) § 22, paragraph 6, sentences 5 and 6 apply accordingly.

### **§ 31**

#### **Safety Regulations in Accordance with the Maternity Protection Law, the Federal Laws on Parental Allowances and Leave, and the Law on Nursing Leave**

(1) Claims to protection provisions according to §§ 3, 4, 6 and 8 of the law on the protection of working mothers (Maternity Protection Law – MuSchG) in the version published on June 20, 2002 (BGBl I page 2318) in its current version, and in compliance with the law on parental allowances and leave (BEEG) of December 5, 2006 (BGBl I page 2748) in its current valid version and for the nursing care of an immediate family member in the sense of § 7, paragraph 3 of the law on nursing leave (PflegeZG) of May 28, 2008 (BGBl I, pages 874, 896) in its current version who is in need of care in the sense of §§ 14, 15 of the eleventh book of the social code (SGB XI) of May 26, 1994 (BGBl I p. 1014, 1015) in its current version are facilitated.

(2) <sup>1</sup>The Examination Board determines which courses can pose an above-average risk to pregnant or nursing students and warns them accordingly. <sup>2</sup>The Examination Board forbids the participation of pregnant or nursing students in

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courses that pose considerably above-average risks for mother and/or child. <sup>3</sup>The Examination Board determines whether and how pregnant or nursing students can otherwise acquire the knowledge and skills conveyed in courses they are not entitled to attend. <sup>4</sup>There is no legal claim to special course offerings for pregnant or nursing students. <sup>5</sup>The courses, warnings and prohibitions according to sentences 1 and 2, as well as the possibility of acquiring the knowledge and skills according to sentence 3 otherwise are customarily announced by the Examination Office; an announcement by the Examination Office exclusively on the internet is sufficient.

### **§ 32 Disadvantage Compensation**

(1) <sup>1</sup>Seriously disabled persons and persons of equal status (§ 2, paragraph 2 and 3 of the SGB IX in its current valid version) are granted an extension of up to one fourth of the normal examination duration by the Examination Board upon application, depending on the severity of the proven examination disability. <sup>2</sup>In cases of extensive examination disability, the duration of the examinations may be extended by a period of up to half of the usual examination duration upon application. <sup>3</sup>In addition to, or instead of an extension of the examination duration, another type of suitable compensation can be granted.

(2) <sup>1</sup>Other examinees that are significantly impaired in regards to completing module or sub- module exams due to a documented, not only temporary physical disability or chronic disease may be granted disadvantage compensation in compliance with paragraph 1. <sup>2</sup>In cases of temporary disabilities, other appropriate measures can be taken.

(3) <sup>1</sup>Applications for disadvantage compensation must be submitted at the time of registration for a module or sub-module exam or at the latest, one month before the respective module or sub- module exam. <sup>2</sup>The disability has to be made credible. <sup>3</sup>The Examination Board may demand the authentication (to be proven) by a medical certificate. <sup>4</sup>§ 11, paragraph 5, sentences 4 and 5 apply accordingly.

### **§ 33 Flaws in the Examination Procedure**

(1) If an examination procedure has been proven to have had essential flaws that may have influenced the examination results, it can be requested officially or upon application of a participant that the entire module or sub-module exam, or a single part of it is to be repeated by certain or all participants.

(2) <sup>1</sup>Alleged faults in the examination procedure, or the inability to take an examination occurring before or during a module or sub-module exam must immediately be announced (before the announcement of the examination results at the latest) and made credible at the proctor, the examiner, the Examination Office or the Chairperson of the Examination Board. <sup>2</sup>Reasons that are orally claimed and made plausible in the sense of sentence 1 are to be immediately

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submitted in written form to the Examination Office or the Chairperson of the Examination Board. <sup>3</sup>The claim and its substantiation are excluded in any case if one month has passed since the date of the module or sub-module exam. <sup>4</sup>§ 11, paragraph 5, sentences 3 to 7 apply accordingly.

### **§ 34**

#### **Inspection of Examination Documents, Record Retention Periods**

<sup>1</sup>Within a certain time period customarily announced by the Examination Office following a completed module or sub-module exam, the student has a right to inspect the examination papers, surveys and protocols upon application at the Examination Office within a reasonable period; the time period announced exclusively on the Internet by the Examination Office is sufficient. <sup>2</sup>The Examination Office can announce that the inspection according to sentence 1, in contrast to sentence 1, can be carried out in a different location at the Ludwig-Maximilians-University, Munich; an announcement of this different location given by the Examination Office exclusively on the Internet is sufficient. <sup>3</sup>The complete examination records are retained for at least five years. <sup>4</sup>The basic record, consisting of copies of the Master-Urkunde, the Master Diploma, the Master-Zeugnis (grade report), the Master Certificate and the Transcript of Records is retained for an unlimited period of time. <sup>5</sup>The records can be stored electronically.

## **VI. Final Provisions**

### **§ 35**

#### **Legal Validity**

These regulations take effect on the 1<sup>st</sup> of October 2013.