

The Faculty Council of the Faculty of Civil Engineering and Geodetic Science of Gottfried Wilhelm Leibniz Universität Hannover has decided the following revised examination regulations for the Postgraduate Master's Degree Programme "Water Resources and Environmental Management" on 2015-07-01. The Presidential Executive Committee has approved the examination regulations on 2015-08-12 as per § 37 Sec. 1 No. 5.b) Niedersachsen Higher Education Act. The regulations enter into force on 2015-10-01, after having been announced to the university public in the Announcement Bulletin of Gottfried Wilhelm Leibniz Universität Hannover.

**Examination Regulations for the Master's Degree Programme  
Water Resources and Environmental Management  
at Gottfried Wilhelm Leibniz Universität Hannover**

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The Faculty of Civil Engineering and Geodetic Science of Gottfried Wilhelm Leibniz Universität Hannover has issued the following examination regulations as per §§ 7 Sect. 3, 44 Sect. 1 of the Lower Saxony Higher Education Act:

### **First Part: General**

#### **§ 1 Examination Purpose and Academic Degree**

- (1) <sup>1</sup>The master's examination constitutes a further final degree of studies, containing a vocational qualification. <sup>2</sup>The master's examination is meant to prove if the examinee is able to work independently on an advanced level according to scientific and artistic principles, applying scientific findings, and if the examinee has an overview of the subject-related specialist correlations and acquired the know-how and operational competence required for the transition to the working world.
- (2) After the master's examination has been passed, Gottfried Wilhelm Leibniz Universität Hannover confers the academic degree of "Master of Science (MSc)".

#### **§ 2 Duration and Structure of Studies**

<sup>1</sup>The regular period of study is two years. <sup>2</sup>Time expenditure for presence-requiring studies and private studies is 120 ECTS credit points at 30 hours each. <sup>3</sup>Studies are made up of four semesters.

#### **§ 3 Responsibility (Dean of Studies, Examination Board)**

- (1) <sup>1</sup>The tasks to be performed under the present examination regulations come within the responsibility of the dean of studies. <sup>2</sup>If so agreed with the dean of studies, the faculty council may establish an examination board to deal with such tasks.
- (2) <sup>1</sup>The examination board is made up of five members, of which three members from the group of professors, one member, active in teaching, from the research staff group, and one member from the group of students. <sup>2</sup>The examination board members and their deputies are appointed by the respective group representations. <sup>3</sup>Both the chairperson and the deputy chairperson are appointed by the examination board and must be members of the group of professors, or habilitated members. <sup>4</sup>The student member acts in a purely advisory capacity regarding assessment issues and in case of decisions on the approval of examination performances. <sup>5</sup>The dean of studies, if not having been appointed member of the examination board, may participate in the board meetings in an advisory capacity.
- (3) <sup>1</sup>The examination board members and their deputies are subject to official secrecy. <sup>2</sup>Unless they are civilian public sector employees, the chairperson has to swear them to secrecy.
- (4) <sup>1</sup>The examination board has a quorum when the majority of members entitled to vote are present. <sup>2</sup>Decisions are taken with the majority of the valid votes casted; abstentions are considered as non-votes.
- (5) <sup>1</sup>The examination board meetings are non-public. <sup>2</sup>The examination board meetings are minuted. <sup>3</sup>The minutes must record the essential subjects of discussion and the decisions taken.
- (6) The examination board members are entitled to participate, in an observing capacity, in examinations held.
- (7) <sup>1</sup>The examination board may delegate powers to the chairperson and the deputy chairperson, subject to revocation. <sup>2</sup>To fulfill its tasks, the examination board may use the services of an institution authorized by the board. <sup>3</sup>The chairperson shall prepare the examination board's decisions, carry them out and report to the examination board about this activity on a continuous basis. <sup>4</sup>A delegation of powers to the chairperson or deputy chairperson is excluded for cases specified in § 18 Sec. 1.
- (8) The examination board may adopt its rules of procedure.

## Second Part: Master's Examination

### § 4 Structure and Content of the Examination

- (1) <sup>1</sup>The master's examination is given as accompanying the course of studies. <sup>2</sup>It consists of examination performances and of course achievements, if applicable, in compulsory modules as per Attachment 1.1, the compulsory module "Master's Thesis" according to Attachment 1.4, and, if so, required elective modules as specified in Attachment 1.2 as well as elective modules as per Attachment 1.3. <sup>3</sup>The modules as per Sentence 2 may likewise be shown in special skills areas.
- (2) The teaching units related to the modules may be seen from the module catalogue or the lecture list.
- (3) As a matter of principle, formal instruction in teaching as well as the examinations, including the master's thesis, will be given in the English language.

### § 5 Examiners

<sup>1</sup>The organ competent as per § 3 shall appoint, for the modules of the Water Resources and Environmental Management programme, members of the group of professors at Gottfried Wilhelm Leibniz Universität Hannover as authorised examiners. <sup>2</sup>The examination board may appoint further examiners, if they hold at least the qualification to be ascertained through said examination, or an equivalent qualification. <sup>3</sup>If fulfilling requirements as per Sentence 2, examiners may likewise be appointed who are not members or affiliates of Gottfried Wilhelm Leibniz Universität.

### § 6 Course Achievements and Examination Performances

- (1) <sup>1</sup>Course achievements particularly include ungraded assignments, lab exercises, face-to-face exercises, internship reports, written tests, presentations, and term papers. <sup>2</sup>The course achievements to be rendered are explained in more detail in the respective module descriptions, and are fixed by the teaching staff by the beginning of the course at the latest.
- (2) <sup>1</sup>Examination performances are particularly understood to include the master's thesis, written tests, oral examinations, term papers, as well as seminar papers. <sup>2</sup>Further details on the examination forms are specified in Attachment 2.1.
- (3) <sup>1</sup>In case alternative forms of examination in a module are specified in Attachments 1.1, 1.2, or 1.3, or if one form of examination may be replaced by another form, the form of examination has to be announced by the beginning of the semester at the latest. <sup>2</sup>The same applies for the weighting of the individual components, if Attachments 1.1, 1.2, or 1.3 provide for a complex examination performance.
- (4) Examination performances and course achievements in the form of group work are admissible, provided the individual contributions can be clearly set apart and separately evaluated based on objective criteria.
- (5) When delivering written term papers, it has to be declared in writing that
  - a) the paper has been authored independently,
  - b) no other support than the references and auxiliary means specified have been utilized, and
  - c) all points in the paper which have been taken over from other sources, whether literally or analogously, have been marked accordingly.
- (6) <sup>1</sup>During the semester, in addition to the respective examination performances, up to five smaller performances in the form of lectures, presentations, or short written tests may be offered. <sup>2</sup>Student participation is voluntary. <sup>3</sup>If a student has successfully completed one or more performances during the semester, the result achieved shall be taken into account as bonus when assessing the examination performance. <sup>4</sup>The performance or performances may be included in the examination mark with a maximum share of 20 percent. <sup>5</sup>The number and evaluation of the performances must be indicated by the examiners at the beginning of the semester. <sup>6</sup>The top mark for the examination performance may likewise be achieved without participating in the performances. <sup>7</sup>If a student does not participate in individual performances or has not passed individual performances, this shall not deteriorate the overall assessment of the examination performance. <sup>8</sup>The additional performances shall be designed to ensure that the time expenditure for class time and private study (credit points) within the respective module, as specified in the attachments, be adhered to.
- (7) <sup>1</sup>Attestations may be used in a complementary way for evaluating an examination performance. <sup>2</sup>They can be allocated exactly to an examination performance and serve for study-accompanying control of the learning progress. <sup>3</sup>Individual criteria like homework assignments, oral or written short examinations may

be included in the evaluation of the attestation. <sup>4</sup>Evaluations of attestations are not explicitly stated in the certificate, they are considered in the evaluation of the examination performance, in accordance with examiner instructions, with a weight of 25 percent maximum. <sup>5</sup>It must be possible to pass the examination without attestations evaluation included. <sup>6</sup>According to examiner instructions, attestation assessments may be maintained even if the examination performance has been failed. <sup>7</sup>The modalities for the implementation of attestations and their inclusion in the examination marks have to be officially posted by the respective examiner by the beginning of the course at the latest.

## § 7 Master's Thesis

- (1) <sup>1</sup>The master's thesis module consists of the master's thesis and, if applicable, an oral examination, according to Attachment 1.4. <sup>2</sup>The master's thesis is meant to prove that the examinee is able to work independently on a subject-specific problem within a given period, applying scientific methods. <sup>3</sup>For the master's thesis module passed, 30 credit points are awarded.
- (2) <sup>1</sup>The topic of the master's thesis must be up to the examination purpose (§ 1 Sect. 1) and the processing time as per Sect. 4. <sup>2</sup>The topic must not be assigned until after admission to the thesis as per § 12 Sec. 3.
- (3) <sup>1</sup>The topic may be returned once within the first third of the processing time. <sup>2</sup>A new registration after having returned the topic must be submitted within six months. <sup>3</sup>In case a registration is not submitted within this period, a topic fixed by the first examiner will be delivered, allowing for a processing time set according to Sec. 4 Sentence 1. <sup>4</sup>§ 15 Sec. 2 Sentences 1 to 4 shall apply accordingly.
- (4) <sup>1</sup>The master's thesis has to be delivered in both written and electronic forms within 6 months after assignment. <sup>2</sup>The master's thesis shall be assessed by the two examiners within six weeks, but not later than ten weeks.
- (5) When delivering the master's thesis, the student has to declare in writing that
  - a) the thesis has been authored independently,
  - b) no other support than the references and auxiliary means specified have been utilized, and
  - c) all items in the thesis which have been taken over from other sources, whether literally or analogously, have been marked accordingly, and
  - d) the thesis has not been submitted to any other examination authority so far, neither in same nor in similar form.
- (6) <sup>1</sup>The process applicable for the examination procedure of the master's thesis module results from the course description as per module manual. <sup>2</sup>In case the master's thesis module includes more than one examination performance, the mark is made up according to Attachment 1.4.
- (7) <sup>1</sup>As a basic principle, the master's thesis has to be written in English. <sup>2</sup>Furthermore, in justified individual cases it may be permitted to write the thesis in a different language. <sup>3</sup>Applications as per Sentence 2 shall be decided upon by the organ competent as per § 3 with the decision on the admission (§ 12) at the latest.

## § 8 Pass and Fail of the Master's Examination

- (1) The master's examination has been passed when the modules mentioned in § 4 in connection with Attachments 1.1, 1.2, 1.3, and 1.4 have been passed and at least 120 ECTS credit points have been acquired.
- (2) <sup>1</sup>The master's examination is considered definitely failed when the repetition of a failed examination performance required as per § 4, is no longer possible according to § 14. <sup>2</sup>If the master's examination has been definitely failed, the student will be notified in writing.

## § 9 Additional Modules and Examinations

- (1) <sup>1</sup>Beyond the examination performances mentioned in Attachments 1.2 and 1.3, students may take further examinations than those required under this programme for achieving the minimum number of credit points (additional examinations). <sup>2</sup>The same applies for additionally completed modules under this degree programme (additional modules). <sup>3</sup>On application to the organ competent as per § 3, students may likewise complete examinations and modules outside of the degree programme.

- (2) On application to the organ competent as per § 3, the results of additional examinations and additional modules which have been passed according to § 19 Sec. 2 Sentence 1, will be included in the certificate and other documents according to § 21; however, they will not be considered in stipulating the overall mark.

### **§ 10 Recognition of Previous Course Achievements and Examination Performances**

- (1) <sup>1</sup>Course achievements and examination performances already rendered may be recognised under the conditions specified below. <sup>2</sup>Applications for recognition shall be made at the beginning of the courses. <sup>3</sup>After commencement of an examination procedure, a recognition for this examination performance is no longer possible. <sup>4</sup>The application has to be addressed to the organ competent as per § 3. <sup>5</sup>As a rule, it has to be decided upon within six weeks. <sup>6</sup>The deadline shall begin to run when all documents required for the decision have been received.
- (2) <sup>1</sup>Course achievements and examination performances rendered at a university, whether inland or abroad, shall be recognised in accordance with the "Convention on the Recognition of Qualifications Concerning Higher Education in the European Region" dated 11 April 1997 (Lisbon Convention), provided there are no substantial differences to the course achievements and examination performances to be completed under these examination regulations. <sup>2</sup>In case of doubt, statements by the examiner, by a member of Gottfried Wilhelm Leibniz Universität entitled to set examinations as per § 5 in the module for which recognition has been applied for, or by the "Zentralstelle für ausländisches Bildungswesen" (Central Office for Foreign Education) have to be obtained. <sup>3</sup>The burden of proof regarding a lack of equivalence or substantial differences shall be on Gottfried Wilhelm Leibniz Universität. <sup>4</sup>The procedure shall be governed by the orientation framework for recognition of course achievements and examination performances, in force at Gottfried Wilhelm Leibniz Universität.
- (3) <sup>1</sup>Vocational competences acquired outside of studies are recognised in an extent of up to 50 percent of the credit points required as per § 2, provided they are equivalent. <sup>2</sup>The burden of proof regarding a lack of equivalence or substantial differences shall be on Gottfried Wilhelm Leibniz Universität. <sup>3</sup>The procedure shall be governed by the orientation framework for recognition of vocational competences acquired, in force at Gottfried Wilhelm Leibniz Universität.
- (4) <sup>1</sup>For any examination performances recognised, the marks are adopted or, in case of differing grade scales, they are converted; the study periods allotted thereto are recognised, and credit points are awarded as per Attachments 1.1, 1.2, or 1.3. <sup>2</sup>In case of incomparable grading systems, the examination performance remains ungraded; this especially applies to the case specified in Sect. 3 Sentence 1. <sup>3</sup>The recognition shall be marked in the certificate.
- (5) <sup>1</sup>Recognisable examination performances and course achievements in the master's programme, which have been completed outside of Gottfried Wilhelm Leibniz Universität Hannover, are approved in the extent of no more than a total of two thirds of the number of ECTS credit points to be achieved in the study course. <sup>2</sup>Exceptions shall be decided upon by the organ competent as per § 3. <sup>3</sup>Deviating recognition provisions based on agreements concluded with universities abroad shall remain unaffected.
- (6) Recognitions within the compulsory module "Master's Thesis" are excluded.
- (7) The decision on recognition or non-recognition shall be communicated in writing to the applicant, allowing for specifications in § 23 Sec. 1.

### **§ 11 Distance Learning**

If so decided by the organ competent as per § 3, selected modules may likewise be offered as distance learning modules.

## **Third Part: Examination Procedure**

### **§ 12 Admission to Examination Performances**

- (1) <sup>1</sup>For examinations in master's programmes students are admitted when enrolled in the respective course of study at Gottfried Wilhelm Leibniz Universität Hannover, taking account of Sec. 2. <sup>2</sup>Further admission requirements for individual examination performances may be found in Attachments 1.1, 1.2, 1.3, or 1.4.

- (2) Admission to examinations in master's programmes is denied if an examination has been definitely failed in a comparable study course
- (3) <sup>1</sup>To be admitted to writing the master's thesis, a respective application must be made. <sup>2</sup>For admission to the master's thesis, at least 60 credit points must have been acquired in the master's examination, and - as far as provided for - further requirements specified in Attachment 1.4 must have been fulfilled. <sup>3</sup>In the event of important reasons, the examination board may decide on exceptions.
- (4) <sup>1</sup>Admission as per Para. 3 is denied when admission requirements have not been fulfilled. <sup>2</sup>If admission has been denied, the examinee shall receive a respective notification.

### § 13 Registration

<sup>1</sup>Each examination performance and each repetition of an examination performance have to be registered separately within the period fixed by the organ competent as per § 3. <sup>2</sup>On application to the organ competent as per § 3, a registration may likewise be permitted, as an exception, outside of this fixed period. <sup>3</sup>The organ competent as per § 3 may provide that a registration is also required for individual course achievements.

### § 14 Repetition

- (1) <sup>1</sup>Examination performances passed cannot be repeated. <sup>2</sup>A failed examination performance may be repeated twice. <sup>3</sup>By way of derogation, master's theses as well as project reports and student research papers may be repeated just once. <sup>4</sup>Examination performances which have already been started, whether from compulsory modules or from required elective modules, must be repeated until they have been passed or a repetition as per Sentences 2 or 3 is no longer possible; § 19 Sec. 2 Sentence 3 and § 19 Sec. 3 Sentence 3 shall remain unaffected. <sup>5</sup>The start of an examination performance is deemed to be the first participation in the examination or the assignment of the topic. <sup>6</sup>Failed examinations from elective modules need not be repeated; they may be replaced by other elective modules. <sup>7</sup>If complex examination performances are failed, all partial examinations must be repeated.
- (2) <sup>1</sup>Repetitions of examination performances may, at the examiner's (examiners') option, be performed in another type of examination specified in § 6 Sec. 2. <sup>2</sup>The type of examination has to be announced by the start of the registration deadline (§ 13 Sentence 1) at the latest.
- (3) <sup>1</sup>In the last repetition of an examination performance, an actually completed written test may only produce the mark "insufficient", or - in case of ungraded tests - the valuation "failed", after a supplementary examination has been taken. <sup>2</sup>As a rule, this supplementary examination whose content has to relate to the content of the prior written test, is performed within six weeks after disclosure of the result. <sup>3</sup>If the supplementary examination is performed as oral examination, besides the examiner an observer must be present at the examination. <sup>4</sup>With the exception of written tests, the supplementary examination may likewise be performed in another type of examination specified in § 6 Sec. 2. <sup>5</sup>After a supplementary examination, for examination performances passed only the mark "sufficient (4.0)", or for ungraded examination performances only the mark "passed", may be awarded. <sup>6</sup>The supplementary examination is excluded if § 18 has been applied for assessment of the written examination performance. <sup>7</sup>After the result of the last repetition test has been disclosed, students must be invited by the Examination Office at least three weeks in advance to take the supplementary examination. <sup>8</sup>§ 15 Sec. 2 shall apply accordingly.

### § 15 Neglect, Withdrawal, Deadline Extension

- (1) <sup>1</sup>Withdrawals from a registration for an examination performance or for a repeat examination are accepted until the start of the examination. <sup>2</sup>Failure to appear on a fixed examination date shall be deemed to be a withdrawal. <sup>3</sup>For examination performances with submission deadlines, the commencement of an examination shall be the assignment of the topic. <sup>4</sup>Withdrawal as per Sentence 1 is permitted without reasons given.
- (2) <sup>1</sup>In case of the examinee's failure to observe the fixed submission deadline, or in the event of withdrawal from an examination performance only after its beginning, the respective examination performance is assessed as "failed". <sup>2</sup>Notwithstanding the foregoing, the examination performance is deemed not taken, should good reasons for such neglect or withdrawal immediately be shown and proved in writing. <sup>3</sup>In case of illness, a medical certificate has to be submitted; on demand of the examination board, the medical certificate must have been issued by a medical specialist or medical officer. <sup>4</sup>The decision on the acceptance of the good reasons is taken by the examination board. <sup>5</sup>In the cases specified in

Sentence 2, the examination board may extend the processing time by a total of no more than one third of the processing time scheduled. <sup>6</sup>A further extension is only admissible in justified individual cases.

### **§ 16 Examination Modalities for Cases of Hardship**

<sup>1</sup>The organ competent as per § 3 shall facilitate students with a serious long-term handicap, proved by a medical certificate issued by a medical officer or medical specialist, to complete examination performances in an equivalent different form, at other dates, or within other deadlines. <sup>2</sup>If other important reasons can be proved, especially maternity protection or parental leave, they shall be dealt with accordingly.

### **§ 17 Assessment of Examination Performances**

(1) <sup>1</sup>Examination performances are normally evaluated by the examiners within one month. <sup>2</sup>Examination performances are usually graded. <sup>3</sup>Course achievements and ungraded examination performances are assessed as "passed" or "failed". <sup>4</sup>The following scale of marks has to be used for the assessment of examination performances:

1.0; 1.3 = very good = a particularly excellent achievement,

1.7; 2.0; 2.3 = good = an achievement significantly above average requirements,

2.7; 3.0; 3.3 = satisfactory = an achievement complying with average requirements in each respect,

3.7; 4.0 = sufficient = an achievement complying to minimum requirements despite its deficiencies,

5.0 = insufficient = an achievement no longer complying with requirements, due to considerable deficiencies.

<sup>5</sup>An examination performance assessed as "insufficient" has been failed.

(2) <sup>1</sup>In case an examination performance is valued by two examiners, it is only considered passed when both examiners value the examination performance "passed", "sufficient", or better. <sup>2</sup>The mark in this case is calculated from the average of the individual marks fixed by the examiners. <sup>3</sup>§ 20 Sec. 3 Sentence 4 shall apply accordingly.

(3) <sup>1</sup>A complex examination performance within the meaning of § 6 Sec. 3 Sentence 2 is deemed passed when the average calculated by using the weighting of the individual marks is 4.0 or better. <sup>2</sup>It shall make no difference if single partial performances have been failed. <sup>3</sup>§ 20 Sec. 3 Sentence 4 shall apply accordingly.

### **§ 18 Deception, Breach of Regulations**

(1) <sup>1</sup>When trying to influence the result of an examination performance or course achievement by deception, the respective performance shall be evaluated as "failed". <sup>2</sup>Carrying unacceptable auxiliary means after commencement of a performance is always considered a deception attempt. <sup>3</sup>Unacceptable auxiliary means shall be deemed to include electronic communication equipment. <sup>4</sup>In particularly serious cases - especially repeated breach as per Sentence 2, or plagiarism - the organ competent as per § 3 may exclude the examinee from rendering further examination performances and course achievements, or declare the whole examination definitely failed. <sup>5</sup>Sentence 4 shall also apply for breaches in other degree programmes at Gottfried Wilhelm Leibniz Universität.

(2) <sup>1</sup>Examinees committing a breach of regulations can be excluded from continuing the respective examination performance; in such a case, the respective examination performance is considered having been assessed as "failed". <sup>2</sup>§ 14 shall remain unaffected, unless it is a case specified in § 18 Sec. 1 Sentence 4.

### **§ 19 Credit Points for Modules**

(1) <sup>1</sup>The module-related credit points as per Attachments 1.1, 1.2, 1.3, or 1.4 are allocated when the respective course achievements have been rendered and the examination performances required have been passed or valued "sufficient" or better. <sup>2</sup>For modules whose examinations are held in the form of cross-module examinations (module group), pursuant to Attachments 1.1, 1.2, or 1.3, credit points are not awarded until after the cross-module examination has been passed.

- (2) <sup>1</sup>A module has been passed when all credit points specified in Attachments 1.1, 1.2, 1.3, or 1.4 have been acquired. <sup>2</sup>According to § 20 Sec. 3, the mark for the module or module group shall be formed of the marks obtained in the graded examination performances passed in the module or module group. <sup>3</sup>A module group is considered passed when all examination-related modules and the cross-module examination have been passed.
- (3) <sup>1</sup>In fields beyond the compulsory modules as per Attachment 1.1, more modules each may be selected and completed than required to achieve the necessary credit points. <sup>2</sup>The calculation of the overall mark is governed by § 20 Sec. 1 to Sec. 3. <sup>3</sup>When the credit points required for the general examination have been achieved and the necessary number of required elective modules or of elective modules has been passed, the examination procedure for the remaining required elective modules or elective modules started but not yet passed may be discontinued, if so requested.

## § 20 Calculation of Overall Mark

- (1) <sup>1</sup>For calculation of the overall mark as per Sec. 3, the examination performances passed in the compulsory modules as well as the examination performances passed in the required elective modules and elective modules with the best ratings are used, unless otherwise requested by the student. <sup>2</sup>The other required elective modules and elective modules passed are treated as additional examinations according to § 9.
- (2) <sup>1</sup>To calculate the overall mark as per Sec. 3, only marks of the modules required for achieving the credit points as per § 4 may be taken into account. <sup>2</sup>To the extent the selection of the last module required for obtaining the necessary credits as per § 4 results in a slight exceeding of this number of points, the modules shall be included in calculating the overall mark as per Sec. 3.
- (3) <sup>1</sup>The overall mark of the master's examination shall be the mean average of the marks pertaining to all examination performances graded in compliance with § 17 Sec. 1 and Sec. 2. <sup>2</sup>Unless particular weightings are specified in Attachments 1.1, 1.2, 1.3, or 1.4, the respective credit points are used as weights. <sup>3</sup>The overall mark is:
- at an average of up to 1.5: "very good",
  - at an average of beyond 1.5 up to 2.5: "good",
  - at an average of beyond 2.5 up to 3.5: "satisfactory",
  - at an average of beyond 3.5 up to 4.0: "sufficient",
  - at an average of beyond 4.0: "failed".
- <sup>4</sup>When composing the overall mark as per Sentence 3, only the first decimal place after the dot will be taken into account; all further places are deleted without rounding.
- (4) If the overall mark is at least 1.3 or better, and the master's thesis has produced a mark of 1.3 minimum, the rating of "with distinction" shall be awarded and indicated on the documents, pursuant to § 21.

## § 21 Certificates and Written Confirmations

- (1) <sup>1</sup>After the master's examination has been passed, a document on the conferral of the academic degree and a certificate with individual performance records are issued. <sup>2</sup>Furthermore, the students are provided with a Diploma Supplement and a confirmation of the relative ECTS grade distribution (grading table) as well as, upon application to the Examination Office, a written confirmation of the overall mark of studies as Grade Point Average (GPA).
- (2) <sup>1</sup>The certificate shall show the modules and their marks, the topic of the master's thesis and its mark, as well as the credit points achieved and the overall examination mark and, if applicable, the rating of "with distinction" (§ 20 Sec. 4). <sup>2</sup>A schedule of modules passed (including the "Master's Thesis" module) is attached to the certificate, indicating the respective courses and credit points as well as grading or valuation of the examination performances. <sup>3</sup>All marks are shown as decimal numbers. <sup>4</sup>The day of having passed the master's examination, to be indicated on all documents, shall be meant to be the day of passing the last module relevant to the calculation of the overall mark as per § 20 Sec. 1. <sup>5</sup>The issue date of certificate and schedule shall be the date of printing.

- (3)<sup>1</sup>The Diploma Supplement contains a description of the qualifications achieved in the degree programme, as well as the overall mark ascertained as per § 20 Sec. 3. <sup>2</sup>Sec. 2 Sentences 3 to 5 shall apply accordingly.
- (4)<sup>1</sup>The confirmation of the relative ECTS grade distribution is issued in the form of a grading table. <sup>2</sup>The mark is determined on the basis of the ECTS Users' Guide provided by the European Commission, in the respective applicable version. <sup>3</sup>The organ competent as per § 3 shall determine the respective cohort formation parameters as per framework specifications by the Presidential Executive Committee, and make them available to the Examination Office.
- (5)<sup>1</sup>The certification about the overall mark of studies as Grade Point Average (GPA) shall show the examination performances specified in the certificate as per Sec. 2 additionally in the form of GPA Grade Value Equivalents as follows:

Mark	Grade Value Equivalents
1.0	= 4.0
1.3	= 3.7
1.7	= 3.3
2.0	= 3.0
2.3	= 2.7
2.7	= 2.3
3.0	= 2.0
3.3	= 1.7
3.7	= 1.3
4.0	= 1.0

<sup>2</sup>The grade value equivalents of these examination performances are used to form grade value equivalents for the module marks, as specified in § 19 Sec. 2 Sentence 2. <sup>3</sup>On the basis of the grade value equivalents of these modules, the GPA is defined, according to § 20 Sec. 1 and Sec. 2, as average of the grade value equivalents. <sup>4</sup>When defining the overall mark pursuant to Sentence 3, the value shall be rounded up to the first decimal place after the dot.

- (6)<sup>1</sup>In the case of § 8 Sec. 2 or when otherwise withdrawing from the respective course of study at Gottfried Wilhelm Leibniz Universität Hannover, on application a written confirmation shall be issued specifying the examination performances and modules passed, their assessments, and the respective credit points allocated. <sup>2</sup>All marks shall be shown as decimals. <sup>3</sup>If applicable, the written confirmation shall indicate that the examination has been definitely failed.
- (7) All certificates, documents of degree conferral and written confirmations as per Sec. 1 shall be issued in English.

## § 22 Access to Examination Records

<sup>1</sup>After completion of a module examination, upon request students are granted access to the complete examination records. <sup>2</sup>The application has to be filed at the latest within one year after announcement of assessment or after delivery of the certificate.

## § 23 Procedural Provisions

- (1) Burdensome administrative acts have to be substantiated in writing, furnished with an advice on legal remedies, and delivered to the person concerned.
- (2)<sup>1</sup>Within one month after receipt of the notification, the person concerned may file an opposition in writing at the organ competent as per § 3, against decisions referring to the evaluation of an examination performance. <sup>2</sup>The opposition shall be decided upon by the organ competent as per § 3.
- (3)<sup>1</sup>Should the examinee file an opposition with concrete and substantiated objections against valuations made by an examiner, the organ competent as per § 3 shall transmit the opposition to the respective examiner, or – in case of first and second examiners - to both examiners, for a statement. <sup>2</sup>In case the examiner modifies (the examiners modify) the valuation according to the application, the examination board shall remedy the opposition. <sup>3</sup>Otherwise, the examination board shall review the evaluation on the basis of the statement(s), paying special attention to the questions
1. if the examination procedure has been duly carried out,
  2. if wrong facts may have been taken as a basis for the assessment,

3. if generally admitted evaluation principles have been disregarded,
  4. if a passable solution consequentially substantiated by weighty arguments has been evaluated as being wrong, or if
  5. the examiner has let himself or herself be guided by irrelevant considerations.
- (4) The opposition shall be decided upon within three months.
- (5) The opposition proceedings must not lead to a deterioration of the examination mark.

#### Fourth Part: Final Provisions

##### § 24 Entry into Force and Transitional Provision

- (1) After having been approved by the Presidential Executive Committee and published in the Announcement Bulletin of Gottfried Wilhelm Leibniz Universität Hannover, these examination regulations shall enter into force on 1 October 2015.
- (2) <sup>1</sup>Students enrolled at Gottfried Wilhelm Leibniz Universität in the **Water Resources and Environmental Management** programme shall be subject to the provisions specified in these examination regulations from the regulations' entry into force. <sup>2</sup>Exceptions shall be decided upon by the organ competent as per § 3, based on a reasoned request to be filed within three months after these examination regulations have come into force.

##### List of Attachments

###### Attachment 1: Modules of the Master's Degree Programme Water Resources and Environmental Management

Attachment 1.1:	Compulsory Modules
Attachment 1.2:	Required Elective Modules
Attachment 1.3:	Elective Modules
Attachment 1.4:	"Master's Thesis" Module

###### Attachment 2: Forms of Examination

Attachment 2.1:	Definitions
Attachment 2.2:	Glossary

### Attachment 1: Modules of the Master's Programme

The master's studies of Water Resources and Environmental Management are divided into four semesters and have an extent of 120 credit points (CP) made up of 90 CP for compulsory modules, required elective modules, and elective modules, and of 30 CP for the master's thesis.

In the first semester, credit points from interdisciplinary compulsory modules and from elective modules have to be acquired. As from the second semester, students specialise in the two subject areas of "Water Resources Management" (Major A) and "Sanitary Engineering" (Major B). Compulsory modules in the extent of 33 CP as well as the respective compulsory modules of the subject area selected (major) in the extent of 21 CP have to be passed successfully.

If examinations have already been taken in modules during the first degree course, such modules cannot be selected in the master's studies, unless it concerned, in the first degree course, additional courses voluntarily taken. In the case of compulsory modules, the examination board shall name replacement modules.

#### Attachment 1.1: Compulsory Modules

Module	Semester	Courses	Course Achievement	Requirements	Examination Performance	Credit Points
Research Planning and Scientific Communication	1	Lecture	-	-	V / HA	3
Natural Sciences	1	Lecture, Exercise	-	-	K	6
Environmental Hydraulics	1	Lecture, Exercise	-	-	K	6
Hydrology and Water Resources I	1	Lecture, Exercise	-	-	K / MP	6
Environmental Data Analysis	1	Lecture, Exercise	-	-	K / MP / HA / P / ZP	6
Research Project and Colloquium	2	Lecture, Exercise	-	Research Planning & Scient. Comm.	HA /V/ZP	6
<b>Total</b>						<b>33</b>

**Attachment 1.2: Required Elective Modules (Modules for Field Selected (Major A or B))**

Students specialise by making a selection between the subject areas "Water Resources Management" (Major A) and "Sanitary Engineering" (Major B), completing all required elective modules relating to the respective major in the extent of 21 CP.

**1.2.A Major A: Water Resources Management**

Module	Se- mester	Courses	Course Achieve- ment	Requirements	Examination Performance	Credit Points
Hydrology and Water Resources Management II	2	Lecture, Exercise	Measure- ment Training	Hydr. & WRM I	K / MP	6
Ecology and Water Resources	2	Lecture, Exercise	Field Exercise	Hydr. & WRM I, Natural Sciences	ZP	6
Hydrological Modelling	3	Lecture, Exercise	-	Hydr. & WRM I+II, Ecology&WR	K/MP + HA	6
Special Topics in Water Resources Management	3	Lecture, Exercise	-	Hydr. & WRM I+II, Env. Statistics	MP	3
<b>Total</b>						<b>21</b>

**1.2.B Major B: Sanitary Engineering**

Module	Se- mester	Courses	Course Achieve- ment	Requirements	Examination Performance	Credit Points
Sanitary Engineering	2	Lecture, Exercise	-	Natural Sciences	K	6
Solid Waste Management	2	Lecture, Exercise	-	-	K	6
Water Supply and Industrial Water Management	3	Lecture, Exercise	-	Natural Sciences, San. Eng.	K	6
Special Topics in Sanitary Engineering	3	Lecture, Exercise	-	Natural Sciences, San.Eng.	K	3
<b>Total</b>						<b>21</b>

**Attachment 1.3: Elective Modules**

- (1) Modules in the extent of 36 CP have to be selected.
- (2) In semesters 1-3 a sufficient number of subject-related elective modules is offered. Information on modules provided, respective number of credit points, as well as course achievements and examination performances required may be found in the module catalogue of the degree programme. Students may also choose the required elective modules of the other major as elective modules.
- (3) Further modules from the remaining courses offered at Leibniz Universität Hannover may be selected and credited up to an extent of 6 CP, if they represent a useful addition. The respective credit points as well as course achievements and examination performances may be found in the corresponding module catalogue.

**Attachment 1.4: Master's Thesis**

Modules	Semester	Admission Requirements, if applicable	Examination Performance	Credit Points
Master's Thesis	4	60 CP, compulsory modules passed	MA (80%)/KO(20%)	30

## **Attachment 2 Examination Forms**

### **Attachment 2.1: Definitions**

#### **Article**

An article is a written paper, composed independently, which is usually prepared under supervision during a specified time within the lecture period.

#### **Composition**

<sup>1</sup>Compositions are meant to be independently prepared scientific papers on a specified topic. <sup>2</sup>They comprise problem definition, troubleshooting, results, and conclusion. <sup>3</sup>Compositions are understood to be reports, field-trip reports, internship reports, project reports, or protocols.

#### **Identification Courses**

An identification course or identification test is the autonomous determination of animal and vegetable organisms by means of identification keys up to a given taxonomic level.

#### **Documentation**

<sup>1</sup>A documentation includes the editing and presentation of an artistic, cognitive or activity-oriented process. <sup>2</sup>Documentations may be reports and plans relating to professional practice. <sup>3</sup>General conditions as to page numbers or the number of plans or layout sheets may be fixed by the instructors at the beginning of the examination, depending on the kind of task. <sup>4</sup>Further records may be attached to the report as annexes.

#### **Essay**

<sup>1</sup>An essay is a critical, subjective examination of a literary and/or scientific question in written form. <sup>2</sup>An issue is discussed in its overall context, considering usual academic standards, and scientific positions are critically assessed or analysed.

#### **Practical Examination**

A practical examination is understood to be a performance review in sports practice, held during the semester.

#### **Case Study**

A case study is an evaluation of the data of an experiment, including method description, programme listings, interpretation, and conclusions, made out in the form of a report.

#### **Term Paper**

A term paper is a written paper prepared independently, dealing with a subject-specific or interdisciplinary issue.

#### **Written Test Without Choice Format**

A written test is a paper written under supervision.

#### **Written Test With Choice Format**

<sup>1</sup>A written test is a paper written under supervision. <sup>2</sup>Written tests may partially be conducted in choice format (e.g. single choice, multiple choice). <sup>3</sup>When preparing examination questions and answers, it must be specified which answers are recognised as correct. <sup>4</sup>In case of examinations with choice format, the examination questions and answers have to be checked in advance by two authorized examiners as to mistakes, content consistency, and appropriateness. <sup>5</sup>Should a subsequent check of examination questions reveal individual examination tasks to be obviously incorrect, they shall be deemed not to have been assigned. <sup>6</sup>Assessments have to be based on the number of examination tasks after deduction of the incorrect questions. <sup>7</sup>The reduction of the number of examination tasks must not have a disadvantageous effect for the examinee.

**Colloquium**

<sup>1</sup>The colloquium comprises a presentation and a subsequent discussion on question, methods, and results of the paper. <sup>2</sup>Sentences 2 to 5 of the definitions of oral examinations shall apply accordingly.

**Artistic Presentation**

<sup>1</sup>An artistic presentation includes one or more artistic exhibits (pictures, photographs, objects, sculptures, installation, videos, etc.) as well as a documentation of the aesthetic process in the form of an adequate (media) presentation, e. g. working protocols/ diary, sketches/photographs with written commentation. <sup>2</sup>An artistic presentation is held as individual examination to take place before one examiner and one competent additional assessor. <sup>3</sup>Sentences 2 to 5 of the definitions of oral examinations shall apply accordingly.

**Artistic and Scientific Presentation**

<sup>1</sup>An artistic and scientific presentation is based on the interaction between artistic processes and scientific analysis, which are edited in an artistic project and presented in an appropriate form. <sup>2</sup>The pictorial and linguistic lines of argument and interpretation contained in the presentation are either debated in an oral presentation with subsequent discussion, or explained in a term paper. <sup>3</sup>An artistic and scientific presentation is held as individual examination to take place before one examiner and one competent additional assessor. <sup>4</sup>Sentences 2 to 5 of the definitions of oral examinations shall apply accordingly.

**Short Assignment**

In a short assignment, students independently deal with a subject-specific or interdisciplinary problem within a given processing time, either in written form, design or planning.

**Laboratory Exercises**

<sup>1</sup>A laboratory exercise consists of a number of practical tests or programming tasks with written compositions (test reports). <sup>2</sup>As a rule, the students comment on their practical activities, provide an interpretation of results, and put them in a scientific context.

**Model**

<sup>1</sup>Models are meant to extend the two-dimensional work of design or planning, and serve for spatial orientation and for clarification of planning issues. <sup>2</sup>They are created in different scales, depending on the task and on the emphasis placed.

**Oral Examination**

<sup>1</sup>The oral examination takes place non-publicly, in the presence of one additional assessor who holds the qualification to be ascertained through said examination, or an equivalent qualification. <sup>2</sup>The essential issues of the examination performance are minuted. <sup>3</sup>Students wishing to take the same examination at a later examination date, or other university members claiming own justified interest, have to be admitted as listeners at oral examinations. <sup>4</sup>This admission does not extend to consultation and notification of marks achieved by examinee(s). <sup>5</sup>On application of an examinee or of the examinees, listeners have to be excluded as per Sentence 3.

**Musical Elaboration in a Learning Group**

In the "musical elaboration in a learning group", students shall prove to be able to apply practical educational skills (particularly practical music-making at school) in a class or smaller group, with a view to methodical and didactical adequacy.

**Practical Musical Presentation**

<sup>1</sup>A practical musical presentation is held as individual examination to take place before two examiners or before one examiner and one competent additional assessor. <sup>2</sup>Sentences 2 to 5 of the definition of oral examinations shall apply accordingly.

**Practical Music-Teaching Presentation**

A practical music-teaching presentation is based on a music-teaching seminar course and covers a musical performance by pupils.

**Pedagogic-oriented Concert**

<sup>1</sup>The pedagogic-oriented concert is a performance related to the artistic major subject, with pedagogical orientation playing a significant role (if applicable, in terms of modern concert pedagogy) in realisation and presentation / performance. <sup>2</sup>As a rule, it is presented in a school learning group.

**Planning and Implementation of a Teaching Unit**

The planning and implementation of a teaching unit is conducted in the context of a subject-related practical course and comprises the preparation and implementation of a teaching unit of a usual duration of 60 minutes, as well as its documentation and reflection in the form of a written composition.

**Portfolio**

<sup>1</sup>In a portfolio, a documentation is prepared, relating to the learning process of certain issues or tasks fixed by the teaching staff at the start of the course. <sup>2</sup>Systematic self-reflection is made alongside the teaching units or retrospectively, including the compilation of various materials in a folder, depending on what has been agreed. <sup>3</sup>As an option, it is possible to conduct a supplementary interview on the portfolio. <sup>4</sup>Like the portfolio itself, this interview is competence oriented.

**Presentation**

<sup>1</sup>A presentation is meant to include the processing of a given topic by means of electronic media and, if applicable, an oral lecture. <sup>2</sup>In the multimedia presentation, media in their broadest sense play an important role; the "multi aspect" may be achieved by mutual interaction of whiteboard, poster, or PowerPoint presentation, but also typical media of music and film as well as media with an emphasis on music education (particularly creative aspects of imparting). <sup>3</sup>The form of the presentation and the duration of the oral lecture are determined by agreement. <sup>4</sup>If the attachment allows for a presentation with composition (PR/A), the presentation has to be completed by a written composition.

**Project Work**

Project work is meant to include the written formulation of an application for a research project and the presentation of the project idea in a seminar lecture (with discussion).

**Lecture**

A lecture comprises:

1. independent and in-depth dealing with a problem related to the work context of the course, with relevant literature involved and analysed,
2. presentation of the assignment and imparting of its results in a lecture with subsequent discussion,
3. a written composition, if applicable.

**Seminar Paper**

A seminar paper is an experimental, documentary or descriptive scientific and practical achievement (project).

**Seminar Performance**

A seminar performance comprises one term paper and its presentation in a lecture with subsequent discussion.

### **Practical Sports Presentation**

<sup>1</sup>In a practical sports presentation, students prove their demonstration and movement skills. <sup>2</sup>Depending on the field of experience and the learning area, the presentation may include sports-specific techniques and tactics, coordinative-rhythmic, -technical, or conditional foundations. <sup>3</sup>A variable gaming ability or capacity to act, presented under situational conditions, may likewise be assessed under this form of examination. <sup>4</sup>The respective form and duration of the presentation are determined by agreement. <sup>5</sup>Sentences 2 to 5 of the definition of oral examinations shall apply accordingly.

### **Impromptu**

<sup>1</sup>An impromptu is meant to test the ability of independent research and of creative and/or scientific analytical work under time pressure. <sup>2</sup>As a result, a draft or a plan/planning is prepared, dealing with a subject-specific or interdisciplinary task from a conceptual point of view, with particular regard to subject-related aspects. <sup>3</sup>The processing time of a one-day impromptu is 24 hours, the processing time of a one-week impromptu is seven days.

### **Student Research Papers**

<sup>1</sup>A student research paper includes the treatment of a subject-specific or interdisciplinary issue under theoretical, experimental or constructive aspects, as well as the presentation and explanation of the solutions developed, in a way usual for the professional activity. <sup>2</sup>The scope of the work is specified (in months or hours) in a binding manner in the Attachment. <sup>3</sup>The topic of a student research paper may be proposed by each professor of the faculties involved. <sup>4</sup>With the approval by the dean of studies or the examination board, the topic may likewise be proposed by a professor who is not a member of the faculties involved. <sup>5</sup>If applicable, the dean of studies or the examination board may decide upon a list with first-examiner restriction. <sup>6</sup>The topic of the research paper is determined by the examiner after having heard the examinee. <sup>7</sup>The assignment of the topic is made via the dean of studies or the chair of the examination board, or the respective entity appointed by the examination board; the assignment has to be recorded. <sup>8</sup>The task and a processing schedule must have been defined with the assignment of the topic. <sup>9</sup>During the preparation of the paper, the examinee shall be supported by the examiner. <sup>10</sup>The period from the assignment of the topic until delivery of the research paper is six months. <sup>11</sup>§ 15 Sec. 1 Sentence 3 is applied analogously. <sup>12</sup>The topic of the paper may be returned just once and only within the first eight weeks of the processing time. <sup>13</sup>The paper has to be delivered in duplicate within the time limit, to be submitted to the entity appointed by the examination board; the date of delivery must be recorded. <sup>14</sup>The paper is assessed by the examiner as per § 17 Sec. 1. <sup>15</sup>The assessment may likewise include taking into account the course of processing. <sup>16</sup>As a rule, the paper has to be assessed within four weeks after having been submitted.

### **Practical Theatrical Presentation**

<sup>1</sup>A practical theatrical presentation is the display of practical theatrical work, either in a process-oriented or product-oriented form, before an audience. <sup>2</sup>Sentences 2 to 5 of the definition of oral examinations shall apply accordingly.

### **Exercises**

<sup>1</sup>As an examination performance, an exercise is conducted under supervision during a given exercise time within the curriculum. <sup>2</sup>To pass the examination, a certain share of the tasks has to be solved, as required by the lecturer.

### **Course Design**

<sup>1</sup>A course design is meant to include the independent planning and implementation of a lesson in an internship completed at a special school, or in an inclusive setting. <sup>2</sup>The lesson is examined and assessed by a mentor and by the leader of the preparatory seminar course.

### **Oral Presentation**

<sup>1</sup>In an oral presentation, the examinee shall prove to be able to present scientific issues briefly and precisely and to defend the position in a critical scientific discussion. <sup>2</sup>To ensure an objective assessment, the examinee has to submit to the respective lecturer in charge of the course, a manuscript of the oral presentation before delivering the oral presentation.

### **Graphic Representation**

<sup>1</sup>Graphic representations are meant to explain, clarify and present the work of design and planning. <sup>2</sup>Depending on the task and thematic focus, they are prepared in different standards and techniques.

### **Complex Examination Performance**

<sup>1</sup>A complex examination performance is made up of up to five components. <sup>2</sup>The components may, for example, be a written test, an oral examination, a practical course, or a term paper. <sup>3</sup>Regulations on passing a complex examination performance are specified in § 17 Sec. 3.

**Attachment 2.2.: Glossary of Examination Performances**

A	Aufsatz (Article)
AA	Ausarbeitung (Composition)
BA	Bachelorarbeit (Bachelor's Thesis)
BÜ	Bestimmungsübungen (Identification Courses)
DO	Dokumentation (Documentation)
ES	Essay (Essay)
FP	Fachpraktische Prüfung (Practical Examination)
FS	Fallstudie (Case Study)
HA	Hausarbeit (Term Paper)
K	Klausur ohne Antwortwahlverfahren (Written Test Without Choice Format)
KA	Klausur mit Antwortwahlverfahren (Written Test With Choice Format)
KO	Kolloquium (Colloquium)
KP	Künstlerische Präsentation (Artistic Presentation)
KU	Kurzarbeit (Short Assignment)
KW	Künstlerisch-wissenschaftliche Präsentation (Artistic and Scientific Presentation)
LÜ	Laborübungen (Laboratory Exercises)
MA	Masterarbeit (Master's Thesis)
ME	Musikalische Erarbeitung in einer Lerngruppe (Musical Elaboration in a Learning Group)
MO	Modelle (Models)
MP	Mündliche Prüfung (Oral Examination)
MU	Musikpraktische Präsentation (Practical Musical Presentation)
MK	Musikpädagogisch-praktische Präsentation (Practical Music-Teaching Presentation)
P	Projektarbeit (Project Work)
PD	Planung und Durchführung einer Lehrveranstaltungseinheit (Planning and Implementation of a Teaching Unit)
PF	Portfolio
PK	Pädagogisch orientiertes Konzert (Pedagogic-oriented Concert)
PR	Presentation
PW	Planwerk (Planning)
R	Referat (Lecture)
SA	Seminararbeit (Seminar Paper)
SG	Stegreif (Impromptu)
SL	Seminarleistung (Seminar Performance)
SP	Sportpraktische Präsentation (Practical Sports Presentation)
ST	Studienarbeiten (Student Research Papers)
TP	Theaterpraktische Präsentation (Practical Theatrical Presentation)
U	Unterrichtsgestaltung (Course Design)
Ü	Übungen (Exercises)
V	Vortrag (Oral Presentation)
ZD	Zeichnerische Darstellung (Graphic Representation)
ZP	Zusammengesetzte Prüfungsleistung (Complex Examination Performance)