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**Hanover, 17<sup>th</sup> September 2025**

**No. 11/2025**

**Framework Study and Examination Regulations for  
Bachelor's degree programmes (RSPO)  
at the Hanover University of Music, Drama and Media**

On the basis of the Lower Saxony Higher Education Act (NHG) in the version of 26 February 2007 (Nds. GVBl. p. 69), last amended by Art. 14 of the Act of 13 December 2024 (Nds. GVBl. 2024 No. 118), the Framework Study and Examination Regulations for Bachelor's Degree Programmes were adopted by the Senate of the Hanover University of Music, Drama and Media on 25 June 2025.

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## **Part One: General Information**

### **§ 1 Scope of application**

(1) These regulations contain cross-course provisions on the duration and structure of studies, the organisation of studies, responsibilities, forms of teaching, learning and examinations as well as examination regulations for all artistic, artistic-educational, artistic-scientific and scientific Bachelor's degree courses at the Hanover University of Music, Drama and Media.

(2) Excluded from these regulations are the interdisciplinary Bachelor's degree programme and the second subject Music in the Bachelor's degree programme Special Education, which are offered in cooperation with Leibniz Universität Hannover and which are regulated in independent examination and study regulations.

(3) The objectives, content and structure as well as the course-specific examination requirements and examination procedures of the individual Bachelor's degree programmes are contained in the respective course-specific regulations.

### **§ 2 Purpose of the examination and university degree**

(1) <sup>1</sup>The Bachelor's examination constitutes the first professionally qualifying degree of the degree programme. <sup>2</sup>It is intended to determine whether applicants have acquired the necessary specialist knowledge and artistic, artistic-pedagogical or scientific skills to be able to work in the professional fields for which the respective degree programme prepares them.

(2) <sup>1</sup>The Bachelor's examination consists of the module examinations prescribed for the degree programme, which are taken during the course of study and include a final examination in accordance with § 15. <sup>2</sup>The individual module examinations demonstrate that the main learning objectives of the respective modules have been achieved within the framework of the study objectives defined in the degree programme-specific regulations.

(3) After completion of all examinations for the Bachelor's degree programme, HMTMH awards the academic degree "Bachelor of Arts (B.A.)" or "Bachelor of Music (B. Mus.)" depending on the chosen degree programme.

### **§ 3 Admission to the degree programme and commencement of studies**

(1) <sup>1</sup>The admission requirements and the admission procedure are governed by the HTMTMH enrolment regulations and the admission regulations in their current versions. <sup>2</sup>The programme-specific requirements for determining aptitude can be found in the current version of the information on entrance examinations published on the HMTMH website.

(2) <sup>1</sup>Admission to the Bachelor's degree programmes takes place in the winter semester. <sup>2</sup>Notwithstanding this, admission to the Bachelor's degree programme in Communication Sciences may also take place in the summer semester. <sup>3</sup>Further exceptions may only be applied for from the Department of Studies and Teaching in specially justified cases and require the approval of the Presidential Board.

## **Part Two: Duration and structure of the degree programme**

### **§ 4 Duration and time required for the degree programme**

(1) <sup>1</sup>The standard period of study for the artistic and artistic-educational Bachelor's degree programmes is four years (8 semesters), including the final Bachelor's examination. <sup>2</sup>In the Bachelor's degree programmes offered by the Institute of Journalism and Communication

(IJK), the standard period of study, including the Bachelor's thesis, is three years (6 semesters).

(2) <sup>1</sup>The time required for attendance and self-study in Bachelor's degree programmes is approximately 30 working hours per credit point. <sup>2</sup>Depending on the duration of the degree programme, 180 or 240 credit points are required for Bachelor's degree programmes.

## **§ 5 Structure of the degree programme**

(1) The structure of studies in the individual degree programmes is regulated in a sample study plan, which is part of the respective degree programme-specific regulations.

(2) Detailed information on the modules can be found in the module handbooks with the module descriptions contained therein in the respective valid version, which are published on the website.

(3) In the artistic Bachelor's degree programmes with a duration of eight semesters, the module examinations of those modules that are completed within the first four semesters in accordance with the recommendations of the sample curriculum are considered intermediate examinations.

(4) The model curriculum, the study regulations and the courses offered shall be designed in such a way that students can complete the degree programme within the standard period of study, but no later than six months after its expiry.

(5) The degree programme can also be completed before the end of the standard period of study, provided that all required achievements have been demonstrated.

(6) In accordance with § 25, there are deadlines for the completion of coursework and examinations in the sense of a progress and completion check.

## **Part Three: Responsibilities for study and examination matters**

### **§ 6 Study commissions and deans of studies**

(1) In accordance with § 8 of the Basic Regulations of the Hanover University of Music, Drama and Media, each degree programme is assigned to a study commission that is responsible for several degree programmes.

(2) The study commissions must be consulted before fundamental decisions are made in matters of teaching, study programmes and examinations.

(3) <sup>1</sup>The Study Committees act as an appeal body in cases of conflict under examination law in relation to decisions made by the degree programme spokespersons in accordance with § 7. <sup>2</sup>Prior to the decision being made, examination offices, students, teaching staff and degree programme spokespersons may be invited to present their concerns in person.

(4) The Study Committees may, with a corresponding resolution, delegate the tasks in accordance with § 6 (3) to another committee.

(5) <sup>1</sup>Student members do not have the right to vote on examination law matters concerning the assessment and recognition of examinations. <sup>2</sup>In the case of urgent applications, the Dean of Studies as chair of the Study Commission or the chair of the appeal body responsible in accordance with § 6 (4) shall decide.

## **§ 7 Study programme representatives**

(1)<sup>1</sup> In accordance with § 9 of the Basic Regulations of the Hanover University of Music, Drama and Media, programme spokespersons are appointed for the degree programmes offered at the university. <sup>2</sup>They support the deans of studies and the study commissions in the fulfilment of their tasks in accordance with § 45 NHG. <sup>3</sup>The individual degree programme spokespersons can represent several degree programmes.

(2) The degree programme spokespersons promote the provision and coordination of the range of courses, assist with student counselling and support the deans of studies and study commissions in carrying out their tasks in accordance with § 45 NHG.

(3) In cooperation with the responsible examination office and the lecturers, they are formally responsible for all matters relating to examinations.

(4) The programme representatives appoint the examiners and assessors in accordance with §19.

(5) In accordance with §12 and in consultation with the examination offices and, if necessary, with the involvement of other subject representatives, they decide on the recognition of periods of study as well as study and examination achievements and the recognition of competences acquired outside the university in accordance with §12.

(6) They decide on student applications for compensation for disadvantages in accordance with § 22.

(7) After consultation with the Examinations Office, they shall decide on applications for deviations from the regulations, including with regard to extensions of deadlines for the registration of examinations or the extension of deadlines for the submission of examination results.

(8) In cases of conflict, the Study Commission or the committee appointed by the Study Commission shall act as the appeal body in accordance with § 6, 3.

(9) If the programme spokespersons grant exceptions to the study and examination regulations laid down in these regulations, e.g. in the case of deadline extensions, these are documented by the examination offices and made available to the responsible deans of studies and study commissions once per semester.

## **Part four: Forms of teaching, learning and examination, coursework and examinations**

### **§ 8 Module handbooks and module descriptions**

<sup>1</sup>The module descriptions compiled in the module handbooks contain information on the teaching and learning forms of the modules, on the respective coursework and examinations required to pass the modules and on the planned examination forms. <sup>2</sup>If several assessments are required to pass a module examination, information on the weighting of the respective partial assessments can be found in the degree programme-specific regulations and/or the module descriptions.

### **§ 9 Teaching and learning methods**

1) The teaching and learning content is conveyed in the modules by means of the following and, if applicable, other forms of teaching:

1. individual artistic tuition (E)
2. artistic group lessons (G)
3. colloquium (KQ)
4. project (P)
5. seminar (S)
6. tutorial (T)
7. excursion (Exk)
8. lecture (V)
9. workshop (W)
10. exercise (Ü)

## § 10 Academic achievements

(1) <sup>1</sup>Coursework is work that students generally complete in connection with courses. <sup>2</sup>The coursework to be completed is regulated in the module descriptions. <sup>3</sup>They may consist of several parts. <sup>4</sup>They serve as proof of proper study and ongoing performance assessment and may be prerequisites for participation in module examinations.

(2) <sup>1</sup>The academic achievement "regular participation" includes regular participation in the corresponding course. <sup>2</sup>It requires that students are generally present for at least two thirds of the time required for each of the relevant courses per semester. <sup>3</sup>In accordance with § 7, 5 NHG, "regular attendance" is only intended as a course achievement if it is necessary in order to achieve the objective of a course.

(3) <sup>1</sup>The completion of the planned coursework in the courses and modules must be certified on a semester-by-semester basis. <sup>2</sup>With the exception of individual tuition, students must submit the corresponding proof of completion of the planned coursework to the examination offices at the end of the semester without being asked. <sup>3</sup>Individual tuition is recorded by the examination offices at the end of the semester in accordance with the allocation on the class lists, provided no other information is available. <sup>4</sup>The examiners may make the prior submission of coursework a condition for the allocation of dates and/or topics for examinations. <sup>5</sup>In this case, the relevant regulations must be included in the module descriptions and communicated by the lecturers in a suitable form, e.g. at the beginning of the course.

## § 11 Examinations and forms of examination

(1) <sup>1</sup>Examinations are individual assessments that can be graded or ungraded. <sup>2</sup>Information on the individual examinations to be taken can be found in the programme-specific module handbooks, which are published on the website in their current version.

(2) <sup>1</sup>Examinations may be taken jointly by several candidates (group work), subject to the consent of the examining teacher, provided that the respective contribution is recognisable, objectively delineated and can be assessed independently. <sup>2</sup>In the case of written group work, each student or each person to be examined must submit the final joint examination performance independently and submit a corresponding declaration of independence in accordance with § 16.

(3) If alternative forms of examination are provided for in the module descriptions and the examination takes place in direct connection with a course, the respective examiners shall determine the form of examination by the third session of the course of the semester at the latest and announce this decision to the examinees.

(4) Information on the type, form, scope, duration and processing time of the examinations is regulated in the module descriptions.

(5) <sup>1</sup>Examinations are the final thesis or the final concert (§ 25) and performances, e.g:

1. term paper (HA)
2. written examination (K)
3. oral examination (M)
4. practical music examination (MP)
5. presentation (R)
6. presentation/presentation with elaboration (Prä/PräB)
7. documentation (Dok)
8. teaching rehearsal (Lehr)
9. work placement report (PrakB)
10. project/project report (P/PB)
11. performance assessment (L)

<sup>2</sup>Other forms of examination can be found in the module descriptions of the respective degree programme.

(6) <sup>1</sup>A term paper (HA) is an independent written assignment on a subject-specific or interdisciplinary task within the framework of a module. <sup>2</sup>Term papers as examinations should fulfil the usual formal requirements of academic work.

(7) <sup>1</sup>A written examination (K) is a written assignment under supervision. <sup>2</sup>In it, candidates should demonstrate that they can present knowledge, methods and terminology, analyse problems and, if necessary, find ways to solve them in written form within a limited time, with limited aids and under supervision. <sup>3</sup>In justified cases, written examinations can also be replaced by oral examinations. <sup>4</sup>The decision on this is made by the teacher.

(8) <sup>1</sup>In an oral examination (M), candidates should demonstrate that they are able to present knowledge, methods and terminology, analyse problems and, if necessary, find ways to solve them orally in a limited amount of time and with limited aids. <sup>2</sup>It takes place in private in front of two examiners or one examiner and one expert assessor. <sup>3</sup>The main points of the examination are recorded in a protocol. <sup>4</sup>With the prior consent of both the examiners and the examinees, students and other members of the university who assert a legitimate interest of their own may be admitted as listeners to oral examinations. <sup>5</sup>This does not extend to the consultation and announcement of the examination result to the examinee.

(9) <sup>1</sup>A practical music examination (MP) takes place in front of two examiners or one examiner and one expert assessor as an individual examination. <sup>2</sup>The examination form includes, for example, the "scenic presentation in the performance of the opera production", the audition in the instrumental/vocal major or minor subject, a performance of dialogues/monologues/songs or a concert.

(10) A presentation (R) comprises an independent and in-depth examination, possibly in writing, of a problem from the working context of the course, including and analysing relevant literature, as well as the presentation of the work and the communication of its results in the lecture and in the subsequent discussion.

(11) <sup>1</sup>A presentation (Prä) comprises the preparation of a given topic with the inclusion and evaluation of relevant literature with general media support and, if applicable, its presentation in an oral presentation. <sup>2</sup>If the module description provides for a presentation with elaboration (PräA), a written elaboration must supplement the presentation.

(12) A documentation (Dok) should present and reflect in writing on the conception and planning, organisation and process as well as the results of projects.

(13) <sup>1</sup>A teaching sample (Lehrprobe, LehrP) is the planning and realisation of a lesson. <sup>2</sup>The duration and form of the teaching sample can be found in the respective module descriptions.

(14) <sup>1</sup>An internship report (PrakB) summarises and reflects on the experience gained during the internship.

(15) A project (P) includes the conception, planning, realisation and reflection of a project as well as its written documentation (PB).

(16) The performance assessment is carried out continuously by the teachers in the teaching practice.

### **Part five: Examination procedure: Recognition, registration, withdrawal, submission of examinations, repetition, examiners and assessment**

#### **§ 12 Recognition of periods of study, examination and study achievements and crediting of practical work experience**

(1) <sup>1</sup>Periods of study as well as coursework and examinations completed in another degree programme at the Hanover University of Music, Drama and Music or in degree programmes at other degree programmes at state-recognised universities in Germany and abroad shall be recognised upon application if the competences acquired essentially correspond in scope and requirements to those of the chosen degree programme. <sup>2</sup>This does not involve a schematic comparison of course content, but rather an overall consideration and assessment of the modules to be recognised. <sup>3</sup>The Hanover University of Music, Drama and Media may only refuse recognition if there are significant differences in the competences achieved.

(2) For the recognition of periods of study, study and examination achievements from foreign universities, the University of Music, Drama and Media observes national and international agreements, in particular the "Lisbon Convention" on the recognition of qualifications in higher education in the European region of 11 April 1997 (BGBl. 2007 II, p. 712) and the equivalence agreements adopted by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany and the German Rectors' Conference ([www.anabin.de](http://www.anabin.de)).

(3) The recognition of competences acquired outside of higher education for up to half of the credit points provided for a degree programme is based on the principle of equivalence (in terms of content, scope and examinations).

(4) In the event of a change of degree programme or a second degree programme, studies in a parallel programme (at another university) or in another degree programme (in Hannover), a mandatory consultation meeting will be held with the responsible degree programme spokesperson and any subject representatives involved before the application is submitted, in which the possibilities of recognition of competences acquired outside the university or the recognition of achievements already completed, including major and minor subject teaching in the new degree programme, will be discussed and agreed.

(5) Decisions on the recognition of study and examination achievements as well as the recognition of practical professional skills are made by the degree programme spokesperson, who may consult another subject representative if necessary, upon application, which is usually decided within four weeks of the application being submitted.

(6) Applications for the recognition of periods of study, study and examination achievements as well as for the recognition of practical professional skills must generally be submitted to the respective programme spokespersons of the degree programmes via the Examinations Office within the first three months after initial enrolment in the respective degree programme.

(7) <sup>1</sup>Further applications for recognition of study and examination achievements that were acquired after the start of the degree programme in other degree programmes or as part of a stay abroad at another university during the degree programme must generally be submitted within three months of the study and examination achievement. <sup>2</sup>The same applies to corresponding applications for recognition of practical professional competences.

(8) Applications for recognition or credit transfer can no longer be accepted after registration for the respective examination in the current degree programme

### **§ 13 Announcement of module examinations and examination periods**

(1) <sup>1</sup>Examinations in the artistic and artistic-educational degree programmes shall generally take place during the last two weeks of the lecture period of the relevant semester (examination period). <sup>2</sup>Deviations are only possible in special cases (e.g. chamber music or didactic examinations). They require the consent of the teacher and must be reported to the responsible examination office.

(2) The examination times for the degree programmes at the IJK are regulated in the respective degree programme-specific regulations.

### **§ 14 Registration and admission to module examinations**

(1) Registration is required for each module examination or partial module examination.

(2) <sup>1</sup>The registration period for examinations in the artistic, artistic-educational and artistic-scientific degree programmes in the winter semester is 1 October to 15 November, for examinations in the summer semester 1 April to 15 May of each year. <sup>2</sup>Registrations are made at the relevant examination offices in the designated manner. <sup>3</sup>Registration for examinations in the IJK degree programmes is subject to the requirements of the respective degree programme-specific regulations.

(3) <sup>1</sup>Registration after this deadline is only possible for valid reasons. <sup>2</sup>Registration must be applied for at the responsible examination office and requires the express consent of the examiners concerned as well as available room and personnel resources. <sup>3</sup>The decision on applications lies with the programme spokespersons in consultation with the responsible examination office.

(4) The recommendations and any requirements for admission to a module examination are regulated in the module descriptions and are communicated by the teaching staff at the beginning of the course.

(5) The fulfilment of requirements for registration for module examinations is checked by the examiner prior to the allocation of topics or dates for the examination.

(6) If the prerequisites for admission to a module are not fulfilled through no fault of the student, the head of degree programme may, at the student's request, grant admission to this module on the condition that the missing prerequisites are made up for at the next possible fixed date.

## § 15 Final examinations

(1) Bachelor's degree programmes provide for a compulsory final examination which, depending on the degree programme, may take the form of either a written Bachelor's thesis or a final artistic project or concert, the requirements of which correspond to the main study objectives of the degree programme.

(2) Regulations on the examiners and assistants for final examinations can be found in § 19.

(3) <sup>1</sup>The topic of the written thesis shall be determined by the first examiner after consultation with the student. <sup>2</sup>The topic shall be issued by the responsible examination office in accordance with the responsible degree programme spokespersons; the issue shall be recorded. <sup>3</sup>The two examiners are appointed when the topic is issued. <sup>4</sup>The student shall be supervised by the first examiner during the preparation of the thesis. <sup>5</sup>The processing time after registration is specified in the programme-specific regulations.

(4) <sup>1</sup>A written thesis as an academic thesis must fulfil the usual formal requirements of academic work. <sup>2</sup>The relevant subject-specific guidelines of the subject areas must be taken into account.

(5) If the final examination takes the form of a final artistic project, e.g. as part of the major subject, regulations on duration and organisation can be found in the respective module description.

(6) Concert recordings and video recordings of final artistic examinations are only permitted if neither the candidates nor members of the examination board object to this.

(7) Regulations on assessment and repetition in the event of failure are set out in § 26.

## § 16 Form of submission of written work and ensuring the independence of written examination work

(1) <sup>1</sup>The submission of written work, e.g. term papers and written theses, which are not recorded under supervision, shall generally take place in electronic form, usually at the responsible examination office. <sup>2</sup>At the request of the examiners, the submission of paper versions may also be provided for. <sup>3</sup>For final theses, a paper version must also be submitted to the examination office for the library.

(2) A template containing the required information is provided for the preparation of the cover sheet for term papers and theses.

(3) <sup>1</sup>When submitting a written examination paper (e.g. term paper, thesis), all students must submit a written declaration that the paper was written independently and without unauthorised outside help and that no sources and aids other than those specified were used. <sup>2</sup>The use of artificial intelligence must be explained. <sup>(3)</sup> A template is provided for the declaration, which is to be placed in front of the written examination.

(4) The HMTMH reserves the right to carry out an independence and plagiarism check using suitable technical aids to ensure the independence of the examination paper.

(5) If violations of independence are proven, this can be assessed and sanctioned as an attempt to cheat in accordance with § 21.

## § 17 Repeating examinations

(1) <sup>1</sup>With the exception of the Bachelor's examination, failed examinations may be retaken twice. <sup>2</sup> A failed Bachelor's examination can only be repeated once. <sup>3</sup>Thereafter, failed examinations are deemed to have been definitively failed in accordance with § 26.

(2) <sup>1</sup>Composite module examinations consist of several partial examinations which are assessed individually. <sup>2</sup>Only the failed partial examinations must be repeated; partial examinations that have already been passed remain valid.

(3) <sup>1</sup>Failed examinations may be repeated on the date set by the examiners without the need to re-register. <sup>2</sup>Students must be notified of the date of an oral or practical repeat examination at least four weeks before the examination and must inform the Examinations Office in writing in advance of the examination.

(4) <sup>1</sup>Repeat dates for oral and practical examinations as well as written examinations can be scheduled at the earliest four weeks after failure. <sup>2</sup>As a rule, these examinations should take place by 31 October or 30 April of the following semester. <sup>3</sup>If a course is repeated, the examination shall be repeated at the end of the following semester, provided that the course is not linked to the winter semester or the summer semester. <sup>4</sup>If the course is repeated, the examination must be registered in accordance with the regular procedure.

(5) <sup>1</sup>Homework that has been assessed as "failed" can be revised and improved once within six weeks of the result becoming known in order to achieve a maximum grade of 4.0. <sup>2</sup>The option of revision is considered an examination attempt and must be registered with the examination offices within two weeks of the "fail" result. <sup>3</sup>The option of revision does not apply to written final examinations (Bachelor's theses).

(6) If the term paper examination is repeated without the option of revision, a new topic must be issued and the term paper must be registered as an examination at the next possible examination date and the examination taken at the end of the following semester.

(7) <sup>1</sup>If written Bachelor's degree examinations are repeated, a new topic must be issued within three months of the assessment of the first Bachelor's thesis. <sup>(2)</sup> Returning the topic or otherwise withdrawing when repeating the Bachelor's thesis is only permitted if the student has not already made use of this option for the first thesis. <sup>3</sup>The provisions of § 15 apply to the preparation of the Bachelor's thesis

(8) In the last repetition of an examination (both graded and ungraded examinations), the assessment must be carried out by at least two examiners.

(9) It is not permitted to repeat a passed examination in order to improve grades.

## § 18 Additional examinations

(1) The candidate may take an examination in subjects other than those prescribed (supplementary examination).

(2) The results of additional examinations are included in the final documents at the student's request, but are not taken into account when determining the overall grade.

## § 19 Examiners and observers

(1)<sup>1</sup> The respective degree programme spokespersons appoint the examiners and observers via the examination offices. <sup>2</sup>They shall ensure that students are informed of the names of the examiners in good time. <sup>2</sup>The examiners are bound by official secrecy.

(2) <sup>1</sup>All persons at the university who are authorised to teach independently may be appointed as examiners. <sup>2</sup>The degree programme spokespersons may appoint other examiners from the university or other universities, provided they fulfil the requirements set out in paragraph 4. <sup>3</sup>In accordance with the purpose and nature of the examination and if the requirements pursuant to paragraph 4 are met, persons experienced in professional practice and training may also be appointed as examiners.

(3) <sup>1</sup>If the examination is taken during the course of study, the teacher is the examiner without appointment if he/she is authorised to examine in accordance with paragraph 2. <sup>2</sup>The first examiner shall clarify the other examiners with the students and ensure communication with the degree programme spokesperson and the Examinations Office.

(4) <sup>1</sup>Examiners or holders must have at least the qualification to be determined by the examination or an equivalent qualification. <sup>2</sup>Exceptions are possible for observers in specially justified cases.

(5) <sup>1</sup>Notwithstanding the provision in para. 3, students may propose examiners for the examination. <sup>2</sup>The suggestion does not constitute a claim. <sup>3</sup>However, it should be complied with unless there are important reasons to the contrary, in particular an unreasonable burden on examiners.

(6) <sup>1</sup>Students may reject examiners for justifiable reasons. <sup>2</sup>If necessary, the university undertakes to call in external examiners.

(7) <sup>1</sup>Graded practical artistic examinations, oral examinations and presentations must be assessed by at least two examiners. <sup>2</sup>Instead of the second examiner, the examination may also be conducted in the presence of an expert observer.

(8) Term papers are generally assessed by one examiner.

(9) <sup>1</sup>Written final theses in accordance with § 15 shall be assessed by at least two examiners. <sup>2</sup>If there is an instrumental/vocal major subject in a degree programme, instrumental/vocal final examinations pursuant to § 15 shall be assessed by at least three examiners. <sup>3</sup>In the case of final examinations, at least one examiner should generally belong to the group of university lecturers. <sup>4</sup>Further or deviating regulations may be laid down in the programme-specific regulations.

(10) An ungraded examination may be taken by a single examiner. This does not apply to resits in accordance with § 17, 8.

(11) <sup>1</sup>If students have failed a module examination, they can request an examination board of two examiners from the degree programme spokesperson responsible for the degree programme for the repeat examination if they were assessed by only one examiner at the first attempt. <sup>2</sup>Changes to the constellation of examiners are possible.

(12) Further programme-specific features or deviations from the examiners and observers can be anchored in the respective programme-specific regulations.

## **§ 20 Failure to attend, withdrawal**

(1) <sup>1</sup>Students may withdraw their examination registration up to 14 days before the examination or submission date without giving reasons. <sup>2</sup>Withdrawal from a repeat examination is only permitted for valid reasons. <sup>3</sup>Paragraph 2 applies accordingly. <sup>4</sup>Withdrawal must be submitted to the Examinations Office and to the examiners.

(2) The reasons for withdrawal after expiry of the withdrawal period or for missing the examination must be notified immediately in writing to the responsible examination office and substantiated.

(3) An examination is deemed to have been assessed as "insufficient (5.0)" if students without good reason

- fail to appear for an examination (tardiness);
- withdraw from the examination after it has begun (withdrawal);
- fail to meet a set submission deadline;
- fail to repeat an examination within the deadline set for this purpose;

(4) <sup>1</sup>The decision on the recognition of valid reasons is made by the degree programme spokespersons after consultation with the responsible examination office. <sup>2</sup>If the reasons are recognised, a new date will be set, usually within the period for resits in accordance with § 17. <sup>3</sup>In this case, examination results already available will be taken into account

(5) <sup>1</sup>In the event of illness, a medical certificate from a specialist must be submitted to the relevant examination office within three days. <sup>2</sup>The certificate must clearly certify the inability to take the examination.

(6) <sup>1</sup>If the submission deadline cannot be met for valid reasons, the respective degree programme spokespersons may postpone the submission deadline in consultation with the examination offices. <sup>2</sup>If, following approved applications, a further requested extension is disproportionate, the degree programme spokesperson should decide that a new topic should be issued. <sup>3</sup>In this case, the examination shall be deemed not to have been taken.

## **§ 21 Cheating, breach of regulations**

(1) <sup>1</sup>If students attempt to influence the result of their examination by cheating or using unauthorised aids, the examination in question shall be graded as "insufficient (5.0)" (cheating). <sup>2</sup>The same applies if a student has cheated in an examination and this fact only becomes known after the certificate has been issued.

(2) <sup>1</sup>Students who disrupt the proper conduct of the examination or are guilty of an offence (breach of regulations) may be excluded from continuing the examination in question by the respective examiner or supervisor; in this case, the examination in question shall be graded as "insufficient (5.0)". <sup>2</sup>In serious cases, the Study Commission or the body responsible in accordance with § 6, 3 may exclude students from taking further examinations.

(3) <sup>(1)</sup> If the requirements for admission to a passed examination were not met without the student intending to deceive about this and this fact only becomes known after the examination, this deficiency shall be remedied by passing this examination. <sup>2</sup>If the student has intentionally obtained admission unlawfully, the degree programme spokesperson may declare the relevant examination failed.

(4) <sup>1</sup>Cheating is also deemed to have occurred in the event of a violation of the regulations for ensuring the independence of examination results in accordance with §16.

(5) <sup>1</sup>The examinee may request that the decision be reviewed within one week of notification of a decision in accordance with paragraphs 3 and 4. <sup>2</sup>Requests must be submitted to the responsible degree programme spokesperson via the examination offices. <sup>3</sup>Incriminating decisions must be communicated to the examinee immediately in writing, stating the reasons and providing information on legal remedies. <sup>4</sup>In the case of incriminating decisions, the Study

Commission or the appeal body otherwise responsible for examination law matters in accordance with § 6, 4 and §6, 5 must be involved.

(6) In cases pursuant to § 21 and where certificates have already been issued, the previously issued programme-related documents must be withdrawn

## **§ 22 Protective provisions and consideration of special life situations and concerns**

(1) <sup>1</sup>If the person to be examined can credibly demonstrate that they are unable (e.g. due to prolonged or permanent physical disability) to take examinations in full or in part in the intended form, they should be able to take the examinations in an extended processing time or equivalent examinations in another form (extraordinary burden). <sup>2</sup>An original medical certificate must be submitted for this purpose. <sup>3</sup>The submission of a copy is not sufficient. <sup>4</sup>Students who require compensation for disadvantages in examination situations must contact the relevant examination office in good time before the examination in order to clarify the formalities. <sup>5</sup>The decision is made by the responsible degree programme spokespersons. <sup>6</sup>The individual arrangements are administered by the respective examination office. <sup>7</sup>Applying for compensation for disadvantages:

- the student applies for compensation for disadvantages in writing to the respective examination office; the application contains information on how the examination situation and/or study organisation are affected and which arrangements are necessary;
- the student submits a current medical certificate from a specialist doctor stating how the examination situation and/or study organisation is impaired and which arrangements are appropriate;
- the certificate should contain information on the expected duration of the impairment;
- the Examination Office forwards the application and certificate to the relevant degree programme spokespersons; they decide within four weeks of receiving the application;
- the Examinations Office informs the student of the decision in writing;
- the Examinations Office informs the examiners about the examination arrangements.

<sup>8</sup>All applications will be treated confidentially.

(2) <sup>1</sup>Insofar as compliance with deadlines for the initial registration for examinations, the repetition of examinations, the reasons for missing examinations and compliance with processing times for examination papers are concerned, the illness of the person to be examined is equivalent to the illness and the necessary sole care of a person from the immediate family environment. <sup>2</sup>The term "immediate family environment" refers to all living arrangements in which long-term social responsibility for others is demonstrably assumed.

(3) <sup>1</sup>Pregnant students may not take any examinations or perform any academic work if, according to a medical certificate, this would jeopardise the life or health of the student or the child. <sup>2</sup>Furthermore, the protective provisions in accordance with § 3, 4, 6 and 8 of the Maternity Protection Act as well as the deadlines and provisions of § 1 para. 1 or para. 3 no. 3 or, in cases of particular hardship, para. 5 of the Federal Child-Raising Allowance Act on parental leave, as amended, shall apply.

(4) <sup>1</sup>Students must not suffer any disadvantages as a result of complying with the provisions of para. 3. <sup>(2)</sup> The fulfilment of the requirements of paragraphs 1 to 3 must be proven by suitable documents, e.g. specialist medical certificates, birth certificates, certificates from the residents' registration office.

## § 23 Examination report

<sup>1</sup>The respective examiners or a member of the examination board shall prepare a record of the examination, which shall be signed by the examiner or the chair of the examination board and the person taking the minutes and shall be forwarded immediately to the responsible examination office by one of the examiners. <sup>2</sup>The minutes shall be attached to the examinee's examination files. <sup>(3)</sup> Forms provided by the examination office are used. <sup>4</sup>In addition to the name of the examinee, it must contain information on

- the time, place and duration of the examination
- the names of the examiners and the person taking the minutes;
- determination of eligibility for the examination
- Examination subject matter and examination tasks;
- the main course of the examination;
- the grading;
- special occurrences such as disruptions, interruptions or attempts to deceive.

## § 24 Assessment and grading

(1) <sup>1</sup>Examinations are generally graded. <sup>(2)</sup> An ungraded examination shall be assessed as "passed" or "failed".

(2) <sup>1</sup>As a rule, written examinations are to be assessed within eight weeks of the submission date of the respective examination at the latest. <sup>2</sup>In particular, it must be ensured that students are able to meet any subsequent registration deadlines.

(3) In the case of artistic-practical and oral examinations as well as presentations, the result must be announced to the examinees by the examiners following the examinations and reported to the examination offices by the examiners.

(4) The following grade levels are to be used for grading:

Individual grade	Summarised grade (para. 5)	ECTS grade	Title	Explanation
1,0/1,3	1.0 to 1.3	A	excellent	a particularly outstanding performance
1,7	1.4 to 1.7	B	very good (very good)	an outstanding performance
2,0/2,3	1.8 to 2.3	C	good (good)	performance significantly above the average requirements
2,7/3,0/3,3	2.4 to 3.3	D	satisfactory	A performance that meets average requirements in all respects
3,7/4,0	3.4 to 4.0	E	sufficient	A performance that meets the minimum requirements despite its shortcomings
4,3/4,7/5,0	4.1 to 5.0	F	not sufficient (fail)	a performance that no longer fulfils the requirements due to significant deficiencies

(5) <sup>1</sup>If the examination performance is assessed by an examination board of two or more examiners, it is passed if the majority of the examiners assess the performance as at least "sufficient (4.0)" or "pass". <sup>2</sup>Abstentions are not possible in the assessment of examinations.

(6) <sup>1</sup>The grade of the passed examination by an examination board (two or more examiners) is calculated from the arithmetic mean of the individual grades determined by the examiners in accordance with para. 4. <sup>2</sup>The reasons for the assessment decision, including the supporting considerations, must be communicated to the students in writing upon request, unless they are made at the same time as the assessment. <sup>3</sup>The reasons shall be included in the examination file; in the case of written examinations or examinations documented on other media, the examination paper shall also be included in the examination file.

(7) <sup>1</sup>When calculating summarised grades, only the first decimal place shall be taken into account; all other places shall be deleted without rounding. <sup>2</sup>If the module examination consists of several partial examinations, the module grade is calculated from the arithmetic mean of the grades of the partial examinations weighted according to the relevant credit points. <sup>3</sup>Paragraph 4 applies accordingly. <sup>4</sup>The study regulations, the sample curriculum of the respective degree programme and/or the module handbook may indicate modules as "ungraded"; these are therefore not included in the calculation of the final grade.

(8) If a module grade consists of only one graded examination by an examiner, the ECTS grade for this individual grade must also be stated in accordance with para. 4.

## **§ 25 Deadlines for the completion of coursework and examinations (progress and final degree assessment)**

(1) In order to monitor the progress and completion of studies, there are deadlines for the completion of coursework and examinations in all Bachelor's degree programmes that are subject to the provisions of these regulations.

(2) <sup>1</sup>The intermediate examination in accordance with § 5, 3 should be passed by the end of the 6th semester for eight-semester degree programmes. <sup>2</sup>If the intermediate examination has not been passed by this time and the student is not responsible for this, an extension of a maximum of two semesters may be applied for if it appears realistic that the intermediate examination will be passed successfully.

(3) <sup>1</sup>All coursework and examinations required for the completion of the degree programme in the eight-semester Bachelor's degree programmes at the university should be completed by the end of the standard period of study plus two additional semesters. <sup>2</sup>The number of semesters studied (Fachsemester) is decisive. <sup>3</sup>For important reasons, an extension of up to two further semesters (12 semesters in total) may be applied for.

(4) <sup>1</sup>In Bachelor's degree programmes with a duration of six semesters, 60 credit points should be demonstrated at the end of the fourth semester. <sup>2</sup>If these points have not been achieved for reasons for which the student is not responsible, an extension of two semesters may be applied for.

(5) <sup>1</sup>All coursework and examinations required for the completion of the degree programme in the six-semester Bachelor's degree programmes at the university should be completed by the end of the standard period of study plus three additional semesters. <sup>2</sup>The number of semesters studied is decisive. <sup>3</sup>For important reasons, an extension of one further semester (10 semesters in total) may be applied for.

(6) <sup>1</sup>Applications for extensions of the respective deadlines must be submitted via the responsible examination office to the responsible degree programme spokesperson no later than four months before the expected expiry of the deadline, usually by the end of May or the end of November. <sup>2</sup>The reasons for the requested deadline extension, including in particular protective provisions in accordance with § 22, must be reported and substantiated. <sup>3</sup>An extension requires a mandatory consultation with the degree programme spokespersons or another person appointed by the degree programme spokespersons (e.g. major subject teacher), who will provide an opinion. <sup>4</sup>Applications are reviewed on a case-by-case basis. <sup>5</sup>A rejection must be justified in writing.

(7) In the event of non-compliance with the deadlines specified and without a successful application for an extension of the deadline, the regulations on passing and failing according to § 26 shall apply.

### **§ 26 Passing and failing**

(1) <sup>1</sup>If students have already definitively failed a module examination at another university within the scope of the Higher Education Framework Act which corresponds to one or more module examinations of the respective degree programme in terms of content, scope and requirements, they may not continue their studies. <sup>2</sup>The Bachelor's examination is deemed to have been definitively failed.

(2) <sup>1</sup>An examination is passed if it has been assessed as at least "sufficient (4.0)" or "passed". <sup>2</sup>An examination assessed as "insufficient ( $\geq 4.1$ )" has not been passed.

(3) A composite module examination is deemed to have been passed if all required components have been assessed as "passed".

(4) <sup>1</sup>The Bachelor's degree programme is passed and the degree completed when the examinations of all modules required for the degree programme have been passed and the credit points specified in § 4, 2 for the degree (180 CP for a six-semester degree programme or 240 credit points for an eight-semester degree programme) have been acquired.

(5) The regulations for repetition can be found in § 17.

(6) <sup>1</sup>Failure to comply with the deadlines for progress and degree checks in accordance with § 25 shall lead to the final failure of the degree programme if the student is responsible for the failure to comply with the deadlines. <sup>2</sup>De-registration is based on a case-by-case assessment in accordance with the provisions of the enrolment regulations. <sup>3</sup>Prior to de-registration, students have the opportunity to make a statement.

(7) A written notification of final failure will be issued, which must be accompanied by legal information.

(8) In the event of a final failed examination or other withdrawal from the relevant degree programme at the university, a certificate will be issued listing the examinations passed, their grades and the credit points awarded for them.

### **§ 27 Inspection of examination files**

After completion of an examination procedure, the examinees shall be granted access to the examination files within a reasonable period of time within one year of the last examination upon application to the Examinations Office.

## § 28 Certificates and attestations

- (1) A certificate will be issued immediately upon completion of the degree programme.
- (2) <sup>1</sup>A list of the modules passed, including the Bachelor's thesis, is attached to the certificate (Transcript of Records). <sup>2</sup>The transcript of records contains the assigned courses and credit points as well as the grading or assessment of the examinations. <sup>3</sup>All grades are shown as decimal numbers.
- (3) <sup>1</sup>The transcript of records shows the date of the day on which the last achievement was completed. <sup>2</sup>It shall bear the date of issue. <sup>3</sup>The same applies to the certificate of the academic degree awarded and a Diploma Supplement. <sup>4</sup>The Diploma Supplement serves to categorise and evaluate the degree in accordance with national and international standards. <sup>5</sup>The certificate, transcript and Diploma Supplement are signed by the responsible programme representatives and bear the seal of the Hanover University of Music, Drama and Media.
- (4) <sup>1</sup>If the completed degree programme is divided into alternative fields of study or specialisations, the name of the degree programme will be supplemented by a corresponding addition on the certificate and diploma.
- (5) Certificates, diplomas, diploma supplements and transcripts of records are issued in German and, on request, in English.

## § 29 Appeal procedure / procedural regulations

- (1) <sup>1</sup>The general provisions of administrative law and the statutory regulations on maternity protection and parental leave shall apply mutatis mutandis in the examination procedure. <sup>2</sup>Incriminating administrative acts must be justified in writing, provided with information on legal remedies and publicised. <sup>3</sup>Appeals against decisions based on the assessment of an examination performance may be lodged within one month of receipt of the notification.
- (2) <sup>1</sup>The decision on the appeal shall be made by the Study Commission or the appeal body responsible in accordance with § 6, 3. If the objection is directed against the assessment of an examiner, the degree programme committee or the otherwise responsible appeal body shall decide in accordance with § 6, 3 after review in accordance with § 6, 5.
- (3) <sup>1</sup>If candidates raise specific and substantiated objections to subject-related assessments by examiners in their objection, the Study Commission or the competent body pursuant to § 6,3 shall forward the objection to these examiners and the responsible degree programme spokespersons for review. <sup>2</sup>If the examiner changes the assessment as requested, the Study Commission or the committee responsible in accordance with § 6, 3 shall remedy the objection. <sup>3</sup>Otherwise, it shall review the decision on the basis of the examiner's statement, in particular as to whether
- a) the examination procedure has been conducted properly,
  - b) generally applicable assessment principles have been observed,
  - c) the assessment was consistently based on accurate factual assertions,
  - d) all justifiable and logically justified solutions have been assessed as correct,
  - e) examiners have not been guided by irrelevant considerations.
- <sup>4</sup>The same applies if the objection is directed against the assessment by several examiners. <sup>5</sup>If there are concrete and substantiated objections to examination-specific evaluations and subject-specific assessments, examinations will be reassessed by other examiners who have not previously been involved in the examination or the examination will be repeated by them if there are indications that the first examiner is concerned about bias.

- (4) A decision on the appeal should be made within one month.
- (5) The appeal procedure may not lead to a lowering of the examination grade.

## **Part Six: Final provisions**

### **§ 30 Entry into force and transitional provisions**

(1) <sup>1</sup>The Framework Study and Examination Regulations shall enter into force upon publication in the Hannover University of Music, Drama and Media Gazette. <sup>2</sup>The regulations shall apply for the first time in the winter semester 2025/2026.

(2) <sup>1</sup>The Framework Study and Examination Regulations shall apply to all students enrolled in the respective Bachelor's degree programmes from the time they come into force and shall replace the previous general sections of the individual degree programme-specific study and examination regulations.

(3) <sup>1</sup>Irrespective of the previous duration of study at the time these regulations come into force, all students who enrolled on their current degree programme at HMTMH before 1 October 2025 will have four additional semesters to complete the requirements set out in § 25 for the progress review and in accordance with § 26 for passing or failing the Bachelor's degree programme.

(4) <sup>1</sup>The framework study and examination regulations apply in conjunction with the current programme-specific study and examination regulations, which replace the programme-specific part of the previously valid study and examination regulations. <sup>(2)</sup> Credit points and examination results already achieved shall be accepted as equivalent. <sup>3</sup>The degree programme-specific regulations may provide for deviating transitional regulations that allow students to remain in older versions of the degree programme-specific parts of the regulations.