

**Courtesy Translation**

**Official Announcement**

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**General Provisions for Amending or Adding to the Study and Examination Regulations at Otto von Guericke University Magdeburg with regard to examinations**

**(AllgSPO-2023)**

Dated June 22nd, 2023

**This English version is for information only. The legal binding version of this document is given in German language. Any liability for mistranslation is excluded.**

On the basis of § 13, paragraph 1, sentence 1 in conjunction with § 67a, paragraph 2, no. 2 f) of the Higher Education Act of the state of Saxony-Anhalt as published in the announcement dated July 1st, 2021 (Law & Ordinance Gazette LSA 2021, 368, 369), Otto von Guericke University Magdeburg has enacted the following statute:

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## **I. General**

### **§ 1**

#### **Scope**

- (1) These regulations primarily govern the organization and administration of examinations at Otto von Guericke University Magdeburg (OVGU).
- (2) If study and examination regulations, regulations regarding assessment, aptitude or entrance examinations or other regulations contain provisions concerning the administration of an examination process that differ from these regulations, the provisions in these regulations shall override them.

### **§ 2**

#### **Purpose**

Given the high level of interconnectedness between the faculties, the objective is to establish standardized procedures for examinations in the faculties and to create cross-faculty standards wherever cooperation between them is concerned.

### **§ 3**

#### **Boards of Examiners and Examination Offices**

- (1) A board of examiners may, taking into account the general rules of procedure and in particular those concerning convocation, composition and quorum, meet in a hybrid or online session instead of in person. The decision regarding this is to be taken by the chair of the board of examiners. Members of the board taking part in the meeting by telephone or video conference shall be deemed to be present. A resolution may be passed provided that the members participating in the meeting via telecommunications are able, generally and simultaneously, to hear (telephone conference) or see and hear (video conference) one another and remain in contact in order to discuss the subject of the resolution.
- (2) The duties of the examination office as the administrative office of the board of examiners remain unaffected.

## **II. Examinations**

### **§ 4**

#### **Modification of Examinations**

- (1) Irrespective of the stipulations in the study and examination regulations, the type, form and scope of the planned (module) examinations or continuous assessments may be modified temporarily without the need for the relevant regulations to be amended to this effect,

by a resolution passed by the board of examiners. The competent board of examiners from the faculty responsible for the (module) examination will rule upon the modification upon application by the examiners in agreement with the module / program leader.

- (2) Any alterations to the type, form and/or scope of a planned (module) examination or continuous assessment must be communicated to the students before the start of the examination registration period in a suitable and timely manner.
- (3) Depending on their suitability, (module) examinations or continuous assessments may be carried out in person or unsupervised in electronic form. Unsupervised module examinations or continuous assessments are written examinations which, due to their form/design do not need to be completed in a prescribed examination room or with supervision and to which § 5 does not apply.
- (4) Notwithstanding the stipulations in the study and examination regulations, therefore, taking into account paragraphs 1 and 2, electronic examinations may also be held. An electronic examination is an examination which is set, completed and often also marked and inspected with the aid of a computer. It may be held in a specific place or anywhere, with or without supervision. If use is made of this kind of examination, steps must be taken to guarantee a level playing field by means of tools to prevent attempts at cheating, to establish the identities of the participants, to monitor and inspect the examinations, to ensure data protection rules, and in particular those concerning data security and integrity, and otherwise to document and archive the examination in such a way that adequate protection against subsequent alterations is offered.
- (5) The examiners must ensure that the choice of examination type/form and the questions posed are suitable for assessing among other things the skills and capabilities to be acquired as set out in the module description and the knowledge that must be demonstrated given the prescribed learning objectives. When selecting the type and form of examination and its administration, sufficient attention must be paid to ensuring the principle of a level playing field for all examination candidates.
- (6) For the proper administration of electronic (module) examinations or continuous assessments, the authenticity of the work produced must be ensured by using appropriate measures (e.g. declaration of originality).

## § 5

### Remote Electronic Examinations

- (1) Remote electronic examinations are permissible in accordance with the current versions of the Decree concerning the Trialing of Remote Electronic Examinations in the Universities of the State of Saxony-Anhalt (EFPrVO-LSA) dated January 28th, 2021 (Law & Ordinance Gazette 2021, 47) and the OVGU Regulations concerning the Administration of Remote Electronic Examinations (EFPO) dated February 10th, 2021 (Official Announcement no. 03/2021), and provided that the conditions as set out in § 4 are met. If the study and examination regulations already prescribe remote electronic examinations, they may be held without the conditions set out in § 4 being met.
- (2) Remote electronic examinations for the program in Human Medicine are only permissible if the independent completion of the examination by the candidate can be ensured by means of an examination supervisor.

## § 6

### Written Final Theses

- (1) If the study and examination regulations require a written application to write the final thesis, this must preferably be sent by post or email to the competent faculty examination office.
- (2) With regard to the submission of the thesis, the provisions of the study and examination regulations remain unaffected. In addition, the following applies: if the thesis must be submitted in written form, this may be done by post or by placing it in the specially provided and labeled mailboxes on the OVGU campus. For it to be submitted on time, the work must be received before the deadline expires. The competent board of examiners may generally specify that the submission shall be deemed to be on time if the thesis is fully transmitted electronically within the deadline by the student(s) from their personal email address in a collective email to the examiners and the competent examination office and on the same day the printed, identical versions are dispatched in the form and quantity specified in the study and examination regulations or other regulations.

## § 7

### Oral Final Examinations

Oral and practical assessments in the context of Master's and Bachelor's theses, in particular for their defense, in seminars, projects, colloquiums or comparable teaching formats may be held electronically if permitted by the examiners. The regulations concerning the holding of remote electronic examinations (EFPO) apply accordingly.

**§ 8**  
**Student Obligations**

Students are obliged to obtain information independently and regularly about the examination process from the OVGU website and in particular the web pages of the examination office or board of examiners responsible for them, as well as by regularly checking their personal student email inbox.

**II. Registering/De-registering for an Examination**

**§ 9**  
**Deadlines Concerning Admission to or Registration for an Examination**

- (1) Insofar as study and examination regulations specify deadlines for admission to or registration for module examinations in respect of the written examination types, or examinations with mixed parts, electronic examinations or oral examinations, these are standardized by these regulations across the faculties to the periods from November 15th to 30th for examinations in the winter semester and May 15th to 31st for examinations in the summer semester. Any differing arrangements made by a board of examiners or study and examination regulations are irrelevant in this respect. This paragraph does not apply to the program in Human Medicine.
- (2) For examinations planned retrospectively and re-examinations within the same semester, the examination office responsible for the module stipulates a two-week admission/registration period for these examinations. Such examinations are open to all students. This paragraph does not apply to the program in Human Medicine.
- (3) With regard to the form of admission or registration to the module examinations, the provisions set out in the relevant study and examination regulations apply.
- (4) In the Faculty of Humanities, Social Sciences and Education, the competent board of examiners decides upon the registration for other forms of assessment not covered by paragraph 1, which are offered by the faculty, in accordance with the standardized time periods on a semester basis and irrespective of the applicable types and forms of examination.

## § 10

### **Revocation/Withdrawal of an Application for Admission to / Registration for an Examination**

Provided that the applicable study and examination regulations allow for this, the application for admission to or registration for an examination may be revoked/withdrawn by the student or he/she may deregister for an exam in accordance with § 9, paragraph 1 by no later than three calendar days before the relevant examination date. In the event of revocation/withdrawal, the student must apply for admission to a later examination date again in due time or he/she must reregister for the examination.

### **IV. Special Arrangements for Assessments Already Commenced**

## § 11

### **Withdrawal from a Written Academic Paper**

Applies only to study programs offered by the Faculty of Humanities, Social Sciences and Education:

Provided that the relevant applicable study and examination regulations do not state otherwise, it is permissible for a student to withdraw from the "written academic paper" form of assessment. A deadline for submission – documented by an individual agreement – must be set with the examiner. The withdrawal is declared by the student submitting the relevant declaration to the examiner before the agreed deadline, for example by email. If this does not happen, the paper will be graded "insufficient".

### **V. Final Provisions**

## § 12

### **Transitional Provisions**

For students who enrolled at OVGU between October 1st, 2021 and March 30th, 2023, § 5 (Standard Study Duration), § 6 (Internships and Other Assessments) and 13, paragraph 2 (deadline for commencing an examination etc.) of the General Provisions for Amending or Adding to the Study and Examination Regulations in Connection with the Coronavirus (SARS-CoV-2) at Otto von Guericke University Magdeburg (AllgErgSPO-Corona 2021) dated December 15th, 2021 as amended, until the end of their studies in the study program in which they are currently enrolled.

### § 13

#### Entry into Force, Annulment

- (1) In relation to the deadlines for registration for/deregistration from examinations (cf. §§ 9 et seq), these regulations come into force with effect from October 1st, 2023 and otherwise on the day of their publication in the Official Announcements of OVGU.
- (2) Upon entry into force of these regulations, subject to the provision in §12, the General Provisions for Amending or Adding to the Study and Examination Regulations in Connection with the Coronavirus (SARS-CoV-2) at Otto von Guericke University Magdeburg (AllgErgSPO-Corona 2021) dated December 15th, 2021 and most recently amended by article 1 of the Second Statute amending the General Provisions for Amending or Adding to the Study and Examination Regulations in Connection with the Coronavirus (SARS-CoV-2) at Otto von Guericke University Magdeburg (2021) will be annulled.

Issued on the basis of the resolution by the Senate of OVGU on June 21st, 2023 and the approval of the President.

Magdeburg, June 22nd, 2023

Prof. Dr.-Ing. Jens Strackeljan,  
President of  
Otto von Guericke University  
Magdeburg