

**Examination Regulations**  
**for the post-graduate**  
**Master’s Program “Law and Business”**

**of Bucerius Law School – Hochschule für Rechtswissenschaft –**  
**in cooperation with WHU – Otto Beisheim School of Management**

**dated 11 December 2013**

(latest amendment by Senate resolution on 6 March 2024)

The Senate of Bucerius Law School (BLS) - University for Legal Studies - adopted the following Examination Regulations for the post-graduate Master’s Program “Law and Business” on 11 December 2013. The founding institution of the University agreed on 11 December 2013. Approval by the Authority for Science and Research of the Free and Hanseatic State of Hamburg was granted on 20 January 2014 pursuant to the currently valid provisions of § 116 para. 3 together with § 108 of the Hamburg Hochschulgesetz (Hamburg Universities Act) (HmbHG) dated 18 July 2001.

These Examination Regulations were last amended by the BLS Senate on 6 March 2024. The consent of the founding institution of the University is not necessary.

The Authority for Science, Research and Equality stated by letter dated 30 May 2018 that these Examination Regulations together with any further amendments can be approved by the BLS Senate.

References to persons and positions in these Examination Regulations apply equally to men and women.

Note: the German version of this document is the only legally binding version. This English translation is for convenience only.

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## I. General Provisions

### § 1 Academic Titles

(1) On the basis of a Master’s Examination successfully passed pursuant to § 26, Bucerius Law School - University for Legal Studies - (in the following “University”) will award the academic title of “Master of Law and Business (MLB)” or “Master of Laws (LL.M.)”.

(2) The title “Master of Laws (LL.M.)” may be awarded to students who hold a first-degree in law and who have studied predominantly legal subject matter. Where the University has a co-operation agreement with a foreign partner university, in the case of advanced students of law of that partner university who already hold a first university degree, the requirement for a previously completed course of legal studies may be waived. In such a case the LL.M. will only be awarded on completion of the first program of legal studies.

## **§ 2 Objectives of the Program**

The Master’s Program provides participants with the skills necessary to analyse the interfaces between law and business in the international economy. It serves both the in-depth addressing of legal and business issues, while enhancing practical professional experience in the fields of international business law and international management. The course supplements and deepens relevant international legal and business knowledge, in particular for lawyers and economists/business professionals. It qualifies participants for activities in which the interaction of law and business issues play a significant role, for example in international firms and organisations, as well as in legal or business consultancy.

## **§ 3 Admission Requirements**

(1) The requirements for admission to the program are as follows:

a) The applicant must have acquired a first degree in law or a business-related subject from a state or state-accredited university based in the Federal Republic of Germany, in a study program of at least eight semesters (equivalent to 240 ECTS points). Degrees acquired through programs in foreign state or state-accredited universities will be recognised, provided there is no significant difference regarding the acquired competencies to those set out in sentence one. The University is responsible for proof for qualifications obtained out with Germany . In the recognition of degrees awarded outside the Federal Republic of Germany, account will be taken of the recommendations of the German Education Ministers Conference (KMK) (Centre for Foreign Education Programs), equivalence agreements of the Federal Republic of Germany, as well as the terms of relevant University partnership agreements. The Admissions Board decides on whether admissions requirements are met and on questions of recognition.

Graduates with degrees in subjects other than those named in sentence 1 may be admitted if they have comparable legal or business competencies in the sense of sentence 1 acquired through professional practice. The applicant must give evidence of

these competencies in an appropriate manner. The Admissions Board will decide on the fulfilment of the requirements according to a). In cases of doubt the Board reserves the right to conduct an appropriate admission test. § 1 para. 2 second sentence is unaffected.

b) Applicants must provide evidence of sufficient English-language competence such as will enable them to participate in courses orally and in writing. Evidence of English-language competence will be the TOEFL test, IELTS or an equivalent language test. The minimum requirement for TOEFL is 100 points and for IELTS a minimum of Band 7.0. The evidence of English-language competence requirement may be waived where an applicant is a native speaker or has successfully studied for at least one academic year in the English language medium.

c) As a rule evidence must be given of at least one year of relevant professional activity carried out after the first academic degree. The professional experience is considered relevant if the applicant was entrusted with qualified legal, business or economic tasks. In cases of doubt, the Admissions Board will decide on the relevance of the professional experience and in which cases the minimum one-year requirement may be waived.

d) A minimum of 58 points must be gained in the Admissions Procedure (§ 4).

(2) Applicants may also be admitted to the Master's Program who in their previous degree within the meaning of para. 1(a) have studied for fewer than eight semesters or have acquired fewer than 240 ECTS points. For this, evidence of the required qualification pursuant to para. 1(a) is necessary. Such evidence may be provided by means of:

a) passing certain modules for the acquisition of missing competences and/or

b) recognition of knowledge and skills gained outside academic study and/or

c) passing an aptitude test.

The applicant will be informed accordingly in writing:

- in cases a) and b) 300 ECTS may be achieved - but not necessarily.

- in case c) 300 ECTS will not be achieved.

#### **§ 4 Admissions Procedure**

(1) Assessment for the admissions procedure will be on the basis of final grades, professional experience, a written motivation statement, a short writing sample in the

English language, international experience/intercultural awareness, extra-curricular engagement, letters of recommendation, and a personal interview. These will be graded with points to a maximum of 100.

(2) As a basis for the points grading the applicant must:

- a) provide their graduation certificate according to § 3 para. 1 a),
- b) provide a curriculum vitae with detailed description of professional experience,
- c) provide a written motivation statement,
- d) give evidence of their English writing skills in a self-produced, five-page text on a relevant substantive topic (writing sample),
- e) as a rule have initial international experience,
- f) as a rule have shown in the past extra-curricular engagement,
- g) have demonstrated their personal suitability through a face-to-face or telephone conversation with the Academic Director of the Program or the Admissions Officer, and
- h) provide at least two letters of recommendation.

(3) Points will be allocated to applicants according to the following scheme:

- a) up to 30 points (in six stages of five points) for the academic degree results
- b) up to 15 points (in five stages of three points) for the personal interview
- c) up to 15 points (in five stages of three points) for relevant professional experience
- d) up to 12 points (in four stages of three points) for the statement of motivation
- e) up to 10 points (in five stages of two points) for letters of recommendation
- f) up to 8 points (in four stages of two points) for the writing sample
- g) up to five points (in single steps) for extra-curricular engagement
- h) up to five points (in single steps) for international experience and intercultural competence.

Applicants will be ranked according to the points achieved in the admissions procedure.

### **§ 5 Admissions Decisions, Admissions Board, Admissions Officer**

(1) The Admissions Board will decide on admissions. The board is composed of the Academic Director of the Master's Program together with a full-time professor of the University and a member of the Program teaching staff. The Board will decide by a majority of its members. The Admissions Board will appoint a qualified staff member of the University as Admissions Officer. The Admissions Officer will prepare the necessary documentation for the Admissions Board. The Admissions Officer will examine the application documents and will make a preliminary allocation of points according to the

criteria laid down in § 4 paras. 1 and 2, as well as guidelines provided by the Admissions Board and according to the provisions of § 3 para 3. This is merely a provisional assessment; the final allocation of points is done by the Admissions Board.

(2) If the Academic Director of the Master's Program is prevented from acting, he/she will be substituted by the Academic Dean of the University (President) by virtue of his/her office. The further Admission Board members and their substitutes will be elected by the Senate for a period of three years. Re-election is permissible.

(3) The Admissions Board may effect its decisions in a written procedure.

(4) Applicants who have reached at least 65 points during the admissions procedure and who fulfil the requirements pursuant to § 3 will be admitted. If study places are insufficient for admitted applicants, places will be allocated according to a ranking list. The Admissions Board can only reject an applicant who has fulfilled those requirements on serious grounds.

5) Applicants with at least 58 points may be admitted by the Admissions Board provided places are still available within the number of study places. A ranking list will be prepared for this purpose.

(6) Admission will be denied where:

- a) the requirements pursuant to § 3 are not fulfilled, or
- b) the documentation is incomplete or has not been completed before the end of the application period.

(7) Admission decisions will be communicated by e-mail.

## **§ 6 Standard Study Time, Medium of Instruction**

(1) The standard study time is 12 months of full-time study. This period includes the Master's Thesis.

(2) Lectures, course work, all examinations and the Master's Thesis in the Program will be held in the English language.

## **§ 7 Leave of Absence; Maternity Leave**

(1) Where a significant reason arises, the Academic Director of the Program may on application and for a specified period grant leave of absence to a student from the

Program. If this leave of absence means that the student will not complete their studies within the standard study time, then the consent of the Examination Board is necessary.

(2) A significant reason means cases of severe illness of the student, statutory periods of maternity leave and statutory parental leave, as well as the need to care for a family member.

(3) The protection of mothers at work and during training or studies act (Gesetz zum Schutz von Müttern bei der Arbeit, in der Ausbildung und im Studium, MuSchG) dated 23 May 2017 in the current version is applicable to pregnant and nursing students. Expectant students are obliged to notify the University of a pregnancy and the expected date of delivery as soon as pregnancy has been confirmed. Upon request of the University, expectant students shall provide a certificate from a physician or midwife confirming their pregnancy. Likewise, students should contact the University as soon as possible once they have started nursing. As soon as a student has informed the University that she is pregnant or nursing, the University is required to conduct a risk assessment and establish the necessary protective measures. The student has to be informed about the outcome of the risk assessment.

## **§ 8 Credit Points**

Credit points will be awarded for each Module according to the European Credit Transfer and Accumulation System (ECTS), reflecting the time to be devoted to study for the module, the preparation and reworking of teaching material, preparation for and sitting the examinations. The requirement for the award of credit points is the passing of the applicable examination.

## **§ 9 Examination Board**

(1) An Examinations Board appointed by the University Senate is responsible for the conduct of the examinations. This Board will perform the tasks laid down under the Examination Regulations. The Examinations Board is composed of the following five members:

- a) Academic Dean of the Program
- b) a full-time professor of the University
- c) a research assistant or academic staff member of the University
- d) a member of the Program teaching staff
- e) a representative of the students on the Program.

The period of office for a student is one year. The period of office for other members is three years.

(2) The Dean of the Program is a member of the Examination Board by virtue of his/her office and, if prevented from serving, will be substituted by the Dean (President) of the University. The other members of the Examination Board and their substitutes will be elected by the University Senate.

Representatives from the group of research assistants and students as well as substitutes will be proposed for membership of the Examination Board by their respective groups; the University Senate is not bound by these proposals. Re-election is permissible.

(4) Members of the Examination Board have the right to observe the conduct of examinations. The Examination Board will report regularly to the Senate on the development of examinations and study times, including the actual preparation time for the Master's Thesis, as well as on the allocation of individual and overall grades. The Examination Board will make suggestions for the reform of the Program and the Examination Regulations.

(5) The Examination Board decides with the majority of its members. It will ensure that the provisions of the Examination Regulations are adhered to. The members of the Examination Board will be sworn to secrecy by the Chairperson. The Examination Board meetings are private. The responsible staff member of the Examination Office is entitled to participate in the meetings.

(6) The Examinations Board may effect its decisions by written procedure.

### **§ 10 Examination Authority**

(1) An Examination Authority will be established. It is responsible for the logistical organisation, the conduct and orderly running of the examinations.

(2) The Examination Authority sets the date for individual examinations and re-sits, and is responsible for announcing the dates in the way customary at the University. The Examination Authority will ensure that examinations can be taken in the periods laid down in the Examination Regulations.

### **§ 11 Examiners, Assessors**

(1) Examiners must fulfil the requirements set out in section 64, paragraphs 1 and 2 of the

Hamburg Higher Education Act (HmbHG) from January 18, 2001. The Examination Board can appoint examiners according to section 64, paragraph 3 HmbHG. Module examinations will be set by the teaching staff responsible for the respective module. There will be no express appointment of examiners.

(2) For all examinations, the Examination Board will appoint persons as assessors who hold in the examined field a relevant diploma or Master's qualification from a German university or a comparable qualification.

### **§ 12 Recognition of Study Times, Study Performance and Examinations**

The recognition of study times, study performance and examinations from other academic programs is regulated in a separate guideline.

### **§ 13 Recognition of Competencies gained through Non-academic Means**

The recognition of competencies gained through non-academic means is regulated in a separate guideline.

### **§ 14 Assessment of Examination Performance**

(1) Examination performance will be assessed by the respective examiner. The following grades are to be applied in the assessment:

<b>Grade</b>	<b>Grade name</b>	<b>Definition</b>
1	Outstanding	An excellent performance
2	Good	A performance markedly above average
3	Satisfactory	Performance corresponding to the average
4	Pass	Performance which meets the requirements despite defects
5	Fail	Performance which is no longer adequate because of its serious defects

(2) In order to differentiate the assessment of examination performances, grades may be lowered or raised by 0.3 (-/+). The grades 0.7, 4.3, 4.7 and 5.3 may not be used. Pursuant to § 27, grades of module examinations and the overall grade will be calculated to one decimal place. Further decimal places will be deleted without rounding.

(3) Where an examination performance is assessed by more than one examiner, the module grade will be calculated as an average by weighting the individual module grades according to the credit points awarded for them. Here the first two decimal places will be

taken into account. All further decimal places will be deleted without rounding. The module grades are

from 1.0 to 1.15	-	1.0
over 1.15 to 1.50	-	1.3
over 1.50 to 1.85	-	1.7
over 1.85 to 2.15	-	2.0
over 2.15 to 2.50	-	2.3
over 2.50 to 2.85	-	2.7
over 2.85 to 3.15	-	3.0
over 3.15 to 3.50	-	3.3
over 3.50 to 3.85	-	3.7
over 3.85 to 4.0	-	4.0
over 4.0	-	5.0

(4) The assessment of module examiners will be communicated to the student within eight weeks of sitting the module examination. The results of an oral exam will be communicated directly after it is taken.

(5) Grading and communication of examination results to students will be done in confidence. This also applies for the overall grade pursuant to § 27.

### **§ 15 Missing an Examination**

(1) If a student fails to attend an examination, or attends but fails to complete the examination (*Versäumung*), they must inform the Examination Authority without delay. This also applies where a written examination assignment is not submitted within the prescribed deadline.

(2) If a student misses an examination without a significant reason, the examination is deemed to be failed and will be graded as 5.0 ("fail"). The Examination Board will determine the existence of a significant reason. A significant reason is in particular the inability to sit an exam due to illness.

(3) The reason for missing exam must be proven. For illness, a doctor's certificate must be submitted to the Examination Authority without delay. The medical certificate has to confirm that the student is unfit to take university examinations and has to indicate the expected return date of the student. Student illness is also constituted by the illness of a close relative. Close relatives are in particular children, parents, grandparents, spouses and partners. Upon request of the Examination Board, the student has to submit

appropriate documentation to prove the fulfilment of these requirements. The Examination Board may waive submission of a medical certificate if it is obvious that the candidate was ill. The Examination Board is entitled to lay down guidelines in this respect, in which it can also be determined that the Examiner takes the decision. A repeat examination (resit) with new examination tasks will be set.

(4) Where a module examination comprises several, separately conducted parts, missing one part of the examination will not affect the performance attained in other parts of the examination.

(5) Unfavourable Examination Board decisions will be communicated to the student in writing, together with reasoning and information on legal recourse (appeal). The student will be given an opportunity to make representations (state their case).

### **§ 16 Disturbance**

(1) If an examinee disturbs other examinees while taking an exam, he or she may be excluded from continuing the exam by the invigilator if the disruptive behaviour is not stopped despite being warned.

(2) If an examinee disturbs an oral examination, and where the candidate continues to disturb despite a warning, then that candidate may be excluded from participation in the further examination by the examiner or the Examinations Board.

(3) If an examinee is expelled from examination under para. 1 or 2, the examination will be graded as 5.0 "fail". § 15 paras. 4 and 5 apply correspondingly.

### **§ 17 Attempted Cheating**

(1) If attempted cheating on the part of the examination candidate is proven, the examination will be graded as 5.0 (fail). Only where the attempted cheating is of a limited extent may the sanction be restricted to a lowered grade. In a case of severe attempted cheating, the candidate will be excluded from all further parts of the Master's Examination. A severe case also consists as a rule in repeated attempts to cheat.

(2) In a case of attempted cheating during the distribution of examination tasks, the examination may be continued until certainty is reached regarding the existence of an attempt and its severity. The respective invigilator will prepare a note on the events, to be submitted without delay after completion of the examination to the Chair of the Examination Board. The candidate will be informed of the accusations laid against

him/her without delay.

(3) Investigation of the attempted cheating will be conducted by the examiner or the appointed invigilator, unless the Examination Board investigates officially or on the basis of information supplied. The examiner or invigilator are entitled to make investigative checks. The examiner will inform the Examination Board without delay of the results of the investigation. After hearing the candidate, the Examination Board will determine the existence of the attempted cheating, its severity, and will decide upon the appropriate sanction pursuant to para 1. In a case falling under para. 1 second sentence, the examiner's approval of the sanction must be gained.

(4) Attempted cheating under para. 1 will be recorded in the files.

(5) If severe attempted cheating is discovered after the award of the MLB or LL.M., the University will withdraw the award of the degree. Documents issued pursuant to § 29 will also be withdrawn.

(6) § 15 paras. 4 and 5 apply correspondingly.

### **§ 18 Compensation for Disadvantage and Equality of Opportunity**

(1) In cases of particular hardship (e.g. prolonged illness), the Examinations Board may on written application grant an exemption in particular from the time threshold of § 23 para. 3, and may grant a further threshold extension. The application must be submitted with the appropriate documentation without delay when the hardship arises.

(2) No disadvantage may arise through a student taking statutory maternity leave, parental leave or in fulfilling duties to render care to family members.

(3) Students who have responsibility for and look after children or close relatives will be supported by taking account of their individual needs in the delivery of study and examination performances. The Examination Board will determine the actual form of disability compensation once the individual circumstances have been made credible. Alteration in the relevant circumstances must be notified without delay.

(4) In the restructuring of the study program as well as in the provision of evidence of performance and the scope of the admissions procedure, endeavour will be made in individual cases to take account of the specific concerns of students with disabilities and chronic illness. If a student proves by medical certificate that due to prolonged or permanent physical disability or a chronic illness he/she is unable to sit an examination

entirely or in part in the foreseen form or within the prescribed time, then the Examination Board may allow that student to render examination performances of equivalent value in an alternative form, or may appropriately extend submission deadlines or examination times.

(5) The form and scope of individual arrangements pursuant to para 4 will be indicated correspondingly in the Diploma Report. The Examinations Board may waive this on a reasoned application. Such a reasoned application applies in particular to students with an officially registered disability.

### § 19 Inspection of Files/Records

Up to one year after completion of an examination, a student may be granted access to inspect the examination papers including the assessment, and also to inspect the minutes of an oral exam.

## II. Master's Examination

### § 20 Structure of the Program and Modules

(6) The Program comprises 10 modules and culminates in a Master's Thesis. A total of 60 credit points must be gained, 55 graded and 5 ungraded.

(2) The Program consists of the following modules:

Module No.	Module	Credit Points
1	Foundations of Law and Business	5
2	Founding of an Enterprise	5
3	Development of an Enterprise	5
4	Internationalization of an Enterprise	5
5 a/b/c	Elective Module a) Law b) Interdisciplinary c) Business	5
6 a/b/c	Elective Module a) Law b) Interdisciplinary c) Business	5

7	Internship	5 (ungraded)
8	Digitalization and Dispute Resolution of an Enterprise	5
9	Social Responsibility of an Enterprise	5
10	Master's Thesis	15

The content of individual modules will be laid down in the Module Handbook, published within the University before commencement of the Program.

(3) For both academic titles, the following conditions regarding curriculum pursuant to para. 2 must be complied with.

a) **Academic title LL.M.:** The student must complete at least one legal elective module (Module 5a or 6a). In addition, the Master's Thesis has to have a legal focus. If the second elective module is in the legal field, the internship must be completed in the business field. If the second elective module is in an interdisciplinary field, the internship must be completed in the legal field.

b) **Academic title MLB:** A student with a legal degree must complete at least one interdisciplinary elective module (Module 5b or 6b) as well as completing an interdisciplinary or business Master's Thesis.

(4) The individual courses in the modules as well as the time for the Internship and the Master's Thesis will be laid down in binding form before commencement of the Program and published within the University.

## § 21 Module Examinations

(1) Each module will end with an examination performance (Module Examination). If a Module Examination is composed of several graded partial performances, in particular when this serves the purposes of competence acquisition and feasibility of studies, then these will be combined in one module grade. § 14 para. 3 will apply correspondingly.

(2) The Module Examination is based on the learning outcomes defined in the module handbook. This includes the course materials.

(3) By means of the Module Examinations, a student must demonstrate in a set time and with the permitted aids that he/she has acquired the intended competencies and skills.

(4) The credit points for a module will be acquired if the Module Examination is passed with a minimum grade of "pass" (4.0).

(5) The examinations take place after completion of the module lectures and within the period laid down in the Program schedule. Exceptions are presentations and case studies, which can also be performed within the relevant course. In justified exceptional cases as well as with the repetition of examinations, examinations may take place within 10 weeks of completion of the respective module, and also on exceptional grounds even later. The examiner will determine the examination form. The examinations may combine the permitted examination forms designated in para. 6. The form of examination performance in a respective module will be laid down in the module description. Take-home examinations must be completed by the deadline set by the examiner.

(6) Examinations may take the following forms:

- a) written examination
- b) oral examination
- c) essay or case study
- d) presentation.

(7) A written examination is a task performed under supervision, in which the student independently completes examination questions. The examination time will comprise at least one tenth of the set time for module lectures, but a maximum of four hours. With a combination of examination types, less than the minimum time (para. 5) may be set.

(8) An oral examination is a dialogue in the course of which the student must demonstrate a command of the examination material. The oral examination must last at least 15 min for each student in a group setting or at least 25 minutes for individual exams.

(9) An essay or case study is the processing of abstract or case related academic questions, for which the allotted time may not exceed one week.

(10) A presentation is a talk on a topic set by the examiner. A presentation may not be longer than 15 minutes.

(11) Module 7 (Internship) is subject to § 22, Module 10 (Master's Thesis) to § 24.

## **§ 22 Internship**

(1) In the course of a mandatory professionally oriented internship with a minimum duration of 150 hours, the student is to apply their acquired theoretical knowledge in practice and identify ideas for the Master's Thesis. The internship must be completed in a single continuous block. During the internship the student will be supervised by a Program teaching staff member. For completion of the Internship under the requirements of para 2, up to 5 ungraded credit points may be awarded (Module 7).

(2) The internship is to be completed as a rule within the time laid down in the Program timetable/schedule. In justified cases and on application, the Examination Board may determine otherwise. At least two weeks before commencement of the Internship, the student will propose to the Examination Authority their internship venue, (institution, department, supervisor). The Examination Authority will pass the proposal to the Chair of the Examination Board, who will decide on the suitability of the internship venue.

(3) The Student will prepare an internship report of at least three and a maximum of five pages (approximately 6,000 to 12,000 characters). The internship report will contain details of the internship venue, the activities undertaken by the student, as well as a considered assessment of the internship. The report will also refer to the content of the Master's Program and the question of whether the student has succeeded in identifying a topic for the Master's Thesis. The report must be submitted in writing to the Examination Authority at the latest one month after completion of the Internship.

(4) The internship report pursuant to para. 3 must be accompanied by a participation certificate issued by the internship host. If available, additional certificates and references by the internship host will also be submitted.

(5) The Chair of the Examination Board will decide on the recognition of the internship.

## **§ 23 Master's Thesis**

(1) The Master's Thesis is intended to demonstrate that the student is able to deal with an issue from the study fields of the Program within a set time period, independently, and according to academic methods. The substantive discipline (law, business or interdisciplinary) will be determined by the Chair of the Examinations Board, taking into account the intended academic title (degree).

(2) The topic of the Master's Thesis will be set by the Chair of the Examinations Board.

The time of issue will be recorded. The student may make proposals for the Master's Thesis topic.

(3) The permitted working time will be determined in binding form and made clear in the schedule of the University. The set topic and scope of the Master's Thesis are to be closely defined in order that the time limit for completion of the Master's Thesis is feasible. The working time is 15 weeks. In exceptional circumstances only and on reasoned application by the student, the Chair of the Examinations Board may grant a working time extension of up to 3 weeks.

(4) On submission of the Master's Thesis, the student will confirm in writing that he/she has completed the thesis independently and used no sources or aids other than those cited in the thesis. The Master's Thesis must be submitted in a digital format file (PDF). The candidate will confirm on a separate page that the Master's Thesis has been completed without third-party assistance, and that no aids other than those cited have been used. The Examination Authority will transmit a copy of the digital file to both supervisors of the Master's Thesis.

#### **§ 24 Acceptance and Assessment of the Master's Thesis**

(1) The Master's Thesis must be submitted to the Examination Authority on time; the time for submission will be recorded. If the Master's Thesis is not delivered on time, it will be graded as "fail" (5.0).

(2) The Master's Thesis will be assessed by the first supervisor and a further examiner as second supervisor, who will both be appointed by the Examination Board. A supervisor must have taught in the Program. Examiners who have not taught in the Program, must fulfil the requirements as set out in paragraph 64 of the Hamburg Higher Education Act 2001. A short report will be prepared to justify the grading. The overall grade will be the arithmetic mean of grades given by both supervisors. If the grades of both supervisors differ by more than one grade, the supervisors will check the grades together within two weeks. If the grades cannot be adjusted in this way to within one grade of each other, the grade will be checked within the scope of the grade already awarded by a third supervisor, who will be appointed by the Examination Board.

#### **§ 25 Repetition of Examinations (Re-sits)**

(1) If an examination from modules 1 to 6, 8 and 9 is failed, the student may resit the examination. A student who also fails a resit examination will be given a further opportunity to resit after receiving appropriate advice. The Chair of the Examination

Board will set the dates for resit examinations.

(2) If a Master's Thesis (§ 24) is graded as "fail" (5.0), it can be rewritten. § 23 para. 2 applies correspondingly. The time for repetition of the Master's Thesis is twelve weeks. § 25 applies correspondingly. If the second attempt at the Master's Thesis is also graded as "fail" (5.0), then the entire examination (§ 26) is failed.

(3) No examination may be taken again in order to improve a grade.

### **§ 26 Master's Examination**

(1) Admission to the Program automatically entitles a student to participate in the Master's Examination.

(2) A student has passed the Master's Examination when the module examinations of graded modules pursuant to § 20 para. 2 together with § 20 para. 3 are graded as at least "sufficient" (up to 4.0). Regarding the ungraded Module 7 (Internship), the requirements for awarding the credit points pursuant to § 22 must be fulfilled.

(3) A student who has failed the Master's Examination pursuant to para. 1 will be notified of this in writing without delay by the Chair of the Examinations Board with reference to the applicable provisions of the Examination Regulations. The notification will be accompanied by instructions on how to appeal the decision.

(4) On application, students who have failed the examination may receive certification of any successfully passed modules.

### **§ 27 Overall Final Grade**

(1) The overall final grade is calculated as the average of grades for graded modules (Modules 1 to 6, 8 to 10) according to the provisions of para. 2. The individual grades will be weighted in accordance with the credit points awarded for the respective modules.

(2) Grading of the overall examination will be according to the following scale:

Grade	Grade name	Definition
Average up to 1.5	Outstanding	Excellent performance
Average over 1.5 up to 2.5	Good	Performance significantly above average
Average over 2.5 up to 3.5	Satisfactory	Performance corresponding to the average
Average over 3.5 up to 4.0	Pass	Performance meeting the requirements despite defects

The overall final grade will be supplemented by an ECTS grade pursuant to the 10 October 2003 KMK resolution in the 4 February 2010 version or in then current version. The reference group consists of the three preceding student years.

A	the best 10%
B	the next 25%
C	the next 30%
D	the next 25%
E	the next 10%

### § 28 Transcript (*Zeugnis*), Certificate (*Urkunde*)

(1) Granting the degrees of Master of Law and Business (MLB) or Master of Laws (LL.M.) will be by means of awarding a certificate. At the same time as the certificate, the student will be given a transcript. The transcript details the modules, the attended sessions, the credit points grade as well as the grades for module examinations, the overall final grade as well as the total of credit points and the topic of the Master's Thesis.

(2) Both documents will be signed by the Academic Dean (President) of the University as well as the Academic Dean of the Program and affixed with the University seal.

(3) In addition the graduate will receive a Diploma Supplement (DS). As a representation of the national education system (DS part 8), the text agreed by the KMK and HRK in the then valid version will be used.

(4) The Certificate, Transcript and Diploma Supplement will be issued in both German and English.

## § 29 Appeals Board and Appeals Procedure

(1) The Appeals Board decides on appeals regarding examinations, in particular against the overall grade of the Master's Examination. It is composed of a full-time professor, a staff member of the University administration and a representative of the students on the Program. The period of office of members is 3 years and of the student representative one year. The administrative staff member chairs the Board. Members of the Appeals Board may not at the same time be members of the Examinations Board.

(2) The administrative staff member and their substitute will be appointed by the Academic Dean (President) of the University. He/She must be qualified to serve as a judge (Second German State Examination in Law). If no member of the University administrative staff meets this requirement, the posts will be filled with administrative members of another university.

(3) Two further members of the Appeals Board and their substitutes will be elected by the University Senate. The student representative and their substitute will be proposed by members of the student body; the Senate will not be bound by these proposals.

(4) Appeals against the examinations procedure and against examination decisions are to be submitted in writing to the Chair of the Appeals Board, provided notification of legal recourse (appeal) has been given, within one month but otherwise within a year of knowledge of the examination results subject to the appeal.

(5) Appeals are governed by the provisions of § 66 HmbHG supplemented by provisions of the *Verwaltungsgerichtsordnung* (Administrative Court Regulations) as appropriate.

(6) An ombudsperson appointed by the Academic Dean the Program together with a student representative will receive complaints on examination matters. Such complaints to the ombudsperson are without effect on the right of appeal against an examination decision.

(7) An appeal is only permissible if the student has previously remonstrated. The initial remonstrations and reasoning for the remonstrations must be submitted to the responsible examiner within two weeks of the student having received a reasoned assessment of his/her examination result or having the assignment discussed in a teaching conversation or having been given sample solutions. The examiner shall decide within two weeks whether to uphold or amend the grade.

### **III. Final Provisions**

#### **§ 30 Transitional Provisions**

(1) These Examination Regulations apply to students who start their studies as of 2020.

(2) For students who have started their studies in 2019, Examination Regulations dated 11 December 2013, amended on 8 May 2019, apply.

(3) For students who have started their studies between 2014 and 2018, the then current version of these Examination Regulations applies.

#### **§ 31 Coming into Effect**

These Examination Regulations came into effect on 1 September 2014.