

**Examination regulations
Of the Faculty of Medicine of the Friedrich-Schiller-University Jena
for the study program eHealth and Communication with the final degree Master of
Science
as of June 6. 2019**

**In consideration of the
First amendment of 21 January 2021
(Official "Verkündungsblatt" [Announcement bulletin] of the Friedrich Schiller
University Jena No. 1/2021 p. 47)**

**In consideration of the
Second amendment of 23 May 2024
(Official "Verkündungsblatt" [Announcement bulletin] of the Friedrich Schiller
University Jena No. 3/2024 S. 169)**

In accordance with § 3 (1) in conjunction with § 38 (3) of the Thuringian University Law (ThürHG) of May 10, 2018 (GVBl. p. 149), last amended by article 128 of the law of December 18, 2018 (GVBl. p. 731), the Friedrich-Schiller-University Jena issues the following second amendment to the examination regulations of June 6, 2019 (Official "Verkündungsblatt" [Announcement bulletin] of the Friedrich Schiller University Jena 07/2019 p. 247). The Council of the Faculty of Medicine passed the amendment on November 12.03.2024; the Senate of the Friedrich Schiller University Jena approved the amendment. The President of Friedrich Schiller University Jena approved the regulations.

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§ 1

Purpose of the examination

(1) The Master's examination in the postgraduate course in eHealth and Communication leads to a second professionally qualifying degree.

(2) Upon successful completion of the Master's examination, students will have demonstrated that they have sound scientific knowledge of the benefits, risks, presentation, application and effects of technology-based health services in various areas of use, as well as the associated communication requirements for implementation and use. In addition, they have shown that they are capable of independent scientific work, can critically assess scientific findings, are capable of responsible, interdisciplinary thinking and action and can evaluate and classify complex scientific issues across disciplines and develop solutions.

(3) By successfully completing the course, graduates demonstrate knowledge that qualifies them for a practical career in research and development.

§ 2

University degree

Upon successful completion of the Master's examination, the Friedrich-Schiller-University awards the degree "Master of Science" (abbreviation: M.Sc.).

§ 3

Standard duration of study

(1) The standard duration of study, including the time for the Master's examination, comprises three semesters in which a total of 60 credit points (CP) must be acquired. Per semester 20 credit points should be acquired. In accordance with the requirements of the European Credit Transfer System (ECTS), a student workload of 30 hours of attendance and self-study is assumed for the awarding of one credit point. The total workload for coursework and examinations may not exceed 600 hours per semester.

(2) Course offerings and curriculum are designed in a way that allows students to attend or complete all courses they are required to attend within the standard duration of study and to complete the Master's thesis within the standard period of study.

(3) Periods that are not counted towards the standard duration of study according to (1) are regulated by the enrolment regulations of the Friedrich Schiller University.

§ 4

Structure of the study program

(1) The study program is composed of modules. The individual modules are taught using different forms of learning and instructions, such as (online) lectures, (online) seminars, case studies, self-study and (online) examinations. The modules take place in an online format. Each module forms one learning and examination unit and usually spans over one semester. The examination results are

documented on the grade certificate. Credit points (CP) are only awarded for successfully completed modules.

(2) More detailed information on the aim of the course, the module structure and the corresponding credit points can be found in the study regulations and the module catalog.

§ 5

Accreditation and recognition of study periods, course and examination performances

(1) Periods of study, coursework and examinations as well as practical semesters completed at another German or foreign state or state-recognized higher education institution shall be recognized if the University can prove that there are no significant differences with regard to the competences acquired (learning outcomes). Applications must be submitted to the responsible Examination Board together with all necessary supporting documents. The degree pursuant to Section 3 shall only be awarded if coursework and examinations have been completed at the University.

(2) Knowledge and skills acquired in ways other than through a degree course and proven by suitable documentation, which are equivalent to those and necessary for the successful completion of this degree course, shall be credited upon application and to a maximum of 50 percent of the coursework and examinations to be completed in the degree course.

(3) When recognizing or crediting work completed outside the scope of the Basic Law, the equivalence agreements approved by the Conference of Ministers of Education and Cultural Affairs and the German Rectors' Conference as well as agreements within the framework of university partnerships must be observed. Coursework and examinations completed during a stay abroad on the basis of a Learning Agreement will be recognized. The same applies to coursework and examinations completed abroad as part of cooperative study programs with the aim of obtaining a multiple degree, if a joint study plan has been agreed with the foreign university in a contract that specifically lists the credits eligible for recognition.

(4) An application for recognition of an achievement referred to in section 1 (1) shall be rejected if the student is already in an examination relationship with the University that concerns the module in which recognition is to be granted.

(5) If coursework and examinations are recognized, the assessments shall be transferred and included in the calculation of the overall grade, provided that the same assessment system was used. Otherwise, the previously agreed conversion regulation shall be used as a basis. If conversion is not possible, the grades achieved elsewhere shall be listed separately on the final documents. The institution at which the work was completed must be indicated on the certificate.

(6) If the Examination Board rejects an application for recognition or crediting, the applicant must be given reasons as to why the application does not meet the requirements. The rejection decision shall be accompanied by information on legal remedies.

§ 6

Examination Board

(1) An Examination Board is formed for the continuing education course, whose members and their deputies consist of the lecturers involved in the course. It consists of three representatives of the university teaching staff, one representative of the group of academic employees and one student. The members of the Examination Board and their deputies are appointed by the Council of the

Faculty of Medicine. The term of office of the members of the Examination Board is generally three years, that of the student member generally one year. The Chairperson of the Examination Board and his/her deputy are elected by the Examination Board.

(2) The Examination Board forms a quorum if the majority of its members, including the chairperson or the deputy, are present. The number of members present is irrelevant for the passing of resolutions if, due to a lack of quorum, a second invitation to deal with the same subject matter has been issued and explicit reference has been made to this in the second invitation. The Examination Board passes its resolutions by a majority of the votes cast. In the event of a tie, the chairperson has the casting vote.

(3) The meetings of the Examination Board are not public. The members of the Examination Board are subject to official secrecy. If they are not in public service, they must be sworn to secrecy by the Chairperson.

(4) The Examination Board ensures that the terms of the examination regulations are adhered to and ensures that the examinations are conducted properly. This includes the appointment of examiners and observers. In particular, it is responsible for deciding on appeals against decisions made in examination procedures.

(5) The Examination Board monitors quality management and reports regularly to the Faculty Council on the development of examinations and study periods and makes suggestions for the reform of study and examination regulations. It evaluates the curriculum annually and adapts it to new academic and professional requirements.

(6) The members of the Examination Board have the right to attend examinations and to inspect the examination files.

(7) The Examination Board may establish its own rules of procedure. It can revocably transfer the execution of tasks, in particular for regular cases, to the chairperson or the study coordinator.

(8) With the exception of decisions on appeals, decisions by the Examination Board can also be made by written correspondence ("Umlaufverfahren").

§ 7

Module supervisors, examiners, and observers

(1) A module supervisor must be appointed for each module. He/she and the student advisory service are responsible for advising students, announcing any updated module descriptions and ensuring that module courses and examinations are carried out.

(2) Module supervisors and lecturers responsible for the module are examiners in the associated modules without the need for a special appointment. As a rule, the person responsible for the module should be the examiner. If the person responsible for the module is not a lecturer, the lecturers should be examiners. Observers are appointed by the module supervisors. In cases of doubt, the Examination Board decides. Further examiners are appointed by the Examination Board.

(3) Module supervisors or examiners may only be members and affiliates of the Friedrich Schiller University Jena or another university who are or were authorized to teach in the respective study program. If the purpose and nature of the examination require it, persons experienced in professional practice and training who themselves hold at least a Master's degree or an equivalent qualification may also be appointed as examiners by the Examination Board. Only persons who

possess the qualification to be determined by the examination or an equivalent qualification may be appointed as observers.

(4) The examiners and observers are obliged to maintain official secrecy.

§ 8

Admission to module examinations

- (1) Admission to the module examinations during the course of study is granted to those who
1. are enrolled at the Friedrich-Schiller-University for the Master's study program in eHealth and Communication,
 2. fulfill the requirements specified for the individual module examinations in the module descriptions,
 3. have submitted all of the necessary documents on time to the module supervisor or an office appointed by him/her,
 4. have not definitively failed the relevant or a comparable module examination or a Master's examination in the eHealth and Communication study program and are not currently undergoing another corresponding examination procedure.
- (2) Registration for the module examination takes place automatically upon registration for the module. Registration can be withdrawn without giving reasons within 2 weeks from registration for the module. After that, the registration is binding. The only exception is registration for the Master's thesis, which must take place separately from registration for the module.
- (3) Registration for modules may require the successful completion of modules from previous semesters or academic years. Further details can be found in the module descriptions in the module catalog.
- (4) The module supervisor appointed by the Examination Board decides on admission to the module examination. A special notification will only be issued if admission is refused. The student must be informed of this in the customary manner at least 14 days before the examination date.

§ 9

Form of module examinations

- (1) The module examinations can be carried out as a term paper, presentation, oral examination, portfolio, a combination of the various forms of examination or other examinations that can be assessed according to the same standards. If examinations are conducted in a digital format, Section 3 of the Framework Statutes of Friedrich Schiller University Jena on the regulation of the effects of the corona pandemic and the conduct of examinations in electronic form of June 25, 2020, as amended, shall apply.
- (2) The respective form of the module examination is selected according to the competencies to be achieved, announced by the lecturer at the beginning of the course and takes into account the total number of students to be examined. If a module examination consists of partial examinations, this must be taken into account adequately with regard to the scope and design of the partial examinations.
- (3) In the case of work that is not completed under supervision, the student must confirm in writing that the work - in the case of group work, the parts for which he/she is responsible and which are marked accordingly - has been completed independently and in compliance with the rules of good

scientific practice and only with authorized aids. Passages taken verbatim or in spirit from other works must be identified and the sources cited.

(4) Examinations, which are a requirement for continuing studies, are generally assessed by at least two examiners, at least one of whom should be a university lecturer who fulfills the employment requirements for university lecturers.

(5) Examinations can be taken in German or English, regardless of the chosen language branch of the degree program. The language of the examination shall be agreed at the beginning of the module in consultation with the examiners. At the student's prior request, an examination may also be held in another language, if the examiners agree.

§ 10

Digital examinations

(1) Course achievements and examinations may be completed using electronic media and modern information and communication technologies. Permitted are in particular electronic written examinations, online examinations and distance examinations (examinations that are conducted on the premises of other institutions - in particular at other universities). The department conducting the examination must create the technical, personnel and spatial conditions for this.

(2) The department conducting the examination must ensure that the principles of a fair examination procedure are observed. In particular, the identity of students and the exclusion of unauthorized aids, the guarantee of parallel scheduling between distance examinations and on-site examinations and appropriate examination supervision must be ensured.

(3) If students have to complete coursework or examinations using electronic media, they will be given sufficient opportunity to familiarize themselves with the digital examination system as part of the relevant course. Digital examinations are regarded as written supervised examinations.

(4) In addition Section 3 of the framework statutes of the Friedrich Schiller University Jena for regulating the effects of the corona pandemic and for conducting examinations in electronic form of June 25, 2020 applies in the current version.

§ 11

Admission to the master's examination

(1) The Master's examination has a modular structure and is taken during the course of study. The Master's examination consists of:

1. examinations (module examinations) in the compulsory modules of the eHealth and Communication program,
2. the Master's thesis.

(2) Admission to the Master's thesis will be granted to a student who:

1. has paid the full tuition fee,
2. is enrolled at the Friedrich-Schiller-University for the master's study program eHealth and Communication,
3. can prove they have successfully acquired 40 credit points from the eHealth and Communication study program in accordance with the curriculum,
4. has not already passed a Master's thesis in the eHealth and Communication study program and

5. has not already definitively failed a Master's thesis in the eHealth and Communication study program and is not currently undergoing another examination procedure.

(3) The Master's thesis must be registered with the course coordinator no later than ten weeks after the successful completion of all module examinations has been announced and must be submitted to the course coordinator within the specified processing time after admission to the Master's thesis. Otherwise, the thesis is deemed to have been failed for the first time. The application must be accompanied by:

1. proof of meeting the admission requirements
2. a proposal for the topic and the supervisor of the Master's thesis and
3. a declaration stating if the student has already failed or definitively failed a Master's examination in the eHealth and Communication study program or if he/she is currently undergoing another examination procedure.

(4) The Examination Board decides on admission to the Master's thesis in consultation with the supervisor. The time period for completion begins upon receipt of admission.

(5) Admission to the Master's thesis has to be refused if

1. the tuition fee has not been paid in full
2. the admission requirements are not met or
3. the application documents are incomplete or
4. the student has definitively failed the Master's examination in the eHealth and Communication study program at an academic university in the Federal Republic of Germany or
5. the student is already undergoing an examination procedure in the same study program at another university.

Otherwise admission can only be refused if the student has lost his/ her right to take the examination by missing a deadline.

§ 12

Master's thesis

(1) The Master's thesis is intended to demonstrate that the student is able to work independently on a problem from his/her subject using scientific methods and present it in accordance with scientific standards within a specified period of time. The topic and assignment must conform to the given deadline and the workload associated with the Master's thesis must not exceed the scope specified in the module description.

(2) The Master's thesis may also be admitted as a group thesis if the contribution of the individual student to be assessed as an examination performance is clearly distinguishable and assessable on the basis of the specification in sections or other objective criteria that enable a clear distinction and fulfills the requirements according to (1).

(3) With the application for admission to the Master's thesis, the topic of the Master's thesis is submitted, which is set and supervised by an examiner appointed by the Examination Board. The student must be given the opportunity to make suggestions for the topic of the Master's thesis. Upon request, the Chair of the Examination Board shall ensure that a student receives a topic for a Master's thesis in due time.

(4) The maximum period for completing the Master's thesis is 6 months. In exceptional cases and upon justified request, the completion period can be extended once by up to 3 months. This application, which must be accompanied by a statement from the supervisor, must be submitted at least 14 days before the end of the completion period. The Examination Board will decide on the application. In the event of incapacity due to illness, the processing time will be extended accordingly beyond the 6 months and any requested extension. The inability to perform must be proven by a valid medical certificate or, in exceptional cases requiring special justification, by an official medical certificate at the request of the Examination Board. If the processing time is extended by more than twice the original processing time due to illness, the Examination Board may cancel the examination attempt.

(5) The topic of the Master's thesis can only be returned once and only within the first 4 weeks of the completion period. The time passed up to the return is not counted towards the working time.

(6) The Master's thesis must be submitted in electronic form to the study coordinator by the deadline.

(7) When submitting the Master's thesis, the student must confirm in writing that he/she has written the thesis - in the case of a group thesis, the parts for which he/she is responsible and which are marked accordingly - independently and in compliance with the rules of good scientific practice and that only the sources and aids indicated have been used. Passages taken verbatim or in spirit from other works must be identified and the sources cited.

(8) If the Master's thesis is not submitted within the deadline, it is deemed to have been failed.

(9) The Master's thesis must be assessed by two examiners. One of the examiners should be the person who provided the topic of the thesis. The second examiner is appointed by the Examination Board. The evaluations should be completed within 6 weeks. The individual evaluation must be carried out in accordance with § 15 and justified in writing. The grade for the Master's thesis is calculated from the arithmetic mean of the two individual assessments, provided the difference is not greater than 2.0. If the examiners' grades differ by more than 2.0, a third assessment must be prepared. This also applies if an examiner awards a grade of "fail". The Chair of the Examination Board appoints the third examiner. The grade of the Master's thesis is then calculated from the arithmetic mean of the three grades. However, the Master's thesis can only be assessed as "sufficient" if at least two grades are "sufficient" or better.

(10) If the Master's thesis is graded at least "sufficient", an oral presentation of the Master's thesis concludes the Master's examination. The student presents the most important results of the Master's thesis briefly and concisely in a kind of science slam. The Examination Board is responsible for organizing the event (scheduling and inviting students). A university lecturer appointed by the Examination Board (speaker) is responsible for the scientific management.

(11) The final grade for the Master's thesis is calculated from the written grade (100%).

§ 13

Grading of examinations, formation of grades

(1) All modules are graded. The achievements assessed in this way are not included in the calculation of the module grade or overall grade

(2) The grades for the examinations are determined by the respective examiners. The following grades are used for the assessment of examinations:

1 = very good	= an outstanding performance,
2 = good	= a performance that is significantly above the average performance,
3 = satisfactory	= a performance that meets the average requirements,
4 = sufficient	= a performance that still meets the requirements despite its shortcomings,
5 = failed	= a performance that no longer meets the requirements due to significant deficiencies.

(3) For differentiated assessment of examination performance, intermediate values can be formed by increasing or decreasing the individual values by 0.3: the grades 0.7, 4.3, 4.7 and 5.3 are excluded.

(4) Successful completion of a module examination requires a grade of at least 4.0 or "passed". If a module examination consists of partial examinations, the grade is calculated from the average of the grades of the partial examinations. If the partial examinations relate to different areas of competence, each partial examination must be passed. A weighting of the partial examinations is possible. The weighting must be specified in the module description.

(5) When calculating the module grades and the overall grade, only the first decimal place after the decimal point is taken into account, disregarding all other decimal places.

(6) The grades are:

With an average up to 1.5	very good,
With an average of 1.6 to 2.5	good,
With an average of 2.6 to 3.5	satisfactory,
With an average of 3.6 to 4.0	sufficient.

(7) For the final grade, a relative grade is also shown in accordance with the resolutions of the KMK (Kultusministerkonferenz). The population on which this grade is based should comprise at least 30 individuals. If necessary, cross-year populations are to be formed.

§ 14

Passing of the Master's examination, overall grade

The Master's examination is passed if the module examinations of the eHealth and Communication study program amounting to 40 CP and the Master's thesis with 20 CP have been passed. The overall grade is calculated from the arithmetic mean of all module grades and the grade of the Master's thesis. The Master's thesis is weighted at 50% and the average of the module examinations calculated using the credit points is weighted at 50%.

§ 15

Retaking of examinations

(1) Module examinations that have not been passed or are deemed to have not been passed can generally be repeated twice. If a module examination consists of several examinations in different subject areas, only the failed examinations may be repeated. The examination form of the repeat examination may differ from the examination form of the first examination. The person responsible for the module will determine this.

(2) The date of the re-examination is set at the beginning of the module in the module announcement. It must be scheduled so that there are at least 2 weeks between the announcement of the results of the first examination and the re-examination.

(3) The second re-examination of the module examination must be taken no later than one year after the failed module examination. Otherwise, the second re-examination is deemed to have been failed.

(4) If the student does not pass the second re-examination of a module examination or if the second re-examination is deemed to have been failed, the module examination has been definitively failed.

(5) If the Master's thesis is failed for the first time or is deemed to have been failed for the first time, the Master's thesis may be repeated once. The student must register to repeat the Master's thesis within eight weeks. The repetition of the Master's thesis must be submitted to the course coordinator of the "eHealth and Communication" study program after the topic of the retake has been issued in accordance with the processing deadline specified in § 13 (4). Otherwise, the re-examination is deemed to have been failed in accordance with § 13 (8) and the Master's examination is deemed to have been definitively failed. A second repetition of the Master's thesis is not permitted.

(6) Unsuccessful attempts to take a corresponding module examination in the same or a comparable study program at Friedrich Schiller University or at another university or equivalent institution of higher education within the scope of the German Higher Education Framework Act (Hochschulrahmengesetz) will be counted towards the repetition options under (1) and (4). The same applies to the Master's thesis.

§ 16

Examination dates and examinations deadlines

(1) All module examinations must be taken for the first time by the end of the 5th semester at the latest. All module examinations that have not been successfully completed by the end of the 5th semester are deemed to have been failed for the first time. All module examinations that have not been successfully completed by the end of the 6th semester are deemed to have been definitively failed.

(2) The Master's thesis must be registered by the end of the 6th semester at the latest. If the Master's thesis is not registered by the end of the 6th semester, it is deemed to have been failed for the first time.

(3) The student is responsible for meeting the examination deadlines. In particular, he/she must observe the cycles and frequencies of the individual module examinations specified in the module descriptions. If the student misses these deadlines for reasons for which he/she is responsible, the corresponding module examinations are deemed to have been failed for the first time. The right to retake examinations for failed examinations in accordance with § 11 remains unaffected. The above sentences and (1) and (2) do not apply if the student is not responsible for missing the deadline.

§ 17

Non-appearance, withdrawal, deception, infringement of regulations

(1) An examination is deemed to have been "failed" (grade 5.0) if the student does not attend an examination date without good reason or if he/she withdraws from the examination after the examination has begun without good reason. The same applies to missing the deadline for submitting a written assignment or other similar examinations as well as the Master's thesis.

(2) If valid reasons are asserted for the withdrawal or absence in accordance with (1), these must be reported to the Examination Board in writing without delay, i.e. usually within three working days, and presented in a plausible matter. If the reasons are recognized, a new date will be set. In this case, the examination results already available shall be taken into account.

(3) If the student attempts to influence the result of his/her examination performance by cheating or using unauthorized aids, this examination performance is deemed to have been "failed" (grade 5.0). The student who disrupts the orderly progress of the examination may be excluded from continuing the examination by the respective examiner or the person supervising the examination. In this case, the examination in question is deemed to have been "failed" (grade 5.0). In serious cases, the Examination Board may exclude the student from taking further examinations. The above applies accordingly if the student attempts to deceive about his/her identity when taking examinations using electronic media or has the examination taken by a third party.

(4) The student may request that the Examination Board reviews the decisions according to (3) sentences 1 and 2 within one month of the announcement of the examination result.

§ 18

Cases of hardship, adjustment for disabilities

(1) The nature and severity of a disability or prolonged illness shall be taken into account in the examination procedure. Anybody who can credibly demonstrate to the examination board that they are impaired in examinations due to prolonged illness or disability shall be granted compensation for disadvantages upon formal application and submission of suitable evidence. The entitlement to compensation for disadvantages presupposes that the impairment lies exclusively in the presentation of the performance. In this context, proof of competencies that are part of the qualification objective of the examinations to be taken may not be waived. If there are doubts in individual cases, the submission of a medical certificate from a public health officer may also be requested. The compensation for disadvantages granted should compensate as fully as possible for the disadvantages identified, while retaining the performance targets applicable to the examination in question, but must not overcompensate for them.

(2) The complete application for compensation for disadvantages in examination procedures must be submitted to the relevant examination office eight weeks before the examination date. The examination board decides on the application and determines the individual compensation measures. If compensation for disadvantages is granted for more than one semester, the student concerned is obliged to inform the relevant examination office of any change in the relevant impairment as per Section 1.

(3) Compensation for disadvantages can also be granted for coursework. A request to this effect must be submitted to the lecturer in **time** before the course begins. The Diversity Office will provide advice if there is a greater need.

(4) Opportunities appropriate to their situation in accordance with Section 1 to 3 shall be made available to students in special circumstances, in particular pregnant women in the late stages of pregnancy or where indicated by a doctor. Pregnant students must submit their maternity pass or a medical certificate with their application.

(5) The Diversity Office may be involved in consultations and decisions regarding the granting of compensation for disadvantages in study and examination procedures.

§ 19

Grade certificate, Diploma Supplement, Degree certificate

- (1) Once a Master's examination has been passed, a certificate must be issued immediately, if possible within four weeks. The certificate shall include the names of the modules completed, the corresponding credit points and the results (grades) of the module examinations. The certificate must be signed by the Chair of the Examination Board. The date of the certificate shall be the date on which all examination and course achievements of the examination have been fulfilled.
- (2) At the same time as the grade certificate, a Diploma Supplement is issued in accordance with the "Diploma Supplement Model" of the European Union / Council of Europe / UNESCO in English and in German, as well as the Transcript of Records.
- (3) If the examination has been definitively failed or is considered to have been definitively failed, the Chair of the Examination Board shall issue the student with a written notification of this, which must include information on legal remedies.
- (4) If the student leaves the university or changes the study program, he/she will be issued a certificate upon request which contains the examination and course achievements and their evaluation in accordance with § 10.
- (5) Together with the grade certificate, the student will receive a degree certificate with the date of the grade certificate. It certifies the award of the academic degree of Master of Science.
- (6) The degree certificate is signed by the Head of the Dean's Office of the Faculty of Medicine and the Chair of the Examination Board and marked with the seal of the University.

§ 20

Invalid examinations

- (1) If the student has cheated in the examination and this fact only becomes known after the certificate has been issued, the Examination Board may subsequently correct the grades for those examination performances for which the student has cheated and declare the examination partially or completely failed.
- (2) If the requirements for admission to an examination were not met without the student intending to deceive about this and this fact only becomes known after the certificate has been issued, this deficiency shall be remedied by passing the examination. If the student has intentionally obtained admission wrongly, the Examination Board decides.
- (3) The student must be given the opportunity to be heard before a decision is made.
- (4) The incorrect examination certificate must be confiscated and issued with a new one if necessary. The certificate and the transcript of records must also be confiscated together with the incorrect examination certificate if the examination was declared "failed" due to cheating. A decision under (1) and (2) sentence 2 is excluded after a period of 5 years starting from the date of the examination certificate.

§ 21

Viewing examination documents, examination file and retention period

- (1) After the results of module examinations have been announced, the student will be granted access to his/her examination papers and, if applicable, to the related assessments or examination records within a reasonable period of time. The place and date of the inspection shall be determined by the examiner.
- (2) The documents relating to the Master's thesis and, at the student's request, his/her examination file can be inspected at the study coordination office. The date for the inspection is determined by the study coordinator.
- (3) Examination documents must be kept for at least one year after completion of the study program. The place of storage is determined by the Examination Board.

§22

Appeal procedure

- (1) Rejection decisions and other negative administrative acts made in accordance with these examination regulations must be issued in writing, stating reasons and providing information on legal remedies. An appeal may be filed with the Examination Board within one month of receipt of the decision.
- (2) The Examination Board decides on the appeal. If the objection is directed against a decision by examiners, the Examination Board shall decide after hearing the examiners.
- (3) Members of the Examination Board may not exercise the responsibilities of the board if they are involved in the examination matter subject to the appeal.
- (4) A decision on an appeal should be made at the earliest possible date. If the objection is not granted, the subsequent notice of objection must state the reasons and provide legal remedies. The objection notice must be served to the appellant.

§ 23

Equality clause

Status and function designations in these regulations apply equally to women and men, regardless of their grammatical gender, as well as to persons who do not or cannot be assigned to either of these genders.

§ 24

Date of effect

This regulation comes into effect on 23 May 2024 after its publication in the „Verkündungsblatt“ [Announcement bulletin] of the Friedrich-Schuller-University Jena.

Jena, 23 May 2024

Prof. Dr. Walter Rosenthal
President of the Friedrich-Schiller-University Jena