

**These degree program and examination regulations have been worded carefully to be up to date; however, errors cannot be completely excluded. The official German text available from L1 – Legal Affairs and Academic Quality Management is the version that is legally binding.**

**Note:** For students who started their studies before the latest amendment came into effect: please also note the previous amendments with their transitory provisions.

**Degree Program and Examination Regulations for the  
Master’s Degree Program for Professional Development in  
Human Rights at the Faculty of Humanities, Social  
Sciences, and Theology of Friedrich-Alexander-Universität  
Erlangen-Nürnberg (FAU)  
– FPOHR –  
Dated July 18, 2014**

amended by statutes of  
February 4, 2015  
June 7, 2016  
July 6, 2018  
October 14, 2019  
February 23, 2023

Based on Section 9 (1) in conjunction with Section 80 (1)(1), section 84 (2)(1), Section 88 (9), Section 90 (1)(2) and Section 96 (3)(1) of the Bavarian Higher Education Innovation Act dated August 5, 2022 (**BayHIG**), Friedrich-Alexander-Universität Erlangen-Nürnberg enacts the following degree program and examination regulations:

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### **Section 1 Scope, Purpose of the Master’s Examination**

(1) These examination regulations govern the examinations for the Master’s degree program for professional development ‘Human Rights’ resulting in the degree Master of Arts (abbreviated: MA).

(2) <sup>1</sup>The Master’s degree program in Human Rights is a postgraduate degree that qualifies the student for further research as well as professional work. <sup>2</sup>The Master’s examination serves to determine whether students:

- have acquired in-depth knowledge of the basics and the fundamental research findings in international human rights
- are capable of working independently according to scientific methods and of developing these further
- are prepared for professional practice.

### **Section 2 Content and Aims of the Degree Program**

<sup>1</sup>The degree program provides students with in-depth knowledge of international human rights, preparing them for careers in governmental and non-governmental institutions, the media and industry. <sup>2</sup>The degree program provides students with knowledge and skills regarding the political, philosophical and legal foundations of international human rights and gives students an opportunity to choose various specializations. <sup>3</sup>The degree program is international and interdisciplinary, facilitating students’ intercultural communication and intercultural learning.

### **Section 3 Standard Duration of Study, Teaching and Examination Language, Degree Structure**

(1) The standard duration of studies is three semesters.

(2) All courses and examinations are held in English.

(3) <sup>1</sup>The Master’s degree program is concluded with the Master’s examination. <sup>2</sup>The scope and structure of the Master’s degree program in Human Rights as well as the scope and type of the examinations shall be set forth in **Appendix 1**. <sup>3</sup>90 ECTS credits are required to successfully complete the degree program.

(4) The Master's degree program may only be started in the winter semester.

#### **Section 4 ECTS Credits**

(1) <sup>1</sup>The degree program and examinations are based on the European Credit Transfer and Accumulation System (ECTS). <sup>2</sup>30 ECTS credits are allocated per semester. <sup>3</sup>One ECTS credit corresponds to 30 hours of work.

(2) <sup>1</sup>ECTS credits serve as a system to categorize, calculate and confirm the amount of work a student has invested. <sup>2</sup>They are a quantitative indicator of a student's workload.

#### **Section 5 Modules and Credits**

(1) <sup>1</sup>The degree program consists of modules for which students are awarded ECTS credits. <sup>2</sup>One module is a chronologically connected and self-contained teaching and learning unit, the content of which can be tested in an examination.

(2) <sup>1</sup>The modules shall be completed with a module examination. <sup>2</sup>This examination shall as a rule consist of one examination achievement or one course achievement. <sup>3</sup>In exceptional cases, this examination can also consist of several partial examinations or parts of examinations or a combination of examination and course achievements if the subject warrants it. <sup>4</sup>Ungraded course achievements consisting of several parts and/or course achievements which can be repeated an unlimited number of times shall not count as examinations consisting of several parts as defined in sentence 3. <sup>5</sup>ECTS credits shall only be given for achievements that are awarded the grade 'ausreichend' (sufficient, 4.0) or better. <sup>6</sup>Module examinations are conducted during the lecture period or following the last lecture or seminar of a module. <sup>7</sup>All examinations with the exception of written assignments and oral examinations generally take place during the eight-week examination period. <sup>8</sup>The examination period is divided into two weeks before and two weeks after the end of the lecture period of one semester, during which the examinations are sat for the first time, and a period of two weeks before and two weeks after the beginning of the following semester's lecture period, during which the resit examinations take place.

(3) <sup>1</sup>Examinations (examination achievements and course achievements) measure the student's performance. <sup>2</sup>They may be written, oral, electronic, or use electronic communication devices. <sup>3</sup>In the event of invigilated remote electronic examinations, the Bavarian regulation for testing remote examinations (**BayFEV**) and the FAU regulations on remote examinations on the basis of the Bavarian regulations for testing remote examinations (BayFEV) – **EFernPO** – shall be complied with. <sup>4</sup>Examination achievements are graded. <sup>5</sup>In the case of course achievements, the assessment may be limited to passing or failing the achievement.

(4) <sup>1</sup>Enrollment in the Master's degree program in Human Rights at FAU is a requirement for participation in module examinations according to (2)(1). <sup>2</sup>This shall not apply to resit examinations within the meaning of Section 28.

## **Section 6 Qualification for a Master's Degree Program**

(1) <sup>1</sup>Qualification for the Master's degree program for professional development in Human Rights shall be proved through:

1. A degree from a German or foreign university usually consisting of a total of 210 ECTS credits, with the minimum being 180 ECTS credits, usually in law, social sciences or humanities
2. A minimum of one year of relevant work experience in a relevant field or equivalent experience in a position of responsibility in an organization involved in human rights.
3. English language proficiency equivalent to at least level C1 of the Common European Framework of Reference (CEFR) or equivalent,
4. A pass in the qualification assessment process according to **Appendix 2**
5. A pass in the suitability assessment examination pursuant to **Appendix 3** in the event of a degree pursuant to no. 1 consisting of 180 ECTS credits.

<sup>2</sup>Section 86 **BayHIG** shall apply to the assessment of equivalence of German and foreign degrees.

(2) <sup>1</sup>The Admissions Committee can grant admission under the condition that proof of further achievements worth up to a maximum of 20 ECTS credits and to be determined by the Admissions Committee be submitted within one year of taking up the Master's degree program. <sup>2</sup>Admission to the degree program is granted provisionally; if proof is not submitted within the deadline, the student shall be de-registered.

(3) <sup>1</sup>Notwithstanding (1)(1)(2), the Examinations Committee can grant admission to the Master's degree program before completion of at least one year of professional practice if the applicant has excellent academic achievements and a strong human rights profile and it can therefore be expected that they will compensate for the lack of further professional practice due to the excellent qualifications they already possess. <sup>2</sup>Notwithstanding (1)(1)(3), applicants may be admitted to the Master's degree program under the condition that proof of the English language proficiency required according to (1)(1)(3) is submitted no later than the date of enrollment.

(4) Notwithstanding Section 4 (5) (14a) of Friedrich-Alexander-Universität Erlangen-Nürnberg's agreement on enrollment, re-registration, leave and de-registration (**ImmaS**) dated 28 November 2006 in the currently valid version, no knowledge of German is required for the Master's degree program in Human Rights.

## **Section 7 Examination Deadlines, Failure to Observe Deadlines**

(1) <sup>1</sup>Examinations shall be sat in such a timely manner as to allow the student to obtain 90 ECTS credits by the scheduled deadline. <sup>2</sup>The deadline shall be the last semester of the standard duration of study for the degree program. <sup>3</sup>The deadline according to sentence 2 may be exceeded by one semester for the Master's examination (extended deadline). <sup>4</sup>An examination shall be considered to have been sat and failed at the final attempt if 90 ECTS credits were not obtained from the modules of the Master's degree program within the extended deadline, unless the reasons for this are beyond the student's control.

(2) The deadline set forth in paragraph (1) shall be extended by claiming the legal periods of protection stipulated in the law protecting mothers at work, in education and whilst studying, the Maternity Protection Act (Mutterschutzgesetz – MuSchG) in the version published on May 23, 2017 (BGBl I S. 1228 [German Federal Law Gazette I

p.2318]), according to the periods set forth in the current version of the Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz – BEEG) of December 5, 2006 (BGBl I S. 2748 [German Federal Law Gazette I p. 2748]), and according to periods of time spent providing care in the sense of Section 7 (3) of the current version of the Caregiver Leave Act (Pflegerzeitgesetz - PflegeZG) of 28 May 2008 (BGBl I S. 874, 896 [German Federal Law Gazette I p. 874, 896]) for a close family member who requires care in the sense of the current version of SGB XI (German Social Security Code XI) of 26 May 1994 (BGBl I S. 1014, 1015 [German Federal Law Gazette I p. 1014, 1015]).

(3) <sup>1</sup>The reasons according to (1) and (2) shall be explained in writing and shown credibly to the Examinations Committee without delay. <sup>2</sup>If the reasons are acknowledged, the examination shall be sat at the soonest possible time; already available examination and course achievements shall be accredited. <sup>3</sup>In cases where the student is unable to sit an examination due to illness, the student shall be required to submit a doctor's certificate; a certificate from an official medical examiner may be requested.

### **Section 8 Examinations Committee**

(1) <sup>1</sup>The Examinations Committee shall organize and carry out the examinations. <sup>2</sup>The Examinations Committee shall comprise one professor from the Faculty of Humanities, Social Sciences, and Theology, one professor from the School of Law and another authorized examiner from the degree program. <sup>3</sup>The members shall be elected by the Faculty Council of the Faculty of Humanities, Social Sciences, and Theology and the School of Law for a period of three years. <sup>4</sup>The Examinations Committee shall elect one of the members as the chairperson for three years and shall appoint a deputy to act in the event of the chairperson's absence. <sup>5</sup>The chairperson of the Examinations Committee may transfer tasks within his or her responsibility to a member of the Examinations Committee.

(2) <sup>1</sup>The Examinations Committee shall be tasked with carrying out the examination procedures, in consultation with the Examinations Office, especially the planning and organization of the examinations. <sup>2</sup>Its duties include ensuring that the provisions of these examination regulations are observed. <sup>3</sup>With the exception of the examinations themselves and their assessment, which the examiners are responsible for, all decisions shall be taken by the Examinations Committee unless they have been transferred to the Examinations Office or the examination officers. <sup>4</sup>The Examinations Committee shall check delegated decisions if requested to do so and shall verify that examinations have been legitimately assessed. <sup>5</sup>It shall regularly report to the Faculty Council on the development of examinations and study periods, including information on gender-specific aspects, and shall, where applicable, submit suggestions for amendments to the examination regulations; it shall be consulted before such amendments are made. <sup>6</sup>The members of the Examinations Committee shall have the right to be present during examinations.

(3) In addition, the Examinations Committee is responsible for evaluating the qualifications of applicants for the Master's degree program as set out in Section 6 in conjunction with **Appendices 2 and 3**.

(4) <sup>1</sup>The Examinations Committee shall have a quorum when all members are summoned in writing observing a notice period of at least one week and the majority of members are present and eligible to vote. <sup>2</sup>Decisions shall be taken with the majority of votes cast in meetings. <sup>3</sup>Abstentions, ballot votes and delegation of votes shall not be permitted. <sup>4</sup>In case of a tie of votes, the vote of the chairperson shall be decisive.

(5) <sup>1</sup>The chairperson shall call the meetings of the Examinations Committee. <sup>2</sup>The chairperson shall be entitled to take decisions that cannot be delayed on behalf of the Examinations Committee. <sup>3</sup>The Examinations Committee shall be informed of such cases without delay. <sup>4</sup>Furthermore, unless these examination regulations state otherwise, the Examinations Committee shall have the right to transfer individual tasks to the chairperson as well as revoke these.

(6) <sup>1</sup>Official notifications in legal matters pertaining to examinations shall be made in writing; reasons shall be given and information on legal remedies available to the person shall be included. <sup>2</sup>Students shall be given the opportunity to make a statement before negative decisions are finalized. <sup>3</sup>The Examinations Committee shall have the right to rule that grade notifications may be sent out in electronic form to the individual students. <sup>4</sup>Any notification of objection in questions of examination legislation shall be issued on behalf of the President following consultation with the Examinations Committee and after hearing the examiners.

### **Section 9 Announcement of Examination Type, Examination Dates and Examiners, Registration, Withdrawal**

(1) The dates of the examinations and the names of the examiners shall be announced in good time and according to local practice.

(2) <sup>1</sup>Students shall register for the individual module examinations after the start of the lecture period. <sup>2</sup>The registration dates and formalities shall be announced according to local practice no later than four weeks in advance.

(3) <sup>1</sup>Notwithstanding the deadlines set forth in Sections 7 and 28, withdrawal from first attempts at examinations for which students have registered pursuant to (2) shall be permitted without stating reasons up until the end of the third working day before the examination date; withdrawals are to be submitted to the examiner. The days between and including Monday and Friday shall be considered working days. <sup>2</sup>In cases where the student is unable to sit an examination due to illness, a certificate from an official medical examiner (vertrauensärztliches Attest) may be required by the Examinations Committee responsible. <sup>3</sup>In case of withdrawal from an examination due to illness after the examination has started, the student must submit a certificate from an official medical examiner to the Examinations Office without delay. <sup>4</sup>Once a student has declared that they wish to withdraw they may not revoke this declaration; registration to the examination on this date shall be canceled once the declaration is submitted and the student shall no longer be entitled to take the examination. <sup>5</sup>Students shall only be able to register for and sit the examination in a later semester. <sup>6</sup>The consequences of a delayed or invalid withdrawal shall be governed by Section 13 (1).

## **Section 10 Examiners, Observers, Exclusion Due to Personal Involvement, Obligation to Confidentiality**

(1) <sup>1</sup>The Examinations Committee shall appoint examiners and reviewers. <sup>2</sup>All persons eligible to administer examinations according to the Bavarian Higher Education Act (**BayHSchG**), the Bavarian Law on Academic Personnel of Higher Education Institutions (**BayHSchPG**) and the Bavarian Higher Education Examiners Act (**BayHSchPrüferV**) shall be eligible for appointment. <sup>3</sup>A change of examiners shortly before the start of an examination shall be permissible on urgent grounds. <sup>4</sup>If an eligible examiner leaves the University, they shall usually remain eligible to act as an examiner for up to one year. <sup>5</sup>Eligible examiners who only have a temporary contract shall only remain eligible to act as an examiner for the contractually agreed duration of employment. <sup>6</sup>The relevant Examinations Committee shall have the right to extend this period upon request following consultation with the place of employment.

(2) <sup>1</sup>Persons who have completed the degree program in question or a degree program related to it shall be eligible for appointment as observers. <sup>2</sup>Observers shall be research associates in principal employment at the University.

(3) Exclusion from the deliberation and voting process of the Examinations Committee as well as from the positions of examiner and observer due to personal involvement shall be governed by Section 51 (2) **BayHIG** in conjunction with Sections 20 and 21 **BayVwVfG**.

(4) The obligation to confidentiality of the Examinations Committee and other persons involved in matters pertaining to examinations shall be governed by Section 26 (2) sentences 2 and 3 **BayHSchG**.

## **Section 11 Admission to the Master's Degree Program**

[revoked]

## **Section 12 Recognition and Accreditation of Skills**

(1) <sup>1</sup>Study periods, and course and examination achievements achieved in degree programs or by successfully taking part in a distance learning unit as part of a degree program at FAU or at other public or state-approved universities in the Federal Republic of Germany, or in degree programs at public or state approved universities in countries other than Germany shall be recognized according to these examination regulations unless there are significant differences in the skills acquired and required. <sup>2</sup>The same shall apply to course and examination achievements obtained at a public or state approved university in Bavaria within the context of a module program or additional studies, at the Virtual University of Bavaria (vhb), or within the context of an early entrance program or university studies started while still at school. <sup>3</sup>Recognition enables students to continue their studies, to take examinations, to start a further degree program or to be admitted to a doctoral degree.

(2) <sup>1</sup>Skills acquired outside the university sector or within the context of degree programs for professional development or for acquiring further qualifications may be accredited if they are equivalent. <sup>2</sup>Skills acquired outside the university sector shall replace no more than half of the required skills of which students must provide proof.

(3) <sup>1</sup>The grades achieved in accredited course and examination achievements shall be transferred if they were awarded according to Section 19. <sup>2</sup>If the grading system applied in the examinations sat at the university or equivalent institution of higher education and accredited by FAU is not identical to the grading system set forth in Section 19, the grades achieved at other universities shall usually be converted according to the following formula:

$$x = 1 + 3 (N_{\max} - N_d) / (N_{\max} - N_{\min})$$

with  
x = converted grade  
N<sub>max</sub> = best grade attainable  
N<sub>min</sub> = lowest grade for passing  
N<sub>d</sub> = grade attained

<sup>3</sup>Only one decimal place is shown for the grades thus calculated. <sup>4</sup>If conversion is not possible, the Examinations Committee usually determines a system by which to calculate the grades.

(4) <sup>1</sup>Students must file an application for recognition and accreditation. <sup>2</sup>The documents needed for this accreditation shall be submitted to the chairperson of the Examinations Committee. <sup>3</sup>Subject to the provisions in sentence 4, the student shall have a legal claim to accreditation or recognition if the conditions stipulated in (1) and (2) are met. <sup>4</sup>Accreditation or recognition is only possible if the student has not already lost the right to be examined in that subject at FAU by passing or failing to pass the relevant examination at the final attempt. <sup>5</sup>Following a request for accreditation from a student, the decision shall rest with the chairperson of the Examinations Committee after consultation with the department representative. <sup>6</sup>The decision shall be issued in writing.

### **Section 13 Consequences of Delayed Withdrawal, Breach of Regulations, Fraud, Exclusion from Further Participation**

(1) <sup>1</sup>An examination shall be graded as 'nicht ausreichend' (unsatisfactory; 5.0) if the student withdraws from the examination after the withdrawal deadline (Section 9 (3)) without good reasons; Section 7 (3) shall remain unaffected. <sup>2</sup>The reasons for withdrawal according to sentence 1 shall be explained in writing and shown credibly to the Examinations Committee without delay. <sup>3</sup>If the Examinations Committee accepts the reasons, a new date shall be set. <sup>4</sup>In case of withdrawal from an examination due to illness after the examination has started, the student must submit a certificate from an official medical examiner to the Examinations Committee without delay. <sup>5</sup>Furthermore, Section 7 (3) shall apply accordingly.

(2) <sup>1</sup>If an attempt is made to commit fraud or to influence the result of an examination achievement through the use of unauthorized materials, the examination in question shall be graded as 'unsatisfactory' (5.0). <sup>2</sup>The possession of unauthorized aids during or after the handing out of examination papers shall constitute an attempt to commit fraud within the meaning of sentence 1. <sup>3</sup>The Examinations Office keeps a list of the examinees that have failed an examination due to fraud.

(3) Persons who disturb the orderly examination process may be excluded from continuing the examination by the authorized examiner or the supervising person; in this case the examination achievement in question shall be graded "nicht ausreichend" (unsatisfactory, 5.0).

(4) In case of a repeated or severe breach of regulations as defined by (2) or (3), the Examinations Committee may exclude students from further participation in the examination.

### **Section 14 Compulsory Attendance**

(1) <sup>1</sup>For teaching units in which the qualification goal can only be achieved by regular attendance (these are marked accordingly in the respective module description) compulsory attendance can be made a requirement for admission to the module examination or for obtaining the course achievement. <sup>2</sup>If attendance of the individual student is required for all participants to obtain the subject-specific skills, if the individual student obtaining such skills depends on the attendance of the other participants, or if subject-specific skills can only be obtained by being present at a particular place, or if participation is required for safety reasons, it is permissible to introduce an obligation to attend.

(2) <sup>1</sup>Regular attendance is defined as missing no more than 15% of instruction time in any given teaching unit. <sup>2</sup>If between 15% and 30% of instruction time has been missed, the lecturer can offer the student the option to obtain a substitute achievement fulfilling the requirement of regular attendance. If no such substitute achievements are offered or the substitute achievements offered are not obtained by the student, attendance is not considered to have been regular. <sup>3</sup>If more than 30% of all instruction time has been missed, the teaching unit must be taken again. <sup>4</sup>Any positions after the decimal point in the percentage of instruction time missed shall be rounded for the benefit of the student.

(3) <sup>1</sup>Paragraph 2 notwithstanding, in the context of excursions, placements and block seminars, attendance is only considered to have been regular if all teaching units have been attended. <sup>2</sup>Appropriate substitute achievements fulfilling the requirement of regular attendance shall be offered in the case of credibly shown periods of absence due to reasons beyond the student's control of up to and including 15% of instruction time. <sup>3</sup>If more than 15% of all instruction time has been missed, the teaching unit must be taken again. <sup>4</sup>Any positions after the decimal point in the percentage of instruction time missed shall be rounded for the benefit of the student.

(4) <sup>1</sup>Attendance is checked in the individual teaching units, provided these are held face to face, by means of an attendance list in which students must enter their name and signature, or in a comparable manner. <sup>2</sup>If teaching units are held online, teaching staff shall record attendance by taking a register of the names of all those attending. <sup>3</sup>Teaching staff shall compare the names on the registration list to see whether they correspond with the names used by the students attending the teaching unit. <sup>4</sup>If students use a pseudonym during an online teaching unit with compulsory attendance, they must inform the member of teaching staff of their real name in order to allow a comparison to be made.

### **Section 15 Revocation of Degrees**

The revocation of degrees shall be governed by Section 101 **BayHIG**.

### **Section 16 Faults in the Examination Process**

(1) Should it turn out that the examination process was faulty in a manner that influenced the result of the examination, it shall be ordered upon a student's request that a certain student or all students shall resit the examination or parts of the same.

(2) Faults in the examination process shall be reported to the chairperson of the Examinations Committee or the examiner without delay.

(3) Six months after completion of the examination, resit examinations may no longer be ordered as stipulated in paragraph (1).

### **Section 17 Written Examination, Multiple Choice Examinations**

(1) <sup>1</sup>In written examinations students are required to prove that they are capable of presenting issues from their field and identifying problems within a limited period and with limited materials, and using the conventional methods employed in their field to find solutions to these problems. <sup>2</sup>With the exception of a traditional written examination (*Klausur*), written examinations may also be held as open book examinations during which students have to complete one or several tasks in a certain time without supervision using either a wide range of aids or whichever aids they like, but without the assistance of third parties. Further details are stipulated in the module description. <sup>3</sup>In the case of examinations as defined in sentence 2, tasks shall as far as possible be tailored to test higher-level skills such as understanding, analysis, transfer and application.

(2) <sup>1</sup>Written examinations shall generally be evaluated by one examiner. <sup>2</sup>If a written examination is graded as “nicht ausreichend” (unsatisfactory), it shall be presented to a second examiner for evaluation. <sup>3</sup>The examiner’s evaluation must be documented in writing and reasons for the final grade must be made clear. <sup>4</sup>Evaluations shall usually be presented within six weeks.

(3) <sup>1</sup>Written examinations may take the form of multiple-choice examinations (with one or more possible correct answers), either in full or in part. <sup>2</sup>Detailed information on the modules with multiple choice examinations is given in the module handbook. <sup>3</sup>The examinee shall state which of the answers to the questions they deem to be correct. <sup>4</sup>Examination questions must allow for reliable examination results. <sup>5</sup>When drawing up the examination questions, it shall be specified which of the answers shall be accepted as correct. <sup>6</sup>If the question does not allow multiple answers, multiple answers shall be inadmissible and disregarded. <sup>7</sup>Before the evaluation of the examination results, at least two of the authors of the examination shall assess whether the examination questions meet the requirement set out in sentence 4. <sup>8</sup>Should they determine that individual examination questions are faulty, these shall not be taken into account in the evaluation of the examination result; the number of examination questions shall be considered to have been reduced. <sup>9</sup>This reduction of the number of examination questions must not result in disadvantages for any of the examinees. <sup>10</sup>No minus points may be awarded outside of individual examination questions.

(4) <sup>1</sup>The examinations according to (3)(1) shall be considered to have been passed if:

1. The examinee answered at least 60 percent of the examination questions correctly/achieved at least 50 percent of the attainable points, or
2. The examinee answered at least 50 percent of the examination questions correctly/achieved at least 50 percent of the attainable points and the number of correct answers/points obtained is no more than 17 percent below the average number of correct answers/points obtained by all examinees sitting the examination for the first time.

<sup>2</sup>If sentence 1(2) is applied, the Dean of Studies shall be notified.

(5) In case of written examinations that are not entirely composed of multiple choice questions, paragraphs (3) and (4) shall only apply to the respective part.

### **Section 17a Electronic Examinations**

<sup>1</sup>Examinations may be administered in electronic form. <sup>2</sup>Detailed information on the modules in which examinations are in electronic form is given in the module handbook. <sup>3</sup>Electronic examinations (e-examinations) are examinations which are administered and evaluated via computer or using digital technology. <sup>4</sup>The authenticity and integrity of the examination results must be verified. <sup>5</sup>Automatically calculated evaluations of examination achievements shall be verified by one examiner at the request of the examinee or two examiners in case of a failed examination.

### **Section 18 Oral Examination**

(1) <sup>1</sup>In oral examinations students must demonstrate both general and specific knowledge of the subject being tested. <sup>2</sup>Oral examinations shall generally be conducted by an examiner in the presence of an observer with knowledge of the subject who shall be appointed by the examiner.

(2) In oral examinations in the presence of several authorized examiners, each examiner shall determine the grade according to Section 19.

(3) <sup>1</sup>Minutes shall be recorded for oral examinations; they shall include the following: time, date and duration of the examination; subject and result of the examination; the names of the examiners, the observer and the student; and any special occurrences. <sup>2</sup>It shall not be necessary to record the questions asked in the examination or the answers given. <sup>3</sup>The record shall be signed by the authorized examiners and the observer. <sup>4</sup>The record shall be stored for at least two years. <sup>5</sup>The student shall be informed of the result of the oral examination directly after the examination.

(4) <sup>1</sup>Students planning to undergo the same examination during a subsequent examination period shall be permitted to be present as listeners during oral examinations within the bounds of feasibility with regard to the examination's location; listeners shall be excluded at the examinee's request. <sup>2</sup>Students granted permission to attend the oral examination shall not be permitted to be present during the deliberation process and the announcement of the examination result.

### **Section 19 Evaluation of Examinations, Grades, Final Grade**

(1) <sup>1</sup>The evaluation of individual examinations shall be expressed by the examiners with the following grades:

<b>Grade (in words)</b>	<b>Grade (in figures)</b>	<b>Explanation</b>
sehr gut (very good)	= 1.0 or 1.3	= an outstanding achievement
gut (good)	= 1.7 or 2.0 or 2.3	= an achievement that exceeds the requirements considerably
befriedigend (satisfactory)	= 2.7 or 3.0 or 3.3	= an achievement that fulfills average requirements;
ausreichend (sufficient)	= 3.7 or 4.0	= an achievement that fulfills the requirements despite flaws
nicht ausreichend (unsatisfactory)	= 4.3 or 4.7 or 5.0	= an achievement that no longer fulfills requirements due to considerable flaws

<sup>2</sup>Other grades are not permitted. <sup>3</sup>An examination (Section 5 (2)) shall have been passed if it has received at least the grade 'ausreichend' (sufficient). <sup>4</sup>For ungraded

examinations the result shall be either “bestanden” (pass) or “nicht bestanden” (fail).<sup>5</sup>A module examination is passed when all partial achievements (Section 5 (2)(3)) have been passed. <sup>6</sup>If an examination has several examiners or consists of several partial achievements, the total grade is calculated from average of the individual grades, weighted if applicable according to **Appendix 1**; the grading system described in sentence 1 shall not be used. <sup>7</sup>Sentence 6 can also be applied to examinations that are not an examination consisting of several parts as defined in Section 5 (2)(3) but still consist of several different components (for example a written examination with a combination of multiple choice questions and open-ended questions). Details of how to grade such examinations are stipulated in **Appendix 2**. <sup>8</sup>Unless stipulated otherwise in Appendix 1, the module grades shall be calculated from the average of the individual grades achieved in the examinations within the meaning of Section 5 (2)(3); the grading system described in (1)(1) shall not apply. <sup>9</sup>One decimal place shall count towards the module grade; further decimal places shall be omitted without being rounded.

(2) <sup>1</sup>Multiple choice examinations shall be graded as follows:

<sup>2</sup>Students who answer the required minimum of examination questions according to Section 17 (4)(1) correctly or achieve the required minimum number of points according to Section 17 (4)(1) shall receive the grade

1.0 (sehr gut/very good) if at least 75 percent of the remaining questions were answered correctly or remaining points were achieved,

2.0 (gut/good) if at least 50 percent but less than 75 percent of the remaining questions were answered correctly or remaining points were achieved,

3.0 (befriedigend/satisfactory) if at least 25 percent but less than 50 percent of the remaining questions were answered correctly or remaining points were achieved,

4.0 (ausreichend/sufficient) if 0 or less than 25 percent of the remaining questions were answered correctly or remaining points were achieved.

<sup>3</sup>The grades can be increased or decreased by increments of 0.3 according to the percentage; the grades 0.7, 4.3 and 4.7 shall not be awarded. <sup>4</sup>Students who do not achieve the required minimum shall receive the grade 5.0. <sup>5</sup>Sentence 3 notwithstanding, the grades 4.3 and 4.7 may be awarded in cases in which examinations according to Section 17 (5) partly take the form of a multiple choice examination.

(3) <sup>1</sup>The final grade of the Master’s examination is:

at an average of up to 1.5 = sehr gut (very good)

at an average of 1.6 to 2.5 = gut (good)

at an average of 2.6 to 3.5 = befriedigend (satisfactory)

at an average 3.6 to 4.0 = ausreichend (sufficient)

at an average of over 4.0 = nicht ausreichend (unsatisfactory)

<sup>2</sup>The overall grade in the Master’s examination shall be calculated as the arithmetic average of the module grades and the Master’s thesis grade weighted according to the number of ECTS credits. <sup>3</sup>Two decimal places shall be shown in the final grade; further decimal points shall be omitted without being rounded.

## **Section 20 Invalidity of Examinations**

(1) If fraudulent methods were used during the examination and if this only becomes known after the certificate has been awarded, the Examinations Committee may correct the grade retrospectively and declare the examination as having been failed in part or in full.

(2) If the requirements for admission to the examination or part of an examination were not fulfilled while no fraudulent acts were committed willfully and if this fact only becomes known after the certificate has been awarded, these circumstances shall be considered remedied by the passing of the examination or part of the examination.

(3) Students shall be given the opportunity to make a statement before a decision is taken.

(4) <sup>1</sup>The incorrect certificate shall be withdrawn; a new certificate shall be issued if applicable. <sup>2</sup>A decision according to paragraph (1) shall be excluded after a period of five years starting with the certificate's date of issue.

### **Section 21 Inspection of Examination Records**

(1) After the completion of the individual examination procedures, students shall on request be entitled to inspect their written examination papers, the corresponding reviews by the examiners, and the examination records.

(2) <sup>1</sup>The request shall be submitted to the chairperson of the Examinations Committee within one month of the notification of grades. <sup>2</sup>Students prevented from observing the deadline according to (1) through no fault of their own can apply for full restitution according to Section 32 of the Bavarian Administrative Procedures Act (**BayVwVfG**). <sup>3</sup>The Examinations Office shall determine the time and date of the inspection.

### **Section 22 Final Academic Record, Transcript of Records, Diploma Supplement, Degree Certificate**

(1) <sup>1</sup>Students who have successfully completed the Master's examination shall receive a final academic record signed by the chairperson of the Examinations Committee, a transcript of records, a diploma supplement and a degree certificate within four weeks after the evaluation of the final examination. <sup>2</sup>All documents shall be issued in German and English. <sup>3</sup>Only the German versions are legally binding.

(2) <sup>1</sup>The final academic record specifies the modules and module grades, the Master's thesis grade and topic along with the name of the supervisor, and the final grade of the Master's degree. <sup>2</sup>The transcript of records lists all modules attended; the final academic record and the transcript of records may be combined into one document. <sup>3</sup>The diploma supplement contains further information on the graduate's qualifications. <sup>4</sup>The transcript of records and diploma supplement shall indicate that the degree program is a professional development program. <sup>5</sup>Information not yet available to the Examinations Office must be submitted together with the required proof by the time of the degree program's completion at the latest; otherwise this information may no longer be taken into consideration for the documents listed in paragraph (1).

### **Section 23 Notification of Failed Examinations**

<sup>1</sup>Students who fail the Master's examination at the final attempt shall receive notification that the examination has been failed at the final attempt, including information on legal remedies available. <sup>2</sup>Students can also print off an overview of their grades achieved in the individual modules in the examination administration system.

## **Section 24 Adjustments to Examination Arrangements**

(1) <sup>1</sup>The examination procedure shall be adjusted to take into account the nature and extent of a student's disability. <sup>2</sup>Students with a doctor's certificate showing credibly that they are either partially or fully incapable of sitting the examination in the intended manner due to long-term or permanent disabilities which do not affect the performance which is being tested shall be entitled to be granted permission by the chairperson of the Examinations Committee to have this disadvantage offset by working time being extended accordingly or the examination process being structured differently. However, care must be taken to ensure that the examination is still suitable to provide evidence of skills which are being assessed by the examination.

(2) Adjustments to examination arrangements may be made for pregnant students if the student submits a medical certificate confirming that she will be at least 30 weeks pregnant by the examination date to the Examinations Committee responsible at least four weeks before the examination date.

(3) <sup>1</sup>Decisions according to paragraphs (1) and (2) shall only be taken by the chairperson of the Examinations Committee upon written request. <sup>2</sup>The student may be required to submit an official certificate from a medical examiner (vertrauensärztliches Attest) proving the fulfillment of the conditions in paragraph (1). <sup>3</sup>Applications for adjustments to examination arrangements shall be made to the Examinations Committee in writing at the latest four weeks before registration for the examination.

## **Section 25 Admission to Examinations**

(1) <sup>1</sup>Students enrolled in a Master's degree program shall be deemed as admitted to the Master's examination and the module examinations of which the Master's examination consists, unless admission is to be refused. <sup>2</sup>If there are elective options for the modules to be completed for the Master's examination, students shall only be admitted to the one module they choose by registering for the examination. <sup>3</sup>Admission shall be refused if:

1. Requirements stipulated in **Appendix 1** are not met or certificates are not submitted at all or not in due time.
2. The Diplom or Master's examination in a degree program for a related subject (Master's degree programs in human rights) has been failed at the last attempt.
3. It has been ordered that the student is to be de-registered, resulting in the revocation of the student's right to sit the examination.

(2) If admission to the degree program's examinations is to be refused, the decision shall be taken without delay, furnished with reasons and information on legal remedies available and announced to the student.

## **Section 26 Master's Examination**

(1) <sup>1</sup>The Master's examination shall consist of all module examinations throughout the degree program including the Master's thesis module. <sup>2</sup>The Master's examination shall have been passed if all required module examinations and the Master's thesis module have been passed.

(2) The content, type and scope of the Master's examination is set forth in **Appendix 1**.

### **Section 27 Master's Thesis**

(1) <sup>1</sup>The Master's thesis is intended to show that the student is capable of dealing with a problem from the areas covered in the degree program independently and according to academic methods within a set period and presenting the results in an appropriate form. <sup>2</sup>The Master's thesis may be based on a seminar paper.

(2) <sup>1</sup>The Master's thesis may be completed as one of two variants. <sup>2</sup>In module variant A, the Master's thesis places a greater focus on research and 30 ECTS credits shall be awarded for the Master's thesis. <sup>3</sup>In module variant B, the Master's thesis has a greater practical focus and is awarded 15 ECTS credits. Students must also complete Module B2: Internship (15 ECTS credits).

(3) <sup>1</sup>The period between the allocation of the subject and the date of the thesis' submission for module variant A shall not exceed six months and three months for module variant B; subjects shall be such that theses may be completed within that period. <sup>2</sup>The period for working on the thesis can be extended by a maximum of two months in module variant A and one month in module variant B in justified exceptional cases. <sup>3</sup>If a student submits a doctor's certificate proving that they are incapable of working on the thesis due to illness, the period for thesis work shall be suspended temporarily. <sup>4</sup>If the period for working on the thesis is suspended for a considerable period of time as defined in sentence 3 (six months minimum), the Examinations Committee shall check whether the period for working on the thesis ought to be terminated due to ill health, in which case the Master's thesis shall be registered with a new topic once the student is well again. <sup>5</sup>Sentences 3 and 4 shall apply accordingly in cases in which the student is prevented from working on the Master's thesis due to serious reasons beyond their control and outside their sphere of risk.

(4) The Master's thesis is usually reviewed by the supervisor and by a further reviewer suggested by the supervisor.

(5) <sup>1</sup>Full-time university lecturers employed at the Faculty of Humanities, Social Sciences, and Theology or the School of Law (supervisors) shall be entitled to assign Master's theses; the Examinations Committee may grant exceptions. <sup>2</sup>The Examinations Committee may permit students to write their Master's thesis at an institution outside the University if supervision there is ensured.

(6) <sup>1</sup>Students are required to provide evidence of having successfully completed modules Human Rights Philosophy, Human Rights Politics, Human Rights Law and Human Rights Research Methods in order to be allocated a subject for the Master's thesis. <sup>2</sup>Students shall take the necessary steps to obtain a subject for the Master's thesis as soon as they fulfill the requirements pursuant to sentence 1, and in time to observe the deadlines set forth in Section 7. <sup>3</sup>Should a student not be allocated a subject, the chairperson of the Examinations Committee shall, in consultation with a representative of the student's department, allocate a subject and a supervisor to the student upon request. <sup>4</sup>The Examinations Office shall be notified of the subject and the date of allocation.

(7) <sup>1</sup>The subject of the Master's thesis may be modified during the thesis work period upon request and with the permission of the person who allocated the subject. <sup>2</sup>The subject may only be returned once and within the first two weeks of the period set for working on the thesis. <sup>3</sup>A new subject shall be allocated immediately or within four

weeks at the latest. <sup>4</sup>The period set for working on the thesis starts again upon allocation of the new subject.

(8) <sup>1</sup>The thesis shall be written in English. <sup>2</sup>With the supervisor's agreement, the chairperson of the Examinations Committee may permit students to write the thesis in a different language.

(9) <sup>1</sup>The thesis shall be submitted to the secretary's office of the Examinations Committee in duplicate as well as in a machine-readable, electronic version. <sup>2</sup>The person responsible in the secretary's office shall notify the Examinations Office of the submission date without delay. <sup>3</sup>The thesis shall include a declaration by the student confirming that the thesis is an original work and that no other sources and materials than the ones stated were used. <sup>4</sup>If the thesis is not submitted in time, it shall be graded 'unsatisfactory' (5.0); it shall be regarded as rejected.

10) <sup>1</sup>The chairperson of the Examinations Committee shall work towards the thesis being graded within six weeks at the most. <sup>2</sup>The thesis shall be accepted if it receives at least the grade 'ausreichend' (sufficient) from both reviewers. <sup>3</sup>It shall be rejected if it receives the grade 'nicht ausreichend' (unsatisfactory) from both reviewers.

(11) <sup>1</sup>If there are two reviewers and their evaluations are no more than two grades apart, the grade of the thesis shall be the arithmetic average of the grades from the two reviewers; the grade scale set forth in Section 19 (1)(1) shall not apply and only one decimal place shall be shown in the final thesis grade. <sup>2</sup>If the grades of the two reviewers are more than two grades apart or if one reviewer gives the thesis the grade 'nicht ausreichend' (unsatisfactory), the chair of the Examinations Committee shall appoint a third reviewer; sentence 1 shall apply accordingly.

(12) <sup>1</sup>If the thesis is rejected or if it is considered to have been rejected, it may be repeated once; a second repetition shall not be permitted. <sup>2</sup>The student shall ensure that they receive a new subject for the repetition of the thesis within two months following the announcement of the rejection; otherwise the thesis shall be regarded as having been failed at the final attempt. <sup>3</sup> (1) to (4), (5) sentences 2 and 3 and (6) to (10) shall apply to repetition accordingly.

### **Section 28 Resitting Examinations, Changing Modules**

(1) <sup>1</sup>Master's degree examinations which have been failed may be repeated twice and the Master's thesis may be resubmitted once; only partial examinations or parts of examinations which have been failed may be resat. <sup>2</sup>Resit examinations shall take place at the earliest possible date and at the latest six months after the previous examination result was announced. <sup>3</sup>Examinations shall be carried out in such a way that students are able to continue their studies if the examination is passed. <sup>4</sup>If no resit examination is offered within the deadline in sentence 3, the resit examination shall be taken in another substitute module.

(2) <sup>1</sup>The deadline for resit examinations shall not be interrupted by de-registration or by leaves of absence; if the leave of absence is granted for a semester abroad, the Examinations Committee may grant an exception with the examiner's approval. <sup>2</sup>Students who have failed an examination shall be considered to have registered for the next resit examination. <sup>3</sup>If a student misses the resit examination or the resit period is not observed, the examination shall be deemed to have been failed unless the

Examinations Committee grants the student a respite due to special reasons beyond the student's control. Withdrawal according to Section 9 (3) shall not be permitted. <sup>4</sup>The provisions regarding maternity leave, parental leave and caregiver leave (Section 7 (2)) shall apply.

(3) <sup>1</sup>Voluntarily resitting a passed examination of the same module shall not be permitted. <sup>2</sup>Provided the examination deadlines stipulated in Section 7 are met, alternative modules may be attended and completed in place of failed modules; the failed attempts in the previous alternative module shall not be counted.

### **Section 29 Legal Validity**

(1) <sup>1</sup>These examination regulations shall come into effect on the day after their publication. <sup>2</sup>They shall first apply to students starting the Master's degree program for professional development in Human Rights in the winter semester 2014/2015.

(2) <sup>1</sup>The third amendment statute shall come into effect on the day after its publication. <sup>2</sup>It shall apply to all students starting a degree program from winter semester 2018/2019 onward.

(3) <sup>1</sup>The fourth amendment statute shall come into effect on the day after its publication. <sup>2</sup>Notwithstanding sentence 1, the amendments in **Appendix 1** shall apply to all students starting a degree program from the winter semester 2019/2020 onwards. <sup>3</sup>Notwithstanding sentences 1 and 2, the amendments in Section 6 and **Appendices 2 and 3** shall apply to all students starting a degree program from the winter semester 2020/2021 onwards.

(4) <sup>1</sup>The fifth amendment statute shall come into effect on the day after its publication. <sup>2</sup>It shall apply to all students starting a degree program from winter semester 2023/2024 onwards. <sup>3</sup>Examinations according to the previously valid degree program and examination regulations shall be offered for the last time in summer semester 2025. <sup>4</sup>From the date stated in sentence 3, those students who are affected by the examination regulations becoming invalid shall take their examinations in accordance with the currently valid version of the degree program and examination regulations.

## Appendix 1: Study Plan for the Master's Degree Program in Human Rights

Module name	Teaching unit	SWS (semester hours)				Total ECTS credits	1st sem. ECTS	2nd sem. ECTS	3rd sem. ECTS	Type and scope of examination	Grade factor
		L	T	P	S						
<b>Human Rights Philosophy</b>	Lecture Human Rights Philosophy	2				5	5			Written examination (90 min)	1
<b>Human Rights Politics</b>	Lecture Human Rights Politics	2				5	5			Written examination (90 min)	1
<b>Human Rights Law</b>	Lecture Human Rights Law	2				5	5			Written examination (90 min)	1
<b>Human Rights Research Methods</b>	Seminar Human Rights Research Methods				1	5	3			Written assignment (5-10 pages)	0
	Tutorial Research and Writing Exercise				1		2				
<b>Actors in Human Rights Politics</b>	Seminar Actors in Human Rights Politics				2	5	5			Presentation (15-20 min)	0
<b>Cases in Human Rights Law</b>	Seminar Cases in Human Rights Law				2	5	5			Presentation (15-20 min)	0
<b>Interdisciplinary approach to non-discrimination</b>	Seminar				2	5		5		Written assignment (10-15 pages)	1
<b>Key skills</b>	Key skill workshops				2	5		5		Study diary (5-10 pages)	0
<b>Specialized aspects of human rights protection I</b>	Seminar				2	5		5		Written examination (120 min, 100 %) or Presentation and written assignment (30 % + 70 %) <sup>1</sup>	1
<b>Specialized aspects of human rights protection II</b>	Seminar				2	5		5		Written examination (120 min, 100 %) or presentation and written assignment (30 % + 70 %) <sup>1</sup>	1
<b>Specialized aspects of human rights protection III</b>	Seminar				2	5		5		Written examination (120 min, 100 %) or presentation and written assignment (30 % + 70 %) <sup>1</sup>	1
<b>Specialized aspects of human rights protection IV</b>	Seminar				2	5		5		Written examination (120 min, 100 %) or presentation and written assignment (30 % + 70 %) <sup>1</sup>	1

**Module A or Module B1 and B2 must be selected from the following modules:**

Module name	Teaching unit	SWS (semester hours)				Total ECTS credits	1st sem.	2nd sem.	3rd sem.	Type and scope of examination	Grade factor
		L	T	P	S		ECTS	ECTS	ECTS		
<b>A: Master's thesis</b>	Master's thesis					30			27,5	Master's thesis (60–80 pages)	1
	Colloquium								2,5		
<b>B1: Master's thesis</b>	Master's thesis					15			15	Master's thesis (20–40 pages)	2
<b>B2: Internship</b>						15			15	Internship report (2–5 pages)	0
<b>Total SWS and ECTS credits</b>		6				18					
		24				90	30	30	30		

<sup>1</sup>The type and scope of the examination depend on the specific manner in which the teaching unit chosen by the student is taught, see module handbook for details.

Glossary of terms used to refer to classes

German	English
Vorlesung	lecture
Seminar	seminar
Tutorium	tutorial
Projektgruppe	group project
Masterarbeit	Master's thesis

Glossary of terms used to refer to examinations

German	English
Klausur	written exam
Lerntagebuch	learning diary
Referat	presentation
Hausarbeit	written assignment
Masterarbeit	Master's thesis

## Appendix 2: Qualification assessment process

(1) <sup>1</sup>The purpose of the qualification assessment process is to determine whether an applicant is qualified for the Master's degree program. <sup>2</sup>It is intended to demonstrate whether the applicant possesses the required specialist and methodological expertise in the foundations of human rights protection and can be expected to carry out graduate research independently.

(2) <sup>1</sup>The qualification assessment process shall be carried out once per year before the start of the lecture period of the winter semester. <sup>2</sup>Applications for admission to the qualification assessment process must be submitted to the Chair of Human Rights and Human Rights Policy by May 31 of the same year before the winter semester in which the applicant wishes to start (final deadline). <sup>3</sup>The application deadline according to sentence 2 may be extended.

<sup>4</sup>The application shall include:

1. Proof of an undergraduate degree from a German or foreign university that meets the requirements in Section 6 (1)(1)(1) (final academic record, diploma supplement, transcript of records or equivalent documents)
2. Proof of a minimum of one year of relevant work experience in a relevant field or equivalent experience in a position of responsibility in an organization involved in human rights that meets the requirements in Section 6 (1)(1)(2) and Section 3 (1) along with a description of responsibilities or work sample and
3. Proof of proficiency in English pursuant to Section 6 (1)(1)(3)
4. A short essay discussing the following aspects on one to two pages:
  - a) What is the relevance of your professional and/or voluntary experience specifically to the field of human rights?
  - b) Describe a specific instance of a human rights violation and explain why you think this constitutes a human rights violation.
  - c) What do you think is the biggest human rights issue in your country? Why?

(3) <sup>1</sup>In accordance with Section 8 (3), qualification assessment shall be the responsibility of the Examinations Committee. <sup>2</sup>The Examinations Committee may transfer the task of coordinating and carrying out the process to individual members unless otherwise specified.

(4) <sup>1</sup>Admission to the qualification assessment process shall be subject to the timely and complete submission of the documents listed in (2)(4). <sup>2</sup>The qualification assessment process shall be carried out with those applicants who fulfill the requirements according to the provisions in paragraphs (5) and (6). <sup>3</sup>Applicants who are rejected shall receive a rejection notification including reasons and information on legal remedies available.

(5) <sup>1</sup>In the first stage of the qualification assessment process the Examinations Committee shall determine according to the application documents whether an applicant is qualified to enter into the Master's degree program according to (1). <sup>2</sup>In the first stage of this process, the documents are viewed by the Examinations Committee and rated in their entirety according to the following criteria; the maximum number of points that may be awarded is indicated in brackets:

1. Quality of the degree pursuant to Section 6 (1)(1) with regard to relevance and average grade in the final academic report (max. 50 points)

2. The scope and content of the work experience according to Section 6 (1)(1)(2) and in the case of the alternative in Section 6 (1)(1)(2) alt. 2 the quality of the equivalent experience (based in particular on the length and the relationship to human rights), taking the essay pursuant to Section 2(4)(4) into consideration (max. 50 points).

<sup>3</sup>The Examinations Committee may allocate a total of 100 points. <sup>4</sup>The overall score is reached by adding the points scored for the individual criteria. <sup>5</sup>Applicants who have scored 70 points shall receive a notification of having passed the qualification process; ineligible applicants with less than 50 points shall receive a rejection notification including reasons and information on legal remedies available. <sup>6</sup>Points are allocated for the various aspects pursuant to sentence 2 according to the following criteria:

1. Criteria for sentence 2 no. 1:

a) Relevance of content

Correspondence to requirements pursuant to sentence 2	credits
The extent to which the named specialist areas covering explicitly human rights related topics were studied	30
The extent to which the named specialist areas with an international focus without human rights related topics were studied	20
The extent to which the named specialist areas without an international focus and without human rights related topics were studied	15
Degree in another subject with at least one human rights related (elective) module	10
Degree in another subject without any human rights related content	0

b) Average grade in final academic record

Grade	credits
1,0	20
1,1	19
1,2	18
1,3	17
1,4	16
1,5	15
1,6	14
1,7	13
1,8	12
1,9	11
2,0	10
2,1	9
2,2	8
2,3	7
2,4	6
2,5	5
2,6	4
2,7	3
2,8	2
2,9	1
3,0	0

2. Criteria for sentence 2 no. 2:

- a) The quality of the work experience according to Section 6 (1)(1)(2) and in the case of the second alternative in Section 6 (1)(1)(2) alt. 2 the quality of the equivalent experience

Correspondence to requirements pursuant to sentence 2	credits
Full-time position (90–100 %)	20
Part-time position (50–89 %)	15
Part-time position (10–49 %)	10
Volunteering or part-time under 10%	5

The quality of the work experience according to Section 6 (1)(1)(2) and in the case of the second alternative in Section 6 (1)(1)(2) alt. 2 the quality of the equivalent experience

Correspondence to requirements pursuant to sentence 2	points
Exclusively human rights work	30
Predominantly human rights work	20
Partly human rights work	10
No experience in human rights	0

(6) <sup>1</sup> In the second stage of the qualification assessment process the remaining applicants with a score of 50 to 69 points shall be assessed in an interview. <sup>2</sup>A maximum of 20 points may be awarded for the interview according to the following criteria:

1. Subject knowledge (in particular the quality of basic knowledge and understanding of human rights protection) (max. 10 points).
2. Learning skills or methodological skills (in particular problem solving skills and the ability to carry out critical analysis in the field of human rights protection and the ability to grasp new information) (max. 10 points).

<sup>3</sup>Points are allocated for the various aspects pursuant to sentence 2 according to the following criteria:

Correspondence to requirements pursuant to sentence 2 no. 1 or 2	points
Requirements with respect to the criteria pursuant to sentence 2 no. 1 or 2 are fully met	10
Requirements with respect to the criteria pursuant to sentence 2 no.1 or 2 are mainly met, even though the criteria are not (fully) met for individual points	7,5
As a whole, the requirements with respect to the criteria pursuant to sentence 2 no.1 or 2 are met, although the criteria are not (fully) met otherwise	5
As a whole, the requirements with respect to the criteria pursuant to sentence 2 no. 1 or 2 are not met	2,5
The requirements with respect to the criteria pursuant to sentence 2 no. 1 or 2 are hardly met or not met at all	0

(7) <sup>1</sup>If an interview is held, the date shall be announced at least one week in advance.

<sup>2</sup>If an applicant should be unable to attend the interview due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the lecture period. <sup>3</sup>The interview shall be held individually for each applicant and shall take approximately 20 minutes. <sup>4</sup>The interview may be conducted via video call for applicants for whom traveling to the University would be especially difficult. <sup>5</sup>The

interview shall be conducted by at least two members of the Examinations Committee.  
<sup>6</sup>Each member of the Examinations Committee shall award a maximum of 20 points pursuant to Section 6(3); the final number of points shall be calculated from the arithmetic average of the individual scores, whereby any positions after the decimal point shall be rounded up.

(8) <sup>1</sup>An applicant's overall score shall be calculated from the sum of the scores according to (5) and (6). <sup>2</sup>Applicants who have scored 70 or more points are classified as qualified.

(9) <sup>1</sup>Applicants shall be notified of the result of the qualification assessment process in writing. <sup>2</sup>A rejection notification shall include reasons and information on the legal remedies available.

(10) Applicants shall bear their own costs of the qualification assessment process.

(11) <sup>1</sup>Documentation shall be produced on the type and schedule of the qualification assessment process in the first two stages, showing the date, duration and place of the assessment, the names of the Examinations Committee members, the names of the applicant, the decision of the Committee members and the overall score. <sup>2</sup>The main reasons for the decision shall be apparent from the documentation.

(12) <sup>1</sup>Until such time as it has been decided whether an applicant has passed the qualification assessment process, the applicant may withdraw without stating reasons. <sup>2</sup>Withdrawal shall be declared to the Examinations Committee in writing; a declaration of withdrawal may not be revoked.

(13) <sup>1</sup>The qualification assessment process shall be adjusted to take into account the nature and extent of a student's disability. <sup>2</sup>Section 24 shall apply accordingly.

(14) Applicants who did not qualify for admission to the Master's degree program may apply for repetition of the qualification assessment process on the basis of the documents submitted for the first application once.

(15) Confirmation of passing the qualification assessment process shall remain valid indefinitely, provided the Master's degree program has not been changed significantly.

### Appendix 3: Suitability assessment examination

(1) <sup>1</sup>The suitability assessment examination shall demonstrate whether applicants' qualifications required in addition to their undergraduate degree (basic level: 180 ECTS credits) mean that they have reached a level equivalent to the 210 ECTS credits required for admission to the Master's degree program in Human Rights. <sup>2</sup>The suitability assessment examination shall generally be carried out at the same time as the qualification assessment process according to **Appendix 2**.

(2) <sup>1</sup>During the suitability assessment examination, an oral examination lasting 40 minutes, it shall be determined whether the applicant has acquired skills relevant to the Master's degree program outside of higher education that are equivalent to 30 ECTS credits. <sup>2</sup>The examination may be conducted via video call for applicants for whom traveling to the University would be especially difficult. <sup>3</sup>It shall cover the following areas, weighted as indicated in the evaluation: subject knowledge (1/3), methodological skills (1/3), personal skills (1/6) and social skills (1/6). <sup>4</sup>Applicants shall prepare for the oral examination using a template provided by the degree program relating to the skills areas and attach suitable proof. <sup>5</sup>The level of skill may be proven through:

- a) previous work experience, in particular in the field of human rights protection
- b) international work experience, in particular in the fields of human rights protection, peace and development work, intercultural exchange or education
- c) previous professional development activities and additional qualifications in social and political education
- d) evaluations received at work, letters of recommendation, employer evaluations
- e) certificates
- f) other forms of proof

<sup>6</sup>Documents are to be submitted with the application for the degree program according to section 2 in **Appendix 2**.

(3) <sup>1</sup>In the oral examination the applicant shall be asked questions relevant to their previous qualification and on the proof presented as evidence of the skills listed in sentence 2. <sup>2</sup>The following abilities within the individual areas shall be the focus of the assessment:

1. Subject knowledge: basic knowledge of the international human rights protection system, ability to recognize violations of human rights and practical experience in dealing with such violations, critical analysis of the human rights protection system.
2. Methodological skills: analytical and problem solving ability, ability to grasp new information, decision making skills, analytical skills, ability to reflect critically on political, economic and social issues.
3. Personal skills: ability to deal with criticism, independence, ambition/goal orientation
4. Social skills: intercultural skills, communication skills, conflict resolving skills, team skills

(4) <sup>1</sup>The Examinations Committee shall evaluate each ability on a five-point scale based on the level reached and expressed as a percentage.

<sup>2</sup>The scale shall be as follows:

1. no skills = 0%
2. limited skills = up to 25%
3. average skills = up to 50 %
4. above average skills = up to 75 %

5. excellent skills = up to 100%

<sup>3</sup>The suitability assessment examination shall be evaluated as passed if the average of all assessed skills in the individual areas is at least 60%.

(5) **Appendix 2** (1) and (3) and (7) sentence 1,2,4 and 6 and (9) to (15) shall apply accordingly.