

Degree Program and Examination Regulations for the Master's Degree Program for Professional Development in Human Rights at the Faculty of Humanities, Social Sciences, and Theology of Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU)

– FPOHR –

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

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Section 1 Scope, Purpose of the Master's Examination

(1) These degree program and examination regulations govern the examinations for the degree program for professional development in Human Rights leading to the degree Master of Arts (MA).

(2) ¹The Master of Arts in Human Rights is a postgraduate degree that qualifies graduates for further research as well as professional work. ²The Master's examination serves to determine whether students:

- have acquired in-depth knowledge of fundamental concepts and research findings in international human rights during the course of their Master's degree program,
- are capable of working independently in accordance with scientific methods and of developing these further, and
- are prepared for professional practice.

Section 2 Specializations and Program Objectives

¹The degree program provides students with in-depth knowledge of international human rights, preparing them for careers in governmental and non-governmental institutions, the media and industry. ²The degree program enables students to gain knowledge and skills in the fundamental political, philosophical and legal concepts of international human rights and offers them the opportunity to specialize in specific areas. ³The degree program has an international and interdisciplinary focus and facilitates intercultural communication and learning for its students.

Section 3 Standard Duration of Study, Teaching and Examination Language, Structure of Degree Program, Starting Date

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

(2) Teaching units and examinations are held exclusively in English.

(3) ¹The Master's degree program is concluded with the Master's examination. ²The scope and structure of the Master's degree program in Human Rights as well as the scope and type of the examinations shall be set forth in **Appendix 1**. ³90 ECTS credits are required to successfully complete the degree program.

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

Section 4 ECTS Credits

(1) ¹The degree program and examinations are based on the European Credit Transfer and Accumulation System (ECTS). ²Students must study 30 ECTS credits in each semester. ³A single ECTS credit corresponds to a workload of 30 hours.

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

Section 5 Modules and Credits

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

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

(3) ¹Examinations (examination achievements and course achievements) measure the students' performance. ²They may be written, oral, electronic, or use electronic communication devices. ³In the event of invigilated remote electronic examinations, the Bavarian regulation for testing remote examinations (**BayFEV**) and the FAU regulations on remote examinations on the basis of the Bavarian regulations for testing remote examinations (**BayFEV**) – **EFernPO** – shall be complied with. ⁴Examination achievements are graded. ⁵Course achievements are graded pass or fail.

(4) Enrollment in the Master's degree program in Human Rights at FAU is a requirement for participation in module examinations according to (2)(1).

Section 6 Qualification for a Master's Degree Program

(1) ¹In order to qualify for the Master's degree program in Human Rights, applicants require the following:

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

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

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

(3) ¹Notwithstanding (1)(1) (2), the Examinations Committee can grant admission before completion of the minimum of one year of work experience if the candidate demonstrates excellent academic achievements and a strong human rights profile and it can thus be expected that the lack of work experience can be compensated by the candidate's existing excellent qualifications. ²Notwithstanding (1)(1)(3), applicants may be admitted to the Master's degree program under the condition that proof of the English language proficiency required according to (1)(1)(3) is submitted no later than the date of enrollment.

(4) Notwithstanding Section 5 (5)(14a) of Friedrich-Alexander-Universität Erlangen-Nürnberg's agreement on enrollment, re-registration, leave and de-registration (ImmaS) dated January 31, 2023 in the currently valid version, no knowledge of German is required for the Master's degree program in Human Rights.

Section 7 Examination Deadlines, Failure to Observe Deadlines

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

(2) The deadline set forth in paragraph 1 shall be extended by claiming the periods of protection according to the current version of the law protecting mothers at work, in education and whilst studying (Maternity Protection Act, Mutterschutzgesetz – **MuSchG**) in the version published on 23 May 2017 (**BGBI I S. 1288** [German Federal Law Gazette I p. 1228]), according to the periods set forth in the current version of the Parental Allowance and Parental Leave Act (Bundeselterngeld- und Elternzeitgesetz – **BEEG**) of 5 December 2006 (**BGBI I S. 2748** [German Federal Law Gazette I p. 2748]), and according to periods of time spent providing care in the sense of Section 7 (3) of the current version of the Caregiver Leave Act (Pflegezeitgesetz – **PflegeZG**) of 28 May 2008 (**BGBI I S. 874, 896** [German Federal Law Gazette I p. 874, 896]) for a close family member who requires care in the sense of the current version of **SGB XI** (German Social Security Code XI) of 26 May 1994 (**BGBI I S. 1014, 1015** [German Federal Law Gazette I p. 1014, 1015]).

(3)¹The reasons according to (1) and (2) shall be explained in writing and shown credibly to the Examinations Committee without delay. ²If the reasons are acknowledged, the examination shall be sat at the soonest possible time; previous examination and course achievements shall be accredited. ³Section 9 (3) sentences 2 to 4 shall apply.

Section 8 Examinations Committee

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

(2) ¹The Examinations Committee shall be tasked with carrying out the examination procedures, especially the planning and organization of the examinations. ²Its duties include ensuring that the provisions of these examination regulations are observed. ³With the exception of the examinations themselves and their assessment, which the examiners are responsible for, all decisions shall be taken by the Examinations Committee unless they have been transferred to the Examinations Office or the examination officers. ⁴The Examinations Committee shall check delegated decisions if requested to do so and shall verify that examinations have been legitimately assessed. ⁵It shall regularly report to the Faculty Council on the development of examinations and study periods including information on gender-specific aspects, and shall, where applicable, submit suggestions for amendments to the examination regulations; it shall be consulted before such amendments are made. ⁶The members of the Examinations Committee shall have the right to be present during examinations. ⁷The affairs of the committee shall be governed by the Constitution of Friedrich-Alexander-Universität Erlangen-Nürnberg (**GrO**).

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

(4) ¹The Examinations Committee shall have a quorum when all members are summoned in writing or electronically, observing a notice period of at least one week, and the majority of members are present and eligible to vote. ²It passes resolutions in meetings by a majority of the votes cast. ³Abstention, secret ballots and delegation of votes shall not be permitted. ⁴In the event of a tie, the chairpersons vote is the deciding vote.

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

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

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

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

(2) ¹Students shall register for the individual module examinations after the start of the lecture period. ²The registration dates and formalities shall be announced according to local practice no later than four weeks in advance. ³In order to sit the examination, students must register correctly on the provided platform.

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

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

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

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

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

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

Section 11 Recognition and Accreditation of Skills

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

(2) ¹Skills acquired outside the university sector or within the context of degree programs for professional development or for acquiring further qualifications may be accredited if they are equivalent. ²Skills acquired outside the university sector may replace a maximum of half of the skills required.

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

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

x = converted grade

N_{max} = best grade attainable

N_{min} = lowest grade for passing

N_d = grade attained

³One decimal place shall count towards the module grade for grades thus calculated.

⁴If conversion is not possible, the Examinations Committee shall usually determine a system by which to calculate the grades.

(4) ¹If 30 or more ECTS credits are recognized or accredited, the student shall be permitted to enter at a higher semester. ²Students shall move up one semester for every 30 ECTS credits that are accredited.

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

Section 12 Consequences of Delayed Withdrawal, Breach of Regulations, Fraud, Exclusion from Further Participation

(1) ¹An examination shall be graded as 'nicht ausreichend' (unsatisfactory; 5.0) if the student withdraws from the examination after the withdrawal deadline (Section 9 (3)) without good reasons; Section 7 (3) shall remain unaffected. ²The reasons for withdrawal or tardiness according to sentence 1 shall be explained in writing and shown credibly to the Examinations Committee without delay. ³If the Examinations Committee accepts the reasons, a new date shall be set. ⁴Furthermore, Section 7 (3) shall apply accordingly.

(2) ¹In case of plagiarism or an attempt to commit fraud or to influence the result of an examination through the use of unauthorized aids, the examination in question shall be graded "nicht ausreichend" (unsatisfactory, 5.0). ²Unauthorized aids for completing examination or course achievements pursuant to sentence 1 include in particular the use of chatbots or other artificial intelligence that is capable of replacing the student's own performance, unless this is expressly permitted by the examiner. ³The possession of unauthorized materials during or after the handing out of examination papers shall constitute an attempt to commit fraud within the meaning of sentence 1. ⁴The Examinations Committee keeps a record of candidates who have failed examinations due to cheating.

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

(4) In the case of repeated or severe breaches as stipulated in (2) or (3), the Examinations Committee may exclude students from participating in the examination, resulting in the student losing the right of examination in the relevant module (failed at the final attempt).

Section 13 Compulsory Attendance

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

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

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

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

Section 14 Revocation of Degrees

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

Section 15 Faults in the Examination Process

- (1) Should it turn out that the examination process was faulty in a manner that influenced the result of the examination, it shall be ordered upon a student's request that a certain student or all students shall resit the examination or parts of the same.
- (2) Faults in the examination process shall be reported to the chairperson of the Examinations Committee or the examiner without delay.
- (3) Six months after completion of the examination, resit examinations may no longer be ordered as stipulated in paragraph (1).

Section 16 Written Examination, Multiple Choice Examinations

- (1) ¹In written examinations students are required to prove that they are capable of presenting issues from their field and identifying problems within a limited period and with limited materials, and using the conventional methods employed in their field to find solutions to these problems. ²This applies in particular to invigilated written examinations (*Klausur*). ³With the exception of a traditional written examination (*Klausur*), written examinations may also be held as open book examinations during which students have to complete one or several tasks in a certain time without supervision using either a wide range of aids or whichever aids they like, but without the assistance of third parties. Further details are stipulated in the module description. ⁴In the case of examinations as defined in sentence 3, tasks shall as far as possible be tailored to test higher-level skills such as understanding, analysis, transfer and application.
- (2) ¹Written examinations shall generally be evaluated by one examiner. ²If a written examination is graded "nicht ausreichend" (unsatisfactory), it must be evaluated by a second examiner. ³The examiner's evaluation must be documented in writing and reasons for the final rating must be made clear. ⁴Written examinations shall usually be evaluated within six weeks.
- (3) ¹Written examinations may take the form of multiple-choice examinations (with one or more possible correct answers), either in full or in part. ²Detailed information on the modules with multiple choice examinations is given in the module handbook. ³The candidate must indicate which of the answers to the questions they consider to be correct. ⁴Examination questions must allow for reliable examination results. ⁵When setting the examination questions, the answers that shall be recognized as applicable must be defined. ⁶Multiple answers shall not be permitted and shall not be evaluated in cases where questions do not allow multiple answers. ⁷Before the evaluation of the examination results, at least two of the authors of the examination shall assess whether the examination questions meet the requirement set out in sentence 4 and allow for reliable examination results. ⁸If the results of this assessment show that individual examination questions contain errors, these questions must not be considered when determining the examination result; a reduced number of examination questions must be assumed. ⁹A reduction in the number of examination questions must not have any negative consequences for examinees. ¹⁰No minus points may be awarded beyond the respective question.
- (4) ¹The authors of the examination pursuant to (5)(7) shall determine when the examinations have been passed pursuant to (3)(1) and shall set a relative pass limit (sen-

tence 2 (2)). ²Unless stipulated otherwise in the relevant degree program and examination regulations, examinations pursuant to (3) (1) shall be deemed to have been passed if:

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

³The reference group of examinees sitting the examination for the first time pursuant to sentence 2 (2) must consist of at least 50 people, otherwise the relative pass limit shall not be applicable.

⁴If sentence 2 (2) is applied, the Dean of Studies shall be notified.

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

Section 17 On-Campus Electronic Examinations

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

Section 18 Oral Examination

(1) ¹In oral examinations participants must demonstrate both general and specific knowledge of the subject being tested. ²Oral examinations shall be conducted, unless otherwise stated, by one examiner in the presence of an observer with knowledge of the subject appointed by the examiner.

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

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

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

Section 19 Evaluation of Examinations, Grades, Final Grade

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

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

²Other grade levels are not permitted. ³An examination (Section 5 (2)) has been passed if it has received at least the grade “ausreichend” (sufficient). ⁴For ungraded examinations the result shall be either “bestanden” (pass) or “nicht bestanden” (fail). ⁵A module examination is passed when all partial achievements (Section 5 (2)(3)) have been passed. ⁶If an examination has several examiners or consists of several partial achievements, the total grade is calculated from average of the individual grades, weighted if applicable according to **Appendix 1**; the grading system described in sentence 1 shall not be used. ⁷Sentence 6 can also be applied to examinations that are not an examination consisting of several parts as defined in Section 5 (2)(3) but still consist of several different components (for example a written examination with a combination of multiple choice questions and open-ended questions). Details of how to grade such examinations are stipulated in **Appendix 1**. ⁸Unless stipulated otherwise in **Appendix 1**, the module grades shall be calculated from the average of the individual grades achieved in the examinations within the meaning of Section 5 (2)(3); the grading system described in (1) (1) shall not apply. ⁹Only one decimal place shall count towards the module grade; further decimal places shall be omitted without being rounded.

(2) ¹The authors of the examination shall set the assessment criteria for multiple choice examination achievements pursuant to Section 19 (5)(7). **²If no assessment criteria are set, multiple-choice examinations shall be graded as follows:**

²Students who answer the required minimum of examination questions correctly or attain the minimum number of attainable points according to Section 16 (4)(1) shall receive the grade:

- 1.0 (sehr gut/very good) if at least 75 percent of the remaining questions were answered correctly or remaining points were achieved,
- 2.0 (gut/good) if at least 50 percent but less than 75 percent of the remaining questions were answered correctly or remaining points were achieved,
- 3.0 (befriedigend/satisfactory) if at least 25 percent but less than 50 percent of the remaining questions were answered correctly or remaining points were achieved,
- 4.0 (ausreichend/sufficient) if none or less than 25 percent of the remaining questions were answered correctly or remaining points were achieved.

³Grades can be increased or decreased by 0.3 according to the percentage; grades 0.7, 4.3 and 4.7 are excluded. ⁴Students who do not achieve the required minimum number of points shall receive the grade 5.0. ⁵Sentence 3 notwithstanding, the grades 4.3 and 4.7 may be awarded in cases in which examinations according to Section 16 (5) partly take the form of a multiple choice examination.

(3) ¹The final grade of the Master's examination is:

at an average of up to	1.5 = sehr gut (very good)
at an average of 1.6 to up to and including	2.5 = gut (good)
at an average of 2.6 up to and including	3.5 = befriedigend (satisfactory)
at an average 3.6 to	4.0 = ausreichend (sufficient)
at an average of over 4.0	= nicht ausreichend (unsatisfactory)

²The overall grade in the Master's examination shall be calculated as the weighted arithmetic average of the module grades and the Master's thesis grade. ³Two decimal places shall count towards the module grade; further decimal places shall be omitted without being rounded.

Section 20 Invalidity of Examinations

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

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

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

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

Section 21 Inspection of Examination Records

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

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

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

(1) ¹Students who have successfully completed the Master's examination shall receive a final academic record signed by the chairperson of the Examinations Committee, a transcript of records, a diploma supplement and a degree certificate within four weeks after the evaluation of the final examination. ²All documents shall be issued in German and English. ³Only the German version is legally binding. ⁴The certificates shall be signed by the chairperson of the Examinations Committee or their deputy.

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

Section 23 Notification of Failed Examinations

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

Section 24 Adjustments to Examination Arrangements

(1) ¹The examination procedure shall be adjusted to take into account the nature and extent of a student's disability. ²Students with a doctor's certificate showing credibly that they are either partially or fully incapable of sitting the examination in the intended manner due to long-term or permanent disabilities which do not affect the performance which is being tested shall be entitled to be granted permission by the chairperson of the Examinations Committee to have this disadvantage offset by working time being extended accordingly or the examination process being structured differently. However, care must be taken to ensure that the examination is still suitable to provide evidence of skills which are being assessed by the examination. ³Sentences 1 and 2 shall apply accordingly to students in special circumstances, the effects of which on the student's ability to sit the examination are similar to a longer illness or disability as stated above in sentence 2.

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

(3) ¹Decisions pursuant to (1) and (2) shall only be taken by the chairperson of the Examinations Committee upon written request and after consulting with the Disability Liaison Officer. ²The doctoral candidate may be required to submit an official certificate from a medical examiner (vertrauensärztliches Attest) proving the fulfillment of the con-

ditions in paragraph 1 or other proof confirming their special circumstances. ³Applications for adjustments to examination arrangements shall be made in writing to the Examinations Committee at the latest four weeks before registration for the examination.

Section 25 Admission to Examinations

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

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

³The cases in sentence 2 also constitute an obstacle to enrollment.

(2) If admission is to be refused, the student shall be informed without delay and informed as to the reasons for the decision and information on the legal remedies available.

Section 26 Master's Examination

(1) ¹The Master's examination shall consist of the required module examinations including the Master's thesis module. ²The Master's examination shall have been passed if all required module examinations and the modules of the research phase have been passed.

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

Section 27 Master's Thesis

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

(2) ¹The Master's thesis can be completed in two variants. ²The Master's thesis in module variant A has a stronger focus on research and shall be awarded 30 ECTS credits. ³The Master's thesis in module variant B has a stronger practical focus and shall be awarded 15 ECTS credits; students must also complete module B2 Internship worth 15 ECTS credits.

(3) ¹The period between the allocation of the subject and the submission of the thesis for module variant A is six months and three months for module variant B; subjects shall be such that the thesis can be completed within the period applicable. ²The period for working on the thesis can be extended in justified applicable cases by a maximum of two months for module variant A and one month for module variant B. ³If a student submits a doctor's certificate proving that they are incapable of working on the Master's thesis, the period for thesis work shall be suspended temporarily. ⁴If the period for

working on the thesis is suspended for a considerable period of time as defined in sentence 3 (6 months minimum), the Examinations Committee shall check whether the period for working on the thesis ought to be terminated due to ill health, in which case the Master's thesis shall be registered with a new topic once the student is well again.⁵ Sentences 3 and 4 shall apply accordingly in cases in which the student is prevented from working on the Master's thesis due to serious reasons beyond their control and outside their sphere of risk.

(4) ¹The Master's thesis is assessed by the supervisor and another reviewer suggested by the supervisor. ²The Examinations Committee may approve exceptions.

(5) ¹University lecturers employed at the Faculty of Humanities, Social Sciences, and Theology or the School of Law in main or secondary employment pursuant to Section 19 **BayHIG** (supervisors) shall be entitled to assign Master's theses; the Examinations Committee may grant exceptions. ²The Examinations Committee may permit students to write their Master's thesis at an institution outside the University if supervision there is ensured.

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

(7) ¹On request, the subject of the Master's thesis can be modified during the thesis work period with the approval of the person who allocated the subject of the thesis. ²The subject may only be returned once and within the first two weeks of the period for working on the thesis. ³A new subject must be allocated without delay, at the latest within four weeks. ⁴The period for working on the thesis restarts when a new subject is allocated.

(8) ¹The thesis shall be written in English. ²If the supervisor agrees, the chairperson of the Examinations Committee responsible may permit students to write the thesis in a different language upon request.

(9) ¹The thesis shall be submitted to the secretary's office of the Examinations Committee in duplicate as well as in a machine-readable, electronic version. ²The staff member responsible at the Secretary's Office informs the Examinations Office of the submission date without delay. ³The thesis must include a declaration confirming that it the student's original work and that no sources or materials other than the ones listed were used. ⁴If the thesis is not submitted in time, it shall be graded "nicht ausreichend" (unsatisfactory; 5.0); it shall be regarded as rejected.

(10) ¹The chairperson of the Examinations Committee shall arrange for the thesis to be graded at the latest within six weeks. ²The thesis shall be accepted if it receives at

least the grade “ausreichend” (sufficient) from both reviewers. ³It shall be rejected if it receives the grade “nicht ausreichend” (unsatisfactory) from all reviewers.

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

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

Section 28 Resitting Examinations, Changing Modules

(1) ¹Master’s degree examinations which have been failed may be repeated twice and the Master’s thesis may be resubmitted once; only partial examinations or parts of examinations which have been failed may be resat. ²Resit examinations shall take place at the earliest possible date, usually within six months of notification of the previous examination result. ³Examinations shall be carried out in such a way that students are able to continue their studies if the examination is passed. ⁴If a repetition is not offered within the period specified in sentence 3, another module will be specified in which the repetition will take place instead.

(2) ¹The deadline for resit examinations shall not be interrupted by de-registration or by leaves of absence; if the leave of absence is granted for a semester abroad, the Examinations Committee may grant an exception with the examiner’s approval. ²If a student fails an examination, they are considered registered until the next resit attempt. ³If a student misses the resit examination or the resit period is not observed, the examination shall be deemed to have been failed unless the Examinations Committee grants the student a respite due to special reasons beyond the student’s control. Withdrawal according to Section 9 (3) shall not be permitted. ⁴The provisions regarding maternity leave, parental leave and caregiver leave (Section 7 (2)) shall apply.

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

Section 29 Legal Validity

(1) ¹These examination regulations shall come into effect on October 1, 2023. ²They shall apply to all students starting a degree program from winter semester 2023/2024 onwards.

(2) ¹At the same time, the Degree Program and Examination Regulations for the Master’s Degree Program for Professional Development in Human Rights at the Faculty of

Humanities, Social Sciences, and Theology of Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) – **FPOHR** – dated July 18, 2014, amended on February 23, 2023 and subsequently on July 31, 2023, shall become invalid as of March 31, 2026. ²Examinations according to the valid degree program and examination regulations stated in sentence 1 shall be offered for the last time in winter semester 2025/2026. ³From this date onwards, those students who are affected by **FPOHR** no longer being valid shall take their examinations in accordance with the version of the degree program and examination regulations that is valid at that time.

Appendix 1: Degree program structure for Master's degree program in Human Rights

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

Module name	Teaching unit	SWS (semester hours)				Total ECTS credits	1. sem. ECTS credits	2. sem. ECTS	3. Sem ECTS	Type and scope of the examination	Module grade factor
		L	T	P	S						
										(30 % + 70 %) ¹	
Module A or modules B1 and B2 must be chosen from the following modules:											
A: Master's thesis	Master's thesis					30			27.5	Master's thesis (60–80 pages)	1
	Colloquium								2.5		
B1: Master's thesis	Master's thesis					15			15	Master's thesis (20–40 pages)	2
B2: Internship						15			15	Internship report (2 – 5 pages)	0
Total SWS and ECTS credits		6	24			90	30	30	30		

¹⁾The type and scope of the examination depend on the specific manner in which the module chosen by the student is taught, see module handbook for details.

Glossary of terms used to refer to classes

Deutsch	Englisch
Vorlesung	lecture
Seminar	seminar
Tutorium	tutorial
Projektgruppe	group project
Masterarbeit	Master's thesis

Glossar Prüfungsformen

Deutsch	Englisch
Klausur	written exam
Lerntagebuch	learning diary
Referat	presentation
Hausarbeit	written assignment
Masterarbeit	master thesis

Appendix 2: Qualification assessment process

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

(2) ¹The qualification assessment process will be carried out once per year before the start of the lecture period in the winter semester. ²Applications for the qualification assessment process must be submitted via the FAU application portal during a time period published on the degree program's website pursuant to sentence 3, the deadlines given are the final deadlines. ³Applications can be submitted between February 15 and May 31 each year or from April 15 until July 15 each year. ⁴The start and end dates for the application period specified in sentence 3 may also be combined in other ways; selecting different start and end dates is not possible.

⁵The following documents must be submitted with the application:

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

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

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

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

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

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

1. Criteria for sentence 2 no. 1:

a) Relevance of content

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

b) Average grade in final academic record

Grade	Points
1.0	20
1.1	19
1.2	18
1.3	17
1.4	16
1.5	15
1.6	14
1.7	13
1.8	12
1.9	11
2.0	10
2.1	9
2.2	8
2.3	7
2.4	6
2.5	5
2.6	4
2.7	3
2.8	2
2.9	1
3.0	0

2. Criteria for sentence 2 no. 2:

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

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

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

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

(6) ¹During the second stage of the qualification assessment process, the qualifications of applicants who have achieved 50 to 69 points are assessed in a selection interview.

²A maximum of 20 points can be awarded and they are distributed as follows:

1. Subject-related skills (in particular fundamental knowledge of and understanding of human rights protection) (maximum of 10 points),
2. Learning and methodological skills (in particular critical analysis and problem solving capabilities in the field of human rights protection and ability to grasp new information) (maximum of 10 points).

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

Correspondence to requirements pursuant to sentence 2 no. 1 or 2	Points
Requirements with respect to the criteria pursuant to sentence 2 no. 1 or 2 are fully met	10
Requirements with respect to the criteria pursuant to sentence 2 no.1 or 2 are mainly met, even though the criteria are not (fully) met for individual points	7.5
As a whole, the requirements with respect to the criteria pursuant to sentence 2 no.1 or 2 are met, although the criteria are not (fully) met otherwise	5
As a whole, the requirements with respect to the criteria pursuant to sentence 2 no. 1 or 2 are not met	2.5
The requirements with respect to the criteria pursuant to sentence 2 no. 1 or 2 are hardly met or not met at all	0

(7) ¹If a selection interview is to take place, the date shall be announced at least one week in advance. ²If an applicant should be unable to attend the selection interview due to reasons beyond their control, a second date may be set upon justified request up until two weeks before the start of the lecture period. ³The selection interview shall be held individually for each applicant and shall take approximately 20 minutes. ⁴The selection interview may be conducted via video call with the consent of the applicant if an examination at the place of study is only feasible with considerable effort. ⁵The interview will be conducted by at least two members of the Admissions Committee. ⁶Each member shall award a maximum of 20 points pursuant to Section 6(3); the final number of points shall be calculated from the arithmetic average of the individual scores, whereby any positions after the decimal point shall be rounded up.

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

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

(10) Applicants shall bear their own costs incurred as a result of taking part in the qualification assessment process.

(11) ¹Documentation shall be produced about the type and schedule for the first and second stages of the qualification assessment process, showing the date, duration and place of the assessment, the names of the Examination Committee members, the names of the applicant, the decision of the committee members and the overall score. ²The documentation shall clearly indicate the essential reasons for the decision.

(12) ¹The applicant can withdraw from the qualification assessment process without the need to state any reasons up until the point at which the decision about whether the applicant has passed. ²A withdrawal request must be made in writing to the Examinations Committee; a declaration of withdrawal is binding.

(13) ¹The qualification assessment process shall be adjusted to take into account the nature and extent of an applicant's disability or any special circumstances. ² Section 24 shall apply accordingly.

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

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

Appendix 3: Suitability assessment examination

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

(2) ¹During the suitability assessment examination, which is an oral examination lasting 40 minutes, it shall be determined whether the applicant has acquired skills relevant to the Master's degree program outside of higher education that are equivalent to 30 ECTS credits. ²The examination may be conducted via video call with the consent of the applicant if an examination at the place of study is only feasible with considerable effort. ³It involves the following areas and weightings: Subject-specific skills (1/3), methodological skills (1/3), personal skills (1/6) and social skills (1/6). ⁴Applicants shall prepare for the oral examination using the template provided by the degree program relating to the skill areas and attach suitable proof. ⁵The extent to which skills are fulfilled can be demonstrated by means of the following:

- a) Previous work experience, especially in the field of human rights protection
- b) International work experience, particularly in human rights protection, peace and development work, intercultural exchange, education
- c) previous training activities and additional examinations in social and political education work
- d) evaluations received at work, letters of recommendation, employer evaluations
- e) references, certificates
- f) other proof.

⁶Documents are to be submitted with the application for the degree program according to **Appendix 2** (2).

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

1. Subject-related skills: Fundamental knowledge of the international human rights system, the ability to recognize and practical experience of how to deal with human rights violations, analysis and criticism of the human rights protection system.
2. Methodological skills: Analytical and problem-solving skills, ability to grasp new information, decision-making skills, holistic thinking, ability to critically reflect on political, economic and social contexts.
3. Personal skills: Ability to deal with criticism, independence, ambition/goal orientation.
4. Social skills: Intercultural skills, communication skills, ability to resolve conflict, ability to work in a team.

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

²The evaluation is carried out as follows:

1. no skills = 0%
2. limited skills = up to 25%
3. average skills = up to 50 %
4. above average skills = up to 75 %
5. excellent skills = up to 100%

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

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