

FRIEDENSAU ADVENTIST UNIVERSITY

SCHOOL OF THEOLOGY

EXAMINATION REGULATIONS FOR

MASTER DEGREE COURSE

IN

THEOLOGICAL STUDIES

FIELDS OF CONCENTRATION:

ADVENTIST STUDIES

MISSION STUDIES

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I. In General

§ 1 Course aim, academic degree

- (1) The degree course in Theological Studies with the respective certificate “Master of Theological Studies” aims to impart professional knowledge, skills and methods enabling students towards scientific analysis, critical coordination of scientific insights and responsible and competent services in church and society.
- (2) This continuing education course is guided by theory and is more research oriented corresponding to the academic structure of a university. The service aspect of professional life is included and essential competencies are accounted for.
- (3) After the course has been successfully completed and the examinations passed, the School of Theology of Friedensau Adventist University (FAU) will award the academic degree “Master of Theological Studies”. The graduate is entitled to affix this degree to his or her name.

§ 2 Course schedule, admission requirements

- (1) The course can be started either in the winter semester or in the summer semester of an academic year.
- (2) Prerequisites for admission are: a Bachelor certificate and, as a general rule, practical experience in a position of at least one year. The knowledge acquired there is broadened and deepened in the Master course of study, based on scientific orientation. Preferably applicants should have knowledge and skills - usually acquired through the preceding Bachelor course - which allows a research oriented specialization in one of the concentrations.
- (3) Applicants for the field of concentration, Adventist Studies, who did not acquire a BA in theology or religion, have to produce a minimum 60 credit points or one completed year of theological studies in order to be admitted. In addition, students need to produce the following certificates: Graecum or Hebraicum or provide evidence of successfully completed examinations after a minimum of 90 lessons in Greek or a minimum of 60 lessons in Hebrew. The Examination Committee may decide to conduct an examination in Greek or Hebrew in order to make sure that the admission requirements are fulfilled.
- (4) To be admitted, applicants for the field of concentration, Mission Studies, who did not acquire a BA in social science or in the humanities, have to produce 60 credit points or one completed year of study in the humanities or social science. Adequate proficiency in a modern language other than English is required and certification to be provided. (Common European Framework for Languages, Level B1). All applicants are required to testify their eligibility and motivation in a text of about 1.000 words, satisfactorily showing their understanding of contemporary challenges in the science and practice of Mission.
- (5) The course will be conducted in English. Proficiency in the English language (Common European Framework for Languages, level B2) is required and certification is to be provided (TOEFL iBT 79 points, TOEFL CBT 213 points, TOEFL PBT 550 points). A

Bachelor degree completed in an educational institution with English as a medium of instruction will also be accepted as proof of language proficiency.

- (6) Students seeking admission to the Master programme in Theological Studies should have an above average grade (final grade 2,0 or better) in their Bachelor degree.
- (7) In case of a BA certificate that is not above average, admission can be granted on the basis of a successful participation in a qualifying examination. The Examination Committee decides on any other additional requirements needed for admission to the course.

§ 3 Examination Committee, Examination Office

- (1) An Examination Committee is established to monitor the course content.
- (2) The Examination Committee is composed of the Chairperson (Dean of the School of Theology), his or her deputies and four members. The Chairperson, his or her deputies and three members are elected from a group of full-time lecturers; one member will be elected from the student population. The Examination Committee may include other members of FAU or external professionals from related fields to participate in a decision-making-process. The tenure of faculty is set for a period of three years and that of the student representative is set for one year. Re-election of members is possible.
- (3) The vote of the Chairperson or respectively of his or her deputy is decisive in the event of a tie vote.
- (4) The Examination Committee has a quorum when, apart from the Chairperson or his or her deputy, a minimum of 50 percent of the total committee members entitled to vote are present. The Examination Committee decides with a simple majority.
- (5) The Examination Committee is responsible to check if examination regulations are observed and that examinations are conducted in an orderly fashion. In particular, the Examination Committee is responsible for making decisions concerning objections to decisions made in examination procedures.
- (6) The student representative does not participate in decisions related to following issues: pedagogy and academics; in particular, evaluation of course performances or recognition of academic credit; the appointment of evaluators and assessors; consultation and decision-making on issues concerned with formulating examination questions.
- (7) All members of the Examination Committee are liable to confidentiality and to the stipulations of the Federal Data Protection Act (Bundesdatenschutzgesetz). They are initiated into a confidentiality agreement by the Chairperson.
- (8) Any decision of the Examination Committee or its Chairperson that affects a student negatively is to be communicated with immediate effect. The respective candidate is to be heard in case he or she enters an objection.
- (9) The communication of decisions made by the Examination Committee is to be complemented with instructions to the student about his or her right to appeal.

- (10) The Examination Committee sets up an Examination Office. It consists of the Chairperson of the Examination Committee and the Registrar. A secretariat is maintained. The Examination Office relieves the Examination Committee of simple administrative tasks including communication of decisions of the Examination Committee, the receipt of notifications for current and final examinations as well as the safe-keeping of examination papers.

§ 4 Recognition of study periods, course achievements and academic credit

- (1) Study periods, course achievements and academic credits in related Master courses at a state university or college or a state recognized university or college are acknowledged without any examination of equivalence under the condition that the subject matter of course achievements tallies with academic credit.
- (2) Study periods, course achievements and academic credits earned in other courses of study will be recognized only if equivalence is ascertained. Equivalence is ascertained when course content, extent and requirements of study periods, course achievements and academic credits correspond significantly to the Master programme in Theological Studies of Friedensau Adventist University. In this case no schematic comparison of equivalence but a comprehensive survey and a holistic evaluation is to be undertaken.
- (3) Recognition procedures of study periods, course achievements and academic credits completed outside Germany have to adhere to the equivalence contracts of the Standing Conference of the Ministers of Education and Cultural Affairs (Kultusministerkonferenz) and the Association of Universities and Other Higher Education Institutions in Germany as well as contractual agreements in the framework of university partnerships. In addition, when doubts about equivalence arise, the Examination Committee may call upon the Central Office for Foreign Education Systems or corresponding qualified experts of foreign universities.
- (4) Clauses 1 and 2 are accordingly applicable for study periods, course achievements and academic credits earned in state recognized correspondence courses. Clause 2 is moreover applicable for study periods, course achievements and academic credit in other educational institutions, in particular in state or state-recognized universities of cooperative education or universities of applied sciences.
- (5) Up to five modules (including research modules or complementary modules) or 50 credit points of other educational institutions can be credited. Students are required to live on the campus in the accommodation facilities provided by the university for a minimum of one year (full time study).
- (6) When course achievements and academic credits are recognized, grades - insofar as grading systems are comparable - are to be accepted and included in the calculation of the final grade according to the valuation key reflected in § 16. In case grading systems are not comparable a “pass” grade will be endorsed. A notification of the recognition of grades in the grade sheet is permissible.
- (7) The recognition of study periods, course achievements and academic credits earned in Germany is accepted ex officio. The student has to supply the required documents to the

Examination Office. A legitimate claim for recognition exists if the criteria of clauses 1 to 3 are fulfilled.

- (8) Decisions relating to clauses 1 to 4 are made by the Examination Committee in collaboration with the person in charge of respective modules and departments.

II. Organisation and Structure of Study

§ 5 Standard period of study, unitised structure of study, credit point system, dead lines

- (1) The standard period of study, including the time for writing the Master thesis, adds up to years (4 semesters). Upon application it can be extended by two additional semesters. The standard period of study for part-time enrolment is four years and upon application it can be extended by another two years.
- (2) Courses in the Master degree course in Theological Studies are offered in a unitised mode. The term “module” stands for thematically and chronologically coordinated and self-contained teaching units that are assessed with credit points according to the European Credit Transfer System (ECTS). Modules are usually completed within a semester. Modules are to be studied and registered for as a unit, i. e. singular teaching units detached from modules cannot be taken. The course consists of modules as presented in the Module Handbook. There are compulsory modules, required electives and electives.
- (3) Two fields of concentrations are offered as options: Adventist Studies and Mission Studies. The topic of the Master thesis is to be related to the chosen field of concentration
- (4) The amount of time spent to complete work requirements (workload) covers the total number of work hours that are required for a specific study unit and the corresponding credit points. As a rule 30 hours (60 minutes each) are the basis for one credit point. The total number of hours needed to achieve the academic objectives of a semester amount to a workload of an average of 900 hours.
- (5) A module covers 10 credit points (except the Master thesis: 20 credit points) and consists of specific examination requirements. Out of the modules that a student chooses, four modules require a seminar paper (see Module Handbook).
- (6) The course is organized in a rigid time frame in accordance with the decision that it has to be completed within the standard period of study. Specified standards of performance within given dead lines are the preconditions for continuing course work. As a rule, 22 credit points are to be earned per semester in order to be permitted to continue with the study programme (full time study).
- (7) Upon application, the Examination Committee can extend or discontinue prescribed dead lines based on the following reasons:
- i. Participation in a legal or statutory committee of the university, in a student body or in a student union.
 - ii. Sickness or other reasons for which the student cannot be made

accountable

iii. Pregnancy or caring for a young child

§ 6 Examinable course components, records of completed courses

1. The course components prescribed in § 5 and listed in the Module Handbook are completed with an examination. They are to be evaluated according to the instruction of § 16. The evaluations are integrated proportionately into the final grade as instructed in § 16, clause 3.
2. The regular and successful participation in teaching units, fulfilment of all requirements including relevant passing of examinations are prerequisites for earning credit points. A successful participation is granted, when in addition to class attendance of 80 percent a cumulative grade of “sufficient” (4,0) is achieved in performance records. Evidence for performance records is produced amongst others in colloquiums, assignments, term papers and oral/written examinations.
3. A course performance or an examination which is evaluated lower than “sufficient” (4,0) can be repeated once. If the repetition is evaluated lower than “sufficient” (4,0) the course performance is a “fail” and credit points are not awarded. The time for the repetition is appointed by the Examination Office. The repetition has to be carried out within the following semester at the latest.
4. For recording evidence of a successfully completed course achievement, a transcript (qualified evidence of study) is endorsed by the Registrar’s Office. It must contain the name of the student, the exact description of the module and teaching units, indication of the semester in which the module was offered as well as evaluation of the rendered course achievement. The lecturers of the respective teaching units are to provide endorsed evidence for the evaluated course achievements to the Registrar’s Office.
5. The repetition of a successfully completed course achievement is not possible.

§ 7 Module Examinations

6. (1) Modules are usually completed with examinations. Examinations can be offered at the end of each teaching unit as a component examination or as general examination at the end of the module. They are to be graded according to the valuation key of § 16. The average of all the component examinations makes up the final grade of a module. The objective of the general examination of a module is to expose a student to a broader context beyond individual teaching components. When a student successfully completes the module examination, the respective credit points earned are documented.
- (2) The written examinations are evaluated by assigned teaching faculty and the person responsible for the respective module. In case a written module examination is repeated and graded with “insufficient”, another evaluator is to be involved. The allotted time for a written component examination is two hours and the time for a written general examination is three hours. Seminar papers should not exceed 5,000 words. The evaluation of examination papers should be completed within two weeks.

- (3) Oral examinations are only conducted as component examinations. They are conducted as individual or group examinations by a minimum of two examiners or by one examiner in the presence of a professional observer. As a rule, an oral examination takes 20 minutes, however the minimum is 15 and the maximum is 30 minutes. The main results of an oral examination are to be recorded in a protocol. The result is to be communicated to the candidate after the examination.
- (4) Further information is available in the module handbook.

§ 8 Extent of study

- (1) The time limit for a student workload is 40 clock hours. The number of semester periods per week needed for the successful completion of the required study periods within a course amounts to 12 to 15 periods of contact time.
- (2) For the successful completion of a course, evidence of a total of 120 credit points is to be provided including 20 credit points for the Master thesis.
- (3) The department as well as cooperating institutions guarantee that there is an adequate supply of lecturers for the required modules to be taught.

§ 9 Course participation, restrictions to participation

- (1) A timely and binding registration is required for participation in modules in which examinable course components are to be rendered and credit points are to be earned. Registration is to take place during the initial enrolment and is to be confirmed at the beginning of each following semester.
- (2) Admission is to be denied, when conditions for course participation are not fulfilled or when one of the time limits is not met as mentioned in § 5; in this case § 5, clauses 6 and 7 are to be applied.
- (3) When a student withdraws from his or her admission after the given dead line for changing ones registration or he or she discontinues participation in a module, renewed admission to the same module is only possible one more time.

III. Final Examination

§ 10 Aim and mode of Master examination

- (1) Through the Master examination it is to be ascertained whether a candidate has acquired the necessary theoretical and methodological knowledge and skills as reflected in § 1.
- (2) Furthermore, through the Master thesis it is to be ascertained, if and to what extent the candidate has acquired the competence for independent scientific study and analysis and has a professional and methodological command over the basic research results in the different fields of study.

- (3) The Master examination consists of a written Master thesis.

§ 11 Evaluator, examiner and observer

- (1) The Examination Committee appoints professional evaluators who are specially responsible for a given subject, examiners and observer. Examinations that are not course related in connection with particular study periods can be administered by professors, lecturers and scientific associates who have been authorized by the department.
- (2) Evaluators for the Masters thesis are usually lecturers of FAU. The candidate can recommend evaluators. The recommendation does not constitute a right. The Examination Office must communicate the names of the evaluators to the candidate in due time. The evaluators are to comply with confidentiality standards.
- (3) Only associates who hold a Master degree in the same field of study or have passed an equivalent examination can be appointed.

§ 12 Notification of and admission to the Master thesis

- (1) A student is granted admission to write his or her Master thesis when he or she:
- a) is regularly registered in the Masters for Theological Studies at FAU,
 - b) has earned a minimum of 50 credit points,
 - c) has not lost his or her entitlement to examinations.
- (2) As a rule, the notification for the Master thesis is served in the beginning of the third semester. The date for application is announced by the Examination Office in due time. The application for admission is to be addressed to the Examination Committee in written form.
- (3) Following items are to be supplied with an application:
- a) Evidence of course achievements on the basis of a transcript,
 - b) a proposal for the topic of the Master thesis and a statement of the language in which the thesis is to be written along with the written consent of the recommended first evaluator,
 - c) a declaration whether the candidate has definitely failed a Master examination in Theological Studies at a university or college or whether she or he has been enrolled in an uncompleted examination procedure at a university or college in Germany or abroad,
 - d) a declaration whether and if applicable how often the candidate has previously failed examinations and examinable course components of a Master programme in Theological Studies or of similar organized courses of study at a university or college in Germany or abroad.
- (4) The Examination Committee decides about the admission to the Master thesis and the evaluators. It decides when the Master thesis is to be started and records the date.
- (5) In case it is not possible for the candidate to submit the required documents in the

prescribed procedure according to clause 3, the Chairperson of the Examination Committee may allow the candidate to follow a different procedure.

- (6) Admission is denied, when:
 - a) Conditions are not fulfilled as mentioned in clause 1, or
 - b) when the documents handed in are incomplete and, after a reminder and a postponed date of submission, are still not submitted as required, or
 - c) no entitlement to an examination exists according to § 5 clause 1, or
 - d) the candidate has finally failed a Master examination in Theological Studies at a university or a college in Germany or abroad, or
 - e) the candidate has no possibility of accomplishing examination performances or examinable course components that are required for the successful completion of the study due to previous failed attempts according to § 13 clause 2, or
 - f) the candidate has missed the notification period due to reasons he or she is accountable for.
- (7) Admission can be refused, when the candidate is enrolled in an uncompleted examination procedure at another university or college in Germany and abroad.
- (8) The decision about admission or non-admission is to be communicated to the candidate within four weeks. In case of non-admission, the communication of the decision is to be complemented with instructions on the student's right to appeal.

§ 13 Master thesis

- (1) The Master thesis is a scientific study that is to provide evidence that proves the ability of the candidate to make a contribution to the current state of research, to scientifically reflect a problem related to the subject matter of the course and to handle it with required methods in a given time frame. The evaluators monitor the processing of the Master thesis. The candidate informs the evaluators regularly about progress in writing the thesis.
- (2) The Master thesis can be started when the Examination Office confirms admission.
- (3) The Master thesis can be written in German or English.
- (4) The Master thesis is to be completed in the final year of study. As a general rule, the processing time amounts to nine months (full time study). Upon application by the candidate, the Examination Committee may extend the processing time in agreement with the first evaluator by a maximum of two months. The standard period of study has to be followed.
- (5) The topic, conceptual formulation and volume of the Master theses are to be limited so that the time frame for processing the Master thesis can be maintained. Particularly, the work load should not exceed 600 hours. The Master thesis has to fulfil the formal requirements of a scientific study. It should not exceed the volume of 20,000 words. The topic can be changed only once and only within the first month of admission. A new topic is to be agreed upon without delay, at the latest within four weeks. The processing time is not affected by this procedure and is not extendable.
- (6) The candidate submits the Master thesis bound and in duplicate in due time to the Examination Office. At the submission of the thesis he or she has to certify in writing that

the thesis has been independently authored and that no additional sources and means have been used than those indicated.

- (7) The date of submission is to be recorded. If the Master thesis is not submitted within the stipulated time, it will be evaluated as “insufficient”, except in the case when the student cannot be made responsible for failure to meet the time limit.
- (8) The submitted Master thesis is passed on to evaluators by the Examination Office.
- (9) As a rule, the final grade is calculated as an average of the grades given by the two evaluators. The Chairperson of the Examination Committee appoints a third evaluator in case the grades diverge by more than two full points of the grading scale. The Chairperson of the Examination Committee ascertains the final grade on the basis of three evaluations. The evaluation process must not exceed four weeks.

§ 14 Passing and failing

- (1) A student passes a Master examination with a grade not lower than “sufficient” and when in addition all examinable course requirements are fulfilled according to § 6, clause 1
- (2) A failed examination can be repeated once.
- (3) A successfully completed examination cannot be repeated.
- (4) Failed examinations and failed examinable course components in a Master programme of Theological Studies at another university or college in Germany or abroad are considered to be failed attempts and are calculated as such to the admissible number of repetitions for an examination. Furthermore, failed examinations and failed examinable course components in the same subject of another course of study at a university or college in Germany or abroad are also considered as failed attempts, if equal or minor requirements were to be fulfilled to obtain a “pass”.
- (5) In case the candidate fails the Master thesis or the Master thesis is declared a “fail”, the Examination Committee informs the candidate by a written notice that also provides information about the possibility, conditions and time limits within which the examination can be repeated. The written notice about the failed Master examination is to include a legal instruction about remedial action.

§ 15 Repetition

- (1) Course related examinations that are graded with “insufficient” (5) or are considered as “fail” can be repeated once.
- (2) In each case, the re-examination is to be conducted in the framework of existing examination dates of the following semester at the latest; failure to keep this deadline results in the loss to claim for a new examination, except when the student is not responsible for the failure to meet the time limit. The student is to be given the opportunity to do the re-examination before regular classes begin in the semester that follows the semester in which the failed examination was taken. There must be a

minimum of four weeks between the notification of the results of the first examination and taking the re-examination.

- (3) If the Master thesis is graded with “insufficient” (5,0) or is considered a “fail”, it can be repeated once. The application for admission must be submitted 2 months after official confirmation of examination results; if this dead line is not met, the claim for a re-examination expires, except when the student is not responsible for the failure to meet the time limit. A change of topic is only permissible, when the candidate has not availed of this opportunity when working on his or her first thesis.

§ 16 Evaluation of examinations and examinable course components, calculation of final grade

- (1) For the evaluation of examinations and examinable course components, the following grades are to be used:

1	=	very good	=	excellent performance
2	=	good	=	performance that is above average requirements
3	=	satisfactory	=	performance that meets average requirements
4	=	sufficient	=	performance that meets requirements despite certain shortcomings
5	=	insufficient	=	performance that does not meet requirements due to considerable shortcomings

- (2) In order to obtain a differentiated evaluation of examinations and course requirements, each grade can be increased or decreased to interim values by 0,3. Following grades are excluded: 0,7; 4,3; 4,7 und 5,3.

- (3) To calculate the final grade, the various grades of modules retain their basic value whereas the grade of the Master thesis is multiplied by 1,5. The final grade calculated in this way describes the following values:

1,5 and better	=	very good
1,6 to 2,5	=	good
2,6 to 3,5	=	satisfactory
3,6 to 4,0	=	sufficient
4,0 and lower	=	insufficient

- (4) When calculating the final grade, only the first decimal position is considered; all further positions are invalid and are not rounded up.

- (5) The final grade of the Masters examination corresponds to the following ETCS-grades:

With an average up to	1,3:	A - excellent
With an average up to	1,4 to 1,7:	B - very good
With an average up to	1,8 to 2,5:	C - good
With an average up to	2,6 to 3,5:	D - satisfactory
With an average up to	3,6 to 4,0:	E - sufficient

§ 17 Grade sheet, degree certificate, Diploma Supplement

- (1) After passing the Master examination, the candidate immediately receives, at the latest after four weeks, a grade sheet that contains the grades of the Master thesis and the final grade. This report also includes the topic of the Master thesis. Upon application by the candidate, the final grade in the grade sheet corresponding to the ECTS-grade as well as the related ECTS-definition will be documented according to the currently valid evaluation system of the European Credit Transfer-System.
- (2) The date recorded on the grade sheet is the date when the last examination was completed. It is to be signed by the Chairperson of the Examination Committee.
- (3) Along with the grade sheet, the candidate receives a certificate that authenticates the awarding of the degree “Master of Theological Studies.” This certificate records the date of grade sheet. It is signed by the Dean of the School of Theology, the Rector and the Chairperson of the Board and carries the seal of FAU. The degree certificate is issued in English, a German translation is attached.
- (4) In addition, the graduate receives a Diploma Supplement (DS) according to the “Diploma Supplement Model” of the European Union/ Council of Europe/UNESCO. For documenting the national education system (DS - Section 8), a text agreed upon by both the Standing Conference of the Ministers of Education and Cultural Affairs and the Association of Universities and Other Higher Educational Institutions in Germany is to be used in the currently valid version. In particular, the DS reflects the objectives of the successfully completed course of study with special reference to its content or subject matter, its part in relation to the total volume of study as well as the accomplished performances. It is to be signed by the Chairperson of the Examination Committee.
- (5) Students that leave FAU without completing their studies or continue their study at the FAU doing another course, receive upon application and on the basis of the provision of relevant evidence, a conclusive written confirmation of accomplished course achievements and academic credit. The application is to be submitted with the required documents and to be addressed to the Dean of the School of Theology.

IV. Final Clauses

§ 18 Default, withdrawal, fraud, violation of regulation, retention period

- (1) An examination performance is evaluated as “insufficient” in case a candidate does not appear for an appointed examination without providing a good reason or when the candidate withdraws from an examination without any good reasons. The same is valid for examinable course performances.
- (2) The good reasons claimed as justification for withdrawal from an examination procedure or any default connected to it, have to be convincingly presented to the Examination Committee in written form. In case of sickness, the candidate may be required to submit a medical certificate and if required, an official medical certificate. The sickness of a child, mainly cared for by a single parent, is considered on par with the sickness of the candidate. In case reasons are valid and recognized, a new examination date is agreed upon.

- (3) In case the candidate attempts to influence the examination results through cheating or unauthorized auxiliary means, the respective examination is evaluated as “insufficient”. The Examination Committee may exclude this candidate from further participation in the examination.
- (4) If a candidate disturbs the regular procedure of an examination, the responsible evaluator may exclude him or her from further participation. In this case, the respective examination is evaluated as “insufficient”. Furthermore, the Examination Committee may exclude the candidate from participating in other examination performances.
- (5) Any decisions placing hardship on the candidate are to be communicated in writing without delay along with an appropriate explanatory statement; legal instruction for remedial action is to be enclosed. Before a decision is made, the concerned candidate is to be given the opportunity to comment on the issue according to clause 3, sentence 2 and clause 4, sentence 2.
- (6) The conditions of clauses 1-5 are also valid for course performances

§ 19 Invalidity of Master examination

- (1) In case a candidate cheated in an examination and this fact comes to light only after the grade sheet was handed out, the Examination Committee is authorized to retroactively correct any examination performances or declare an examination partly “failed” or as a complete “fail” for those examination components for which cheating was proved. The evaluator is heard in this procedure.
- (2) In case the conditions for admission to an examination were not fulfilled without the intention of the candidate to cheat, and this fact is made known only after the grade sheet was handed out, then this deficit will be corrected by successful completion of the examination. In case the candidate intentionally secured admission by illegal means, the Examination Committee makes decisions on the issue following the State Administrative Procedure Act (Landesverwaltungsverfahrensgesetz).
- (3) The candidate is to be given the opportunity to comment on the issue before a decision is made.
- (4) The invalid examination report and the DS are to be retracted and if applicable, reissued. Furthermore the certificate is to be retracted according to § 15, clause 3 in case the Master examination was declared “failed” on the basis of cheating. A decision related to clause 1 and 2 is excluded after a period of five years from the date of issue of the examination report.

The incorrect grade sheet and the DS are to be collected and as the case may be, reissued in the corrected form. Furthermore the degree certificate is to be retracted in case the Master examination is declared a “fail” due to cheating. A decision according to clauses 1 and 2 is not possible when made after a period of five years following the date recorded on the grade sheet.

- (4) Derecognition of the academic degree conforms to legal prescriptions.

§ 20 Access to examination files

- (1) Upon application, the examination candidate is conceded access to his or her examination files.
- (2) The application is to be made to the Chairperson of the Examination Committee within a year after written notification of the examination results. § 60 of the Rule of the Administrative Courts apply correspondingly. The Examination Office decides on the place and time for access to the examination files.

§ 21 Coming into effect

This regulation comes into effect on the day of its publication in the Ministerial Gazette of the State of Saxony-Anhalt.

Friedensau,

The President
Vice Chancellor
Friedensau Adventist University