

Examination Regulations
for the Master of Arts programme in

Philosophy of Social Innovation

at the Alanus Hochschule für Kunst und Gesellschaft
Alanus University of Arts and Social Sciences

Note on use of language:

According to Article 3 § 2 of the German Basic Law, men and women have equal rights. All descriptions of persons and functions in these statutes shall apply to men and women equally.

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I General

§1 Objective of the study programme and purpose of the examinations

(1) The objective of the study programme is to prepare students for professional practice in the field of Philosophy of Social Innovation with specialisations. The options offered by the course of studies are described in the Module Handbook. Completion of the Master's degree programme qualifies students to take a doctoral degree.

(2) After passing the Master' examinations, graduates are awarded the second academic degree "Master of Arts". The examinations testify that the student:

- possesses an application-based skill (see module handbook),
- has a practice-based knowledge of the respective field of work,
- has an overview of connections between the individual subjects (see module handbook),
- has acquired the professional skills needed to be able to work in his / her field
- has the ability to produce academic work independently and to document and present this in spoken and written form.

(3) The Master's programme is designed as a continual professional development programme.

§2 Academic degree

If the student passes the Master's degree examinations, the University confers the academic degree "Master of Arts", "MA" for short.

§ 3 Standard period of study, module structure, scope of study, maternity protection

(1) The Master's degree programme is a part-time programme. The standard period of study is six semesters.

(2) The course of study is divided into modules. An identified amount of credit points are awarded for each module in accordance with the agreements of the European Credit Transfer System (ECTS). Course assessment has to be completed during or at the end of each module.

(3) The study programme comprises 60 credit points (ECTS).

(4) Within the framework of study regulations for the study programme, the department faculty ensures that the course of study and assessment can be completed within the standard study period.

(5) In accordance with the protection periods stipulated in the Maternity Protection Article 3 Section 2 and Article 6 Section 1 and the parental leave periods provided by regulations under Land law, the study period is extended by the corresponding periods.

§ 4 Structure of studies

(1) Assessment in the Master's degree programme takes the form of assignments and a Master's thesis. A total of 4 modules have to be achieved for the programme to be successfully completed.

(2) The study programme consists of three Compulsory Core modules (Module 1: 15 CP, Module 2: 5 CP, Module 3: 5 CP), a specialist pathway module (20 CP) and a Master's thesis with one module (15 CP). A description of the modules and participation requirements, credit points, learning aims and examination procedures is contained in the Module Handbook.

§ 5 Credit points

(1) A credit point account is set up per subject in the examination files of all students who have been admitted to take the Master's degree programme. Whenever organisationally possible, students may informally check the balance of their account at any time.

(2) The number of credit points for every module is listed in the module handbook. Fifteen (15) credit points are awarded for the Master's thesis.

§ 6 Types of examination and assessment

(1) Assessed work can take any of the forms listed in point (7)

(2) Examinations and/or assessment is performed in English unless the student and the examiner decide by mutual agreement on another language.

(3) Presentations or performances may be internal or public and are assessed by at least one examiner. The marks are documented in a report.

(4) Artistic / practical assignments are assessed by at least one examiner. The results are documented in a report.

(5) Written assignments involve completing an assignment to an assignment brief or answering several questions. Assessment occurs within six weeks. Assignments are second marked and moderated.

(6) Oral examinations are held as an individual or group examination in front of at least one examiner. The oral examination for one module should last at least 15 minutes. Assessment occurs within six weeks.

(7) Other forms of assessed work are written assignments, academic papers, presentations on a piece of artistic work, case study, group work, portfolio work, work journals, reflective journals and similar forms of assessment.

(7.1) An academic paper is an independently produced, in-depth written analysis of a subject from the working context of the class, taking into account and analysing relevant literature (between five and ten pages), and the oral presentation of the

paper and its results and a subsequent discussion. The assignment shall be set in such a way that it can ordinarily be completed within a period of two to six weeks.

(7.2) A presentation on an artistic piece of work is an oral or written presentation of a project, its realisation and its outcome. Assessment occurs within six weeks of submission.

(7.3) A case study is a written, systematic presentation and description of the relevant situation, – the scope depends on the respective requirements - or a written reflection on the planning, implementation and results of the project, taking into account the field of study and its contexts. Assessment occurs within six weeks of submission.

(7.4) A portfolio is a systematic collection of papers, materials, documents and products on a subject, which document a learning or development process and the appropriate skill-building process of the student, or a systematic written reflection on this collection, taking into account field of study and its context. Assessment occurs within six weeks of submission.

(7.5) A work journal is a chronological compilation of work process and results that relate to the student's learning biography and reflect his/her progress, or a systematic written reflection on this compilation, taking into account the field of study and its contexts. Assessment occurs within six weeks of submission.

(7.6) A reflective journal is a chronological compilation of the student's learning biography and reflections on his/her progress, taking into account the field of study and its contexts. Assessment occurs within six weeks of submission.

(7.7) Other comparable forms of assessment are permissible if they allow an assessment of individual learning progress in a module.

(8) The examiners are obliged to inform students of the respective assessment and/or examination format at the start of each module.

(9) The module leader is responsible for organising the assessment and/or examinations.

(10) In cases where failure to pass an assessment and/or examination would mean the student's disqualification from the programme, the assessed and/or examined work shall be assessed by two examiners.

(11) If the student proves with a medical certificate that he/she is unable to complete an examination or assessment either in whole or in part in the required manner on account of prolonged or chronic disability, the Chair of the Examination Board may allow the student to complete equivalent work in a different form – for example, by granting an extension.

§ 7 Examination deadlines

(1) The Master's degree may be completed before the end of the standard period of study.

(2) We recognise special consideration may be required at the time of examination or assessment if learners suffer illness or injury, or some other event outside their control at that time.

In the event that a request is made for special consideration the Chair of the Examination Board shall set a date for the assessment or examination, informing the student of the time and place of the examination or the assessment arrangements in writing.

(3) Students are themselves responsible for observing the examination deadlines laid down in these regulations.

§ 8 Registration deadlines for examinations

(1) The registration deadlines for examinations shall be decided by the Examination Board and announced to students in good time. Separate registration is necessary for each module. Registration is only possible if admission requirements are fulfilled. Registration for examinations is regarded as being final unless a written revocation has been sent to the Examination Office by the withdrawal date. Registration and withdrawal deadlines shall be announced on the notice board by the Examination Office. These are binding deadlines.

(2) If the student proves with a medical certificate that he/she is unable to take the examination either in whole or in part in the required manner on account of prolonged or chronic physical disability, the Chair of the Examination Board may allow the student to complete equivalent work in a different form.

§9 Examination Board

(1) An Examination Board shall be formed to organise examinations and perform the tasks assigned by these Examination Regulations. Members of the Examination Board are appointed by the Rector of Alanus University at the proposal of the Senate. Members may be re-appointed.

(2) The Examination Board is made up of a professor from Alanus University who is the Chair, four additional professors, an administrative representative and a representative of the student body. The student representative plays an advisory role; he/she is not involved in matters relating to the recognition or assessment of coursework or graded work or the appointment of examiners and observers; nor does the student representative participate in discussions and decisions concerning the setting of examination questions or his/her own examinations.

(3) The Examination Board is responsible for ensuring that the examination is properly conducted. It ensures compliance with the provisions of these examination regulations.

(4) The Examination Board acts by simple majority. In the event of a tied vote, the Chair shall have the casting vote. The Examination Board constitutes a quorum if the majority of its members are present.

(5) The Board may appoint the Chair to perform and select individual assignments on a revocable basis; this does not apply to the decisions defined in § 23 Section 1. If an appeal is made against decisions of the Chair (§ 24), the Examination Board shall decide with the majority of its members.

(6) Minutes shall be kept of Examination Board meetings, documenting the most significant subjects of discussions and the resolutions of the Examination Board.

(7) Members of the Examination Board are entitled to attend examinations as observers.

(8) Members of the Examination Board are bound by confidentiality and the Chair of the Examination Board shall ask them to affirm this at each Board Meeting.

§ 10 Assessment of graded work, grading scheme

(1) The Master's assignments and thesis are assessed with grades. The assessment is carried out by examiners. Course tests are assessed as either "passed" or "not passed".

(2) Graded work is assessed with German grades.

(3) The following grades shall be used:

| Grade | Assessment | Definition |
|-------|----------------|--|
| 1.0 | Very good | Excellent Outstanding performance and only a few insignificant mistakes |
| 1.3 | Very good | Very good Above-average performance, but with a few mistakes |
| 1.7 | Good | Good Generally good and sound performance but with a few fundamental mistakes |
| 2.0 | Good | |
| 2.3 | Good | |
| 2.7 | Satisfactory | Satisfactory Moderate, however with significant shortcomings |
| 3.0 | Satisfactory | |
| 3.3 | Satisfactory | |
| 3.7 | Sufficient | Sufficient The demonstrated performance meets the lowest requirements |
| 4.0 | Sufficient | |
| 5.0 | Unsatisfactory | Unsatisfactory Improvements are necessary before the work can be recognised |

(4) An examination or assessment is considered to be passed if graded with at least "sufficient" (E; 4.0) or "passed". If the examination or assessment is graded by more than one examiners, it is considered passed if all grades given are at least "sufficient" (4.0) or "passed". In this case, the grade for the assessed work is the mean of the grades awarded by the examiners. Section 5 shall apply mutatis mutandis.

(5) If the grade is calculated as the mean, only the first digit after the decimal point is considered; all other digits are disregarded without rounding. The grades are as follows:

| | |
|-------------------------|----------------|
| For an average of : | |
| up to and including 1.5 | Very good |
| between 1.6 and 2.5 | Good |
| between 2.6 and 3.5 | Satisfactory |
| between 3.6 and 4.0 | Sufficient |
| from 4.1 | Unsatisfactory |

(6) The ECTS grade is a mandatory supplement to the German grade for the final grade.

(7) The ECTS grade can optionally be displayed for the individual modules in so far as this is possible and if there is appropriate need (for example, in the case of transferral to a university abroad).

(8) The ECTS grade is determined according to the following conversion table:

| German grade | ECTS grade |
|--------------|------------|
| 1.0 - 1.49 | A |
| 1.5 - 2.49 | B |
| 2.5 - 3.49 | C |
| 3.49 - 4.0 | D |
| from 4.1 | E |

§ 11 Absence, withdrawal, deception and violation of regulations

(1) An examination is assessed as "not passed" or "unsatisfactory" (5.0) if the candidate misses an examination date or if he/she withdraws from the examination after its commencement, unless special or extenuating circumstances apply (see section 7). The same applies if a graded assignment is not completed within the stipulated period.

(2) If the candidate attempts to influence examination or assessment results by cheating or using unauthorised aids, the relevant examination is assessed as "not passed" or "unsatisfactory" (5.0).

(3) Candidates who disrupt the orderly examination procedure may be barred from continuing the examination by the respective examiner; in this case, the relevant examination shall be assessed as "not passed" or "unsatisfactory" (5.0).

(4) If an examination or assessment is assessed as "not passed" or "unsatisfactory" in accordance with Section 1, 2 or 3, the candidate may submit a substantiated objection to the Examination Board within four weeks.

(5) The reasons for withdrawal, failure to attend or failure to submit at the set date of the examination must be submitted to the Examination Board immediately in writing, and these reasons must be plausible.

(6) In the event of illness, the candidate must submit a medical certificate in accordance with the requirements of the Examination Board; in cases of doubt, the Chair of the Examination Board may request a certificate from a medical referee.

(7) The decision of the Examination Board must be presented to the candidate in writing, substantiated and issued with instructions about legal remedy. If the reasons for withdrawal

or failure to attend or submit are accepted, a new examination or assessment date shall be set.

§ 12 Recognition of coursework and examinations

(1) The heads of the study programme and the responsible institute shall decide on the recognition of coursework and examinations by written request. The request must be submitted to the secretary of the institute within four weeks after the study programme has commenced. Students shall submit the original or certified copies of the documents that are required for the recognition procedure. If necessary, documents that are not in German or English must be translated into German or English by a certified translator. The recognition has to be approved by the Examination Board.

(2) Credit for coursework and examination performance obtained in other study programmes at Alanus University or in study programmes at universities within the area of application of German Basic Law shall be recognised in so far as no significant differences exist between the acquired skills and abilities and those to be acquired at Alanus University. In case of non-recognition the responsible institute of Alanus University shall give reasons and bears the burden of proof. The transfer of credits applies to all coursework and examination performances rendered at a university other than Alanus University. Consequently, coursework and examination performance that have been passed and failed must be reported for the crediting procedure. Before decisions are made about equivalence, responsible representatives of the subject shall be consulted.

(3) No significant differences exist if study times, coursework and examination performances fundamentally correspond in terms of content, scope and requirements to the respective study programme at Alanus University. In this respect, an overall consideration and assessment shall be decisive rather than a schematic comparison. Recognition subjected to obligations is feasible.

(4) Credit for coursework and examination performance obtained study programmes abroad shall be recognised in so far as no significant differences exist between the acquired skills and abilities and those to be acquired at Alanus University. In case of non-recognition the responsible institute of Alanus University shall give reasons and bears the burden of proof. Paragraph 3 applies correspondingly. For coursework and examination credits acquired abroad agreements concluded as part of university partnerships should be taken into consideration. Otherwise, the International Office and Central Office for Foreign Education may be consulted about equivalence in cases of doubt. The basis for assessment shall be the European Credit Transfer System (ECTS) in so far this is already applied by both parties.

(5) If coursework and examination credits are recognised, the grades shall be transferred – in so far as grading systems are comparable – and included in the calculation of the overall grade. If grade systems are not comparable, the comment "passed" will be added. The transfer of credits shall be indicated on the transcript.

(6) Comparable knowledge and competencies acquired outside the university can be recognised towards the credits required by the study programme by written request. The recognition of these knowledges and competences towards the credits is carried out in dutiful discretion of the university and by applying consistent, transparent and reliable procedures and criteria. Recognition subjected to obligations is feasible.

§ 13 Entry and admission requirements

(1) It is possible to apply for the Master's degree programme at any time. Studies begin every Autumn semester. Applications must be accompanied by the following documents:

1. Letter of application with curriculum vitae
2. Letter of motivation
3. Details about previous education, qualifications, diplomas, etc.
4. Certified copies of certificates (officially certified translations of foreign certificates)
5. One photograph
6. Proof of health insurance
7. If applicable, proof of language skills

(2) Requirements for the study programme are that participants will have a relevant first academic degree, normally a Bachelor degree or otherwise an academic degree at least equivalent to a Bachelor degree. This is an essential condition of admission. If necessary, additional courses have to be taken to ensure the quantitative and qualitative conjunction of the first degree to the Master programme.

Further Requirements are that participants will have at least one-year of relevant working experience.

The Master's programme is delivered in English or German.

(3) In the admissions procedure, the University takes into account that the first academic degree of an applicant might not comprise the 240 Credit points, which are generally required to attain a 300 Credit Points Master's degree by passing a programme consisting of 60 Credit Points.

Therefore applicants who by reason of the number of credit points of their first academic degree would generally not reach 300 Credit points in sum by passing the 60 Credit Master's programme, can be permitted still and accomplish a full 300 Credit point degree in the end, if they are able to prove sufficiency of their qualification by...

- certificates and qualifications from modules or intermediate courses, which are provided by the Alanus University or other providers of higher education,
- proof of knowledge and competences acquired outside the higher education system.

It is deciding if applicants are able to proof the afforded qualification, not necessarily to account for the missing number of credit points. The Admission Panel of the responsible Institute will decide on the sufficiency of qualification in each case individually. Entry permission subjected to obligations is feasible.

(4) The admissions procedure consists of the following parts:

1. Submission of a completed application form, accompanied by all documents defined in section 1 of this paragraph.
2. Interview with one or more of the programme faculty
3. Potential students who do not have English as a first language will be asked to show evidence of fluency in speaking, reading and writing English to the required level.

II Examination procedure

§ 14 Admission to the Master's degree programme

(1) Students should apply for admission to take the course examinations or assessments that count towards the Master's degree in the first semester of study; application must be submitted four weeks prior to the first examination date or assessment submission date. The University shall endeavour to issue the student with the appropriate registration form upon enrolment. If the student fails to observe the deadline, he/she shall be barred from taking the examination or assessment unless the Examination Board decides otherwise upon the written request of the student.

(2) The application for admission to take the Master's examinations must be submitted to the Examination Board in writing. The application must contain the following:

1. the completed registration form,
2. a declaration permitting the storage of personal data in so far as this is necessary to plan and organise examinations,
3. a declaration from the student that at no university or university of applied sciences in Germany in the selected study programme
 - a) has he/she failed a Master's degree programme in Philosophy of Social Innovation, or
 - b) has he/she been legally disqualified from taking such an examination, or
 - c) has he/she forfeited the right to take an examination, or
 - d) that he/she is currently taking examinations in such a study programme

(3) Admission may be rejected, for example, if

1. the requirements set out in section 1.12 are not fulfilled, or
2. the candidate has definitively failed the entire Master's degree in Philosophy of Social Innovation in the selected study programme at a university in the area of application of the German Basic Law
3. the documents are incomplete, or
4. the candidate is taking examinations in the same or a related study programme, or
5. the candidate has forfeited his right to take such an examination.

§ 15 Scope and nature of the Master's degree

(1) The Master's degree consists of:

- a) the assessment which takes place during the course of study (see module handbook)
 - i. in the Compulsory Core modules
 - ii. in the Specialisation module
- b) the Master's degree thesis

(2) The students may take an examination or assessment in modules other than those that are prescribed. The result is not included in the overall grade but can be mentioned in the transcript by request.

§ 16 Master's thesis: application for admission, assignment of subject, preparation time

(1) The Master's thesis will consist of the following forms:

- written documentation
- oral presentation

Further details are specified in the module handbook.

(2) Students apply in writing to the Examination Board for permission to complete their Master's thesis. The application must be accompanied by the following:

- subject of the Master's thesis (working title)
- if applicable, an application for the assignment of the subject as a joint project
- proof that examination fees have been paid

(3) Upon admission, first and second examiners shall be appointed to assign and supervise the thesis subject. Examiners may be professors from the department, university lecturers and artistic and academic staff who are authorised to examine students.

(4) The subject is set by the student and first examiner in a personal meeting. Permission to take the Master's thesis shall be duly announced in a notice board posting by the Examination Board so that the student can complete the Master's degree programme within the standard period of study. The Examination Board shall keep a record of the subject and date on which the subject was assigned.

(5) It is possible to withdraw registration to take the Master's thesis/performance before the start of the editing time. In the event of withdrawal, admission must be applied for again at a later date.

(6) Students have a maximum of 6 months to prepare their thesis. This usually covers the period from assignment of the subject (cf. Section 4) to the completion of all parts of the final Master's examination according to Section 1. The subject and assignment must be such that the Master's thesis can be completed within the set period. The subject can only be given back once, and only within the first two weeks of the preparation period.

(7) An exception to the preparation period specified in Section 6 is possible only if the student can prove that he/she is ill or in the case of protection periods according to the Maternity Protection Act. In these cases, the preparation period is extended by the duration of the illness or maternity protection periods. Exceptional circumstances (e.g. death of a relative) will be assessed individually. An attempt that has been aborted as a result of prolonged illness or maternal protection periods shall not be considered with regards to the repetition opportunities according to section 2.6 (3).

(8) Two copies of the written Master's thesis shall be handed in to the department secretariat by the due date. A record shall be made of the time at which the thesis was handed in and presented. The written documentation shall be accompanied by a written declaration from the author that the thesis was produced independently and without the use of sources and aids other than those that are cited. All parts of the thesis that have been taken verbatim or in substance from publications or from other third-party sources must be indicated as such. Furthermore, the student shall declare that the thesis has not been used as an assessed piece of work in another study programme.

§ 17 Presentation and assessment of Master's thesis

- (1) Members of the University are permitted to attend the presentation of a Master's thesis. If the presentation is disrupted, the Examination Panel may exclude the public.
- (2) The different parts are assessed by at least two examiners. One of the examiners is the person who assigned and supervised the subject according to § 16 Section 3 and 4. One of the examiners must be a professor.
- (3) The assessment shall be carried out by both examiners immediately, at the latest six weeks after submission. The candidate is informed of the result by the Examination Office. The candidate shall be informed by the examiner of the assessment criteria prior to the presentation.
- (4) The overall grade of the Master's thesis is the arithmetical mean of the examiners' assessments, the examiners' assessments and each part of the Master's thesis being equally weighted. Section 10 (4) shall apply. The Master's thesis is passed if all parts thereof have been assessed with at least "sufficient" (E; 4.0).
- (5) If the student fails part of the Master's thesis, he/she may re-attempt this part once. If the student fails again, the Master's thesis as a whole is considered not passed and must be repeated as a whole.

§ 18 Allowance for students with disabilities and special circumstances

- (1) If a candidate is unable to complete graded work either in whole or in part in the required manner on account of prolonged disability or chronic illness, he/she may apply to the Examination Office for the individual adjustment of the date and type of assessment set indicating the grounds for this application. To assert these reasons, the provisions of Section 1.1 (5) shall be applicable.
- (2) Special circumstances are usually allowed for by the Examination Office in the form of an extension on the assessed piece of work according to Section 1.1 (5) and (6) in conjunction with the provisions of Section 2.6 and the discretionary scope described therein. The Examination Board may also take into account the special burdening circumstances of the student with exceptional arrangements in which equivalence regulations are agreed for individual pieces of assessed work and contact hours that have not been met. There is no legal entitlement to this. Academic requirements shall remain unaffected.
- (3) The Examination Board shall ensure that account is taken of the concerns of maternity protection according to the Maternity Protection Act.
- (4) The illness of a child attested by a medical certificate shall be treated in the same way as the student's own illness.

Sections (1) to (4) also apply to coursework in so far as the sense is appropriate.

§ 19 Result of the Master's degree

(1) The Master's degree is passed as a whole if the examinations or assessments in all modules are assessed with "passed" and the Master's thesis with at least "sufficient" (E; 4.0).

(2) The overall grade is calculated from the sum of the graded examination and assessment performances. The calculation is made to the first digit after the decimal point; all other digits are disregarded without rounding. The overall grade of a passed Master's degree is the average value of the grades as follows:

from 1.0 to 1.5 = very good

from 1.6 to 2.5 = good

from 2.6 to 3.5 = satisfactory

from 3.6 to 4.0 = sufficient

(3) Additionally tested modules according to Section 2.1 (2) are not included in the calculation of the overall grade.

§ 20 Re-sitting Master's examinations, deadlines

(1) If one of the various assessments in a module is not passed, students have the chance to re-take this assessment. It is possible to re-take a maximum of two module assessments a second time.

(2) A failed examination or assessment must be re-taken at the latest within one year after the unsuccessful attempt. This period begins with the announcement of the grades: the candidate is then informed of the possibility of re-taking the examination or assessment and of the re-take deadlines. If the deadlines are missed, the possibility of re-taking an examination or assessment shall lapse unless the candidate is not accountable for missing the deadline; a decision shall be made by the Examination Board at the request of the student. If the student misses the re-take deadline through no fault of his/her own, the examinations or assessments shall be re-taken as soon as the above reasons cease to exist. The Examination Board shall set dates for this.

(3) A candidate may re-attempt a failed Master's thesis with a new theme. The assignment must be agreed at the latest six weeks after announcement of the first results. It is not possible to repeat the Master's thesis twice or return to the theme.

(4) If the Master's degree is not passed, the student shall be informed by the Chair of the Examination Board. By request and upon submission of appropriate proof as well as the certificate of withdrawal from the register of students, the candidate may receive written certification documenting the rendered examination performances and their grades and outstanding work, and indicating that the Master's degree has not been passed.

(5) By request, the student leaving the University without a degree may receive a certificate of achievement listing the rendered coursework and examinations.

§ 21 Master's transcript and Master's certificate

(1) After the candidate has passed the Master's degree, he/she receives a certificate indicating the date of the transcript. The certificate records the conferral of the academic degree "Master of Arts".

(2) A transcript of the passed Master's degree is issued in English. A Diploma Supplement is also produced. The transcript states the title of the course of study, the individual modules and awarded grades, the overall grade and the total number of awarded credit points. Additionally assessed modules taken before completion of the Master's degree may be included in the transcript by request. The transcript shall be signed by the Chair of the Examination Board and the head of the department.

(3) The transcript bears the date on which the last examination was taken.

III Final provisions

§ 22 Invalidity of assessed work

(1) If the candidate cheated in an examination or assessment and if this fact only becomes known after the transcript has been issued, the Examination Board may subsequently declare that the examination or assessment has been failed either in part or in whole.

(2) If a shortcoming in the examination or assessment procedure becomes known after the transcript has been issued, the Examination Board shall make an appropriate decision.

(3) Before a decision is made, the candidate shall be given the opportunity to make a statement.

§ 23 Inspection of examination and assessment files

(1) After conclusion of the entire examination and assessment procedure, the candidate may, by request, be allowed to inspect his/her written examination papers and assessment submissions and the related assessments of the examiners and the examination records. The request must be submitted to the Chair of the Examination Board within one month after the examination transcript has been issued. The Chair of the Examination Board shall decide on the place and time of the inspection.

(2) After conclusion of an examination or assessment date, students may, by request, be allowed to inspect their written examination work or assessment submission produced for this date, the related reports and corrections of the examiners and the examination records of the oral examinations. The application must be submitted to the department within one month. The department shall decide on the place and time of the inspection.

§ 24 Complaints and appeals against the examination procedure and examination decisions

(1) Complaints may be lodged about the decisions of the Chair of the Examination Board. They must be submitted to the Chair of the Examination Board. The Examination Board shall make a decision about the complaints. If the complaints are rejected, reasons for this decision must be stated.

(2) An appeal may be made against the decisions of the Examination Board. It must be submitted to the Chair of the Examination Board. If the Examination Board does not allow the appeal, the Rector of Alanus University shall make a decision.

§ 25 Legal validity

These Examination Regulations shall, in accordance to the notification of accreditation from xx.yy.2015, come into force on xx.yy.2015.

Alfter, (date of issue) Alanus University

THE RECTOR